

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 11.03.12**

Location: Dunn Brothers - Zimmerman  
Convened: 8:35 a.m.  
Adjourned: 10:20 a.m.

Present: Joel Rademacher (President), Eric Lindell (Vice President), Kate Steffens (Director), Arlis Olson (Secretary/Treasurer)—9:45am Christine Imbra & Paul Chicras (Architectural Committee members)

Notes: Agenda Items appear in large boldface type. Information, Discussion and Decisions sections appear in bold. Abbreviations are as follows: HOA- Homeowners Association, HO- Homeowner, BML- Board Member Lindell, BMR-Board Member Rademacher, BMS- Board Member Steffens, and TO- Treasurer Olson.

## **Review of Minutes**

### **Decision**

- Motion to approve minutes of the 07-16-12 Board meeting by BMS, second BML, carried unanimously.

## **Treasurers Report**

### **Information**

- TO gave a brief review of the status of checking and money market accounts and projections for cash flow through December.
- TO reviewed aged receivables of \$239.00 which is one resident that had not paid their 4<sup>th</sup> Quarter dues. TO noted that the receivables are at their lowest amount in several years.
- TO reviewed the aged payables of \$1,782.51 which was the collective total of the monthly Connexus Energy invoices. The Connexus amount is an autopay item; therefore no action was required.

### **Discussion**

- Board members were pleased with the status of the receivables.

## **2012 Holiday Lights**

### **Information**

- TO reported that a proposal from Melanie Scharpf for the 2012 Holiday lights had been received for the County Road 4 entrance & the 5<sup>th</sup> Addition entrance in the amount of \$2,200, an increase from the past season. The vendor will provide LED lights for all of the work, rather than trying to use HOA incandescent lights for the smaller trees (this was attempted last season but those lights were not able to be used as there were too many problems with them). The vendor will supply approximately 4000 additional LED lights for the work which brings the total light count to approximately 39,000.

## **Discussion**

- Board members commented that they always receive compliments from HOA members & non-HOA members regarding the lights and felt that the displays should continue to be done as long as the quality of the displays are maintained at their recent levels and the cost is reasonable. They felt the cost for this season is reasonable considering the number of lights to be installed/maintained and the anticipated end result of the displays.

## **Decision**

- Motion by BMR to accept the proposal for the 2012 Holiday lights in the amount of \$2,200, second by BMS, carried unanimously.

# **2013 Services Bids**

## **Information**

- TO reviewed that typically bids have been requested in October for Lawn Care, Irrigation & Gardening services for the following season. However, at this point bid documents have not been sent out. The 2012 Lawn Care & Irrigation vendor provided a very attractive price and was a new vendor for the HOA. Board members were of the opinion that the vendor's irrigation experience was not necessarily adequate to address the HOA systems and, while the vendor made a valid effort and complied with the terms of the lawn care contract, they felt there are likely other more experienced vendors available. TO indicated the current vendor acknowledged it would be better for the HOA if a different irrigation vendor were located, however, he would like to continue with the lawn care. He did indicate an increase in cost would be necessary, but did not quote a cost. BMR & BML felt the HOA may be better served if vendors were contacted directly, personal on-site reviews of the work & vendor's experience accomplished, a price obtained and negotiations conducted. That process was conducted with Brueske Lawn (a previous HOA vendor) and a quoted cost of \$14,000 was provided. Another vendor has been out to review the work but has yet to provide a price. Neither of these vendors does irrigation work, therefore, a vendor for that will still be required—BMS provided the name of a firm that may be interested. The 2012 gardening services were provided by an HOA resident—it is uncertain at this time whether they wish to continue the services in 2013.

## **Discussion**

- Board members felt a change in the lawn care vendor is appropriate even though the costs will increase. Once the costs come in from the other vendor, action may take place by email. An irrigation vendor will continue to be pursued and further discussions will be held regarding the gardening.

# **Preliminary 2013 Budget**

## **Information**

- TO presented a preliminary budget of \$108,050 for review and discussion. The budget follows the format of previous budgets and is based upon 2012 line item anticipated costs adjusted for 2013. Certain categories (Lawn care, Electrical, Insurance & Decorations/Gifts) were increased due to direct notification / media reports regarding 2013 rate increases or anticipated vendor changes.

### **Discussion/Decision**

- Board members reviewed the budget by line item and suggested certain revisions. The revisions resulted in a new total budget of \$109,650. That amount exceeds the anticipated 2013 income by over \$13,100. There was discussion concerning a dues increase for 2013. TO indicated that it is anticipated that the 2012 year end cash position should be approximately \$29,000 which would cover the shortfall between the 2013 projected income vs. budget and still leave a limited “cushion” for unanticipated expenses. Board members felt that a dues increase for 2013 would not be necessary, however, it is likely one will be required for 2014. That issue will be discussed at the annual meeting in March. TO will make the revisions to the budget and will distribute it to the Board by email. Once the 2013 lawn care & gardening services are finalized the budget can be adopted.

## **Joint Meeting—BOD & Architectural Committee**

### **Information**

- Christine Imbra and Paul Chicras (other Architectural Committee members besides BMR) joined the meeting. Due to the recent increase in HOA resident requests for major landscaping and detached garage project reviews, Christine requested a joint meeting with the Board to suggest that guidelines for the Architectural Committee should be established. She raised the following points:
  - a. Architectural Committee members have different perspectives & values
  - b. Guidelines or a policy would provide consistency of reviews for all issues
  - c. Any guidelines or policy must be consistent with the covenants
  - d. Guidelines or a policy would hopefully alleviate frustration levels of residents requesting reviews and that of committee members trying to address the requests

### **Discussion/Decision**

- Various issues were raised such as the original developers vision for the community and therefore the name Woodlands should be a major element in any project review, project consistency with the covenants, coordination with adjacent property owners, township & county permits/approvals, etc. It was agreed that a separate joint BOD/Architectural Committee meeting should be scheduled to discuss the matter further and develop a set of guidelines/policy that could be presented at the annual meeting in March. BMR will try to schedule the meeting in the upcoming weeks.

## **Informational / Miscellaneous items**

- a) Trail Brush issues-- TO indicated that there are several areas where trees, brush, etc. are overgrowing the trails and will be an issue for snow removal activities this winter season. BMR suggested that a motorized pole saw be rented and a crew of himself, BML & TO spend a day addressing the problem areas.
- b) Street Signs—BML reported he has researched sign firms online that can provide the federal standard compliant signs. Several have the capability to provide custom signs—he will take pictures of our typical sign format and request each firm develop a proposal & cost for providing the signs. Additional information should be available for the next meeting.

## Email Motions

- Motion by BMR on 11-13-12 to award the 2013 & 2014 Lawn Care service contract to Breuske's Lawn & Landscape in the amount of \$13,950, second by BMS, carried unanimously.
- Motion by BMR on 11-14-12 to approve payment to Brian Humphrey Construction - \$971.26 for mailbox assembly repairs/repainting and materials, second by BML, carried unanimously.
- Motion by BMR on 11-14-12 to accept a two year contract (2013-2014) from ACE Solid Waste for HOA garbage & recycling services—unit costs to remain unchanged, second by BML, carried unanimously.
- Motion by BMR on 11-27-12 to approve payments to IDI Bobcat - \$1,222.00 for December snow plowing services and Advantage Lawn Care - \$3,045.94 (\$1,200 for lawn care services from 9/15—10/15/12, \$550 for fall fertilizer application, \$400 for irrigation systems pump installation & start up services, \$450 for irrigation systems winterization, \$250 for extra fall clean up at the County Road 4 entrance, plus tax); second by BML, carried unanimously.
- Motion by BMR on 12-21-12 to approve payment to Melanie Scharpf in the amount of \$1,651.18 for the holiday light installation (75% payment now & remaining 25% when lights are removed in spring); second by BML, carried unanimously.
- Motion by BML on 12-21-12 to approve payments to IDI Bobcat - \$1,222.00 for January 2013 snow plowing services and Arlis Olson - \$644.70 (\$625 for 4<sup>th</sup> Quarter treasurer services, \$10.10 for printing costs for HOA notice included with 1<sup>st</sup> Quarter invoices & \$9.60 for two spotlights for the pavilion); second by BMR, carried unanimously.
- Motion by BMS on 01-16-13 to approve payment to Andy's Electric - \$105.00 for electrical problem diagnosis; second by BMR, carried unanimously.
- Motion by BML on 01-16-13 to accept the proposal from Lake Restoration for 2013 HOA pond treatment—(5) applications @ \$402 per application; second by BMR, carried unanimously.

Meeting Adjourned at 10:20 a.m. 11-03-12

Minutes prepared by Arlis Olson, approved on January 27, 2013 by:

Joel Rademacher  
Eric Lindell  
Kate Steffens