

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 01.27.13**

Location: Arlis Olson Residence  
Convened: 2:55 p.m.  
Adjourned: 4:00 p.m.

Present: Joel Rademacher (President), Eric Lindell (Vice President) via texting, Arlis Olson (Secretary/Treasurer)

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 11-03-12 Board meeting by BMR, second BML (via text), 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 March.
- TO reviewed aged receivables of \$239.00 which is one resident that had not paid their 1<sup>st</sup> Quarter dues.
- TO reviewed the aged payables of \$3,098.18 which was comprised of Connexus Energy - \$1,324.66 for monthly electrical costs; IDI Bobcat - \$1,222.00 for February snow plowing services; Arlis Olson - \$1.10 for postage costs to mail 1099 forms to the IRS and Melanie Scharpf - \$550.40 for the remaining segment of the holiday light fee that will not be paid until spring when the lights are removed. The Connexus cost is an autopay item that does not require any action, the Arlis Olson item will be held until other costs are incurred and the Melanie Scharpf is on hold pending removal of the lights. The only item requiring action is the IDI cost.

### **Discussion**

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

### **Decision**

- Motion by BMR to approve payment to IDI Bobcat - \$1,222.00; second by BML (via text), carried unanimously.

## 2013 HOA Budget

### Information

- TO reviewed the latest update of the 2013 HOA Budget and explained that the only changes of substance from the last version presented to the Board were in the Garbage/recycling, Electrical and Bank charges items. The revised budget total is now \$109,510, a slight decrease from the document reviewed in November. A draft copy of the Budget Narrative to be presented at the Annual Meeting was also provided by TO.

### Decision

- Motion by BMR to adopt the 2013 Budget in the amount of \$109,510; second by BML (via text), carried unanimously.

## 2013 Annual Meeting

### Information

- TO indicated that the date & location for the 2013 annual meeting needed to be set, an agenda prepared and a number of reports, etc. needed to be prepared.

### Discussion

- After review of individual schedules it was determined the best dates for the meeting would be March 21<sup>st</sup> with March 14<sup>th</sup> as the fall back date and the American Legion in Zimmerman seemed to be the best option for the location. TO volunteered to contact the Legion to see if a room would be available for either of those dates. Various items were suggested for the agenda; TO will develop a draft agenda and email it to Board members for review.
- TO briefly reviewed the other material that is needed for the meeting and will distribute draft copies for Board member review and comment.

## 2013 Gardening Services

### Information

- TO indicated the proposal from Laurie Grasso for the 2013 Gardening Services needed to be officially reviewed by the Board and accepted if so desired. The proposal was submitted in response to the Request for Bids and indicates a total cost of \$12,150. The proposal does include two work scope modifications—an increase in the number of annual plants and splitting/replanting of certain perennial plants in the 5<sup>th</sup> Addition. An option to eliminate the “T” intersection garden work and replace it with the 5<sup>th</sup> Addition plant work was also provided.

### Discussion

- BMR felt that Laurie performed admirably last season and is pleased she is willing to continue the services in 2013. He did, however, express his concern that the “T” intersection garden is a highly visible garden for anyone entering the development and needs to be maintained under the contract. He also felt the proposed work scope modifications should be the subject of further discussion with Laurie.

### Decision

- Motion by BMR to accept the proposal from Laurie Grasso for the 2013 Gardening Services in the amount of \$12,150 subject to further discussion concerning the proposed work scope modifications/costs; second by BML (via text), carried unanimously.

## **Informational / Miscellaneous items**

- a) IDI proposal-Trail sanding unit—TO reported that he recently had a lengthy telephone with Dave Arvidson (trail snow plowing service) regarding the icing on the trail system. Dave is frustrated about the ice on the trails but cannot do much with it. The heavy wet snow followed later by rain has been a miserable situation for him to deal with (also Livonia Township too as evidenced by our streets). Dave does have limited sanding capabilities for the steep slopes, etc. but cannot sand the whole trail system. He has done some research on a sander that would have the capacity to do the whole trail system---probably \$5000 and up. He said there is a pick-up version that he could adapt to a trailer that he could pull behind his Tool-Cat, but he cannot justify the investment as we are his only client and he does not know how much longer he will be able to provide his service (no imminent issue though as he does expect to submit another contract for the next couple of years). He said the HOA could buy the unit through him—he would use it for however long (the only additional cost from him would be for the extra sand) & then it could be passed on the next service provider or sold. When he started doing this for us he said the icing was not an issue, but the weather trends are now generally warmer and the icing is becoming a big problem. It likely would be a better thing to have the capability to do more sanding, but our current budget does not have the flexibility to handle that kind of cost. BMR noted that Dave is very conscientious and has always provided excellent service to the HOA---he expects we will never find another vendor like him. The Board would need much more information concerning this potential purchase before making a decision and the first step should be to discuss the matter at the annual meeting.
- b) Holiday light removal—TO indicated the holiday light vendor is now scheduling the removal of the lights for all of their clients. Is there a preference in when the lights for the HOA are removed? BMR felt they could be removed at any time. TO will contact the vendor with that information.

## **Email Motions**

- Motion by BMR on 02-03-13 to authorize submittal & payment of Federal and State 2012 income taxes in the amounts of \$12.00 & \$4.00 respectively; second by BML, carried unanimously.
- Motion by BMR on 02-03-13 to accept the proposal from Allied Blacktop Company in the amount of \$1,870 for the 2013 street sweeping services; second by BML, carried unanimously.
- Motion by BML on 03-12-13 to approve payments to IDI Bobcat - \$1,222.00 for March trail snow plowing services; Brian Humphrey Construction - \$362.23 for labor & materials to repair three mailbox assemblies damaged by street snow plowing activities; CNA Surety - \$100.00 for the annual surety bond for HOA officers; and U.S. Post Office - \$44.00 for P.O. Box annual renewal; second by BMR, carried unanimously.
- Motion by BMS on 03-13-13 to authorize Arlis Olson, HOA Secretary/Treasurer and Joel Rademacher to sign checks on behalf of the HOA and that the authorization become effective upon completion of the signature documentation at Bremer Bank; second by BMR, carried unanimously.
- Motion by BMR on 03-21-13 to approve payments to American Legion Post 560 - \$50.00 for room rental for the 2013 HOA Annual meeting and Melanie Scharpf - \$550.40 for the balance of the 2012/2013 holiday lighting fee; second by BML, carried unanimously.

Meeting Adjourned at 4:00 p.m. 01-27-13

Minutes prepared by Arlis Olson, approved on April 1, 2013 by:

Joel Rademacher  
Eric Lindell  
Kate Steffens