

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 10.14.13

Location: Arlis Olson Residence
Convened: 8:25 a.m.
Adjourned: 10:05 a.m.

Present: Eric Lindell (Vice President), Paul Erickson (Director), 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, BME-Board Member Erickson, BML- Board Member Lindell, BMR-Board Member Rademacher and TO- Treasurer Olson.

Review of Minutes

Decision

- Motion by BML to approve minutes of the 05-02-13 Board meeting; second BME, carried unanimously.

Treasurers Report

Information

- TO gave a brief review of HOA expenses for January-September vs. budget; the status of checking and money market accounts and projections for cash flow through December.
- TO reviewed aged receivables of a \$396.00 which pertains to two HOs that have not paid their 4th Quarter dues. Late fees will be assessed as appropriate if payments are not received.
- TO reviewed the aged payables of \$3,119.53 which was comprised of Laurie Grasso - \$2,050.00 (\$1,700.00 for September gardening services and \$350.00 for 32 Mum plants); Janet Huss - \$42.53 (\$31.02 for printing HOA picnic signs and \$11.51 for wood backing material); Lake Restoration - \$402.00 for the final yearly chemical application in HOA ponds and Arlis Olson - \$625.00 for 3rd Quarter treasurer services. TO also reviewed a payable item that was done for the HOA picnic in September. A check had to be issued and available when the portable toilet was delivered for the event. The check in the amount of \$85.00 was issued to Red's Portable Toilets and was given to them upon delivery of the toilet on September 6, 2013. The Board had previously indicated participation in the costs of the picnic was an appropriate expenditure and President Rademacher was aware of the situation. Board ratification of the payment now should be accomplished.

Decision

- Motion by BML to approve payments to Laurie Grasso - \$2,050.00, Janet Huss - \$42.53, Lake Restoration - \$402.00, Arlis Olson - \$625.00 and ratification of the previous payment to Red's Portable Toilets - \$85.00; second by BME, carried unanimously.

2013/2014 Holiday Lights

Information

- TO indicated a he had contacted the vendor for the holiday lighting at the County Road 4 & 5th Addition entrances and had received their proposal for the upcoming season. Their quote for supplying and installing the LED lighting for the season and removing the lighting in February/March was \$2,050 plus tax. The quote is actually a little less than the previous season.

Decision

- Motion by BML to accept the proposal; second by BME, carried unanimously.

2014 Preliminary HOA Budget

Information

- TO presented a preliminary budget of \$112,325 for review and discussion. The budget is an approximate 2.6% increase from the 2013 budget. It follows the format of previous budgets and is based upon 2013 line item anticipated costs adjusted for 2014.

Discussion/Decision

- Board members reviewed the budget by line item and suggested certain revisions—the addition of the potential of reroofing the Pavilion and a security camera system for the entrances on County Road 1 & 4. Costs for those items will be investigated, the budget revised and distributed to the Board by email. Action on the budget will be considered at a subsequent meeting.

2014 HOA Dues Increase Analysis

Information

- TO presented an analysis he prepared concerning whether a HOA dues increase would be required in 2014. The analysis considered the current status of the HOA checking account, anticipated deposits through the end of 2013, current money market account/trail reserve/available funds for ongoing operations through the end of 2013, anticipated expenses through 2013, anticipated 2014 income and 2014 budget/expenses. His conclusion was that barring any unanticipated large expenditures, a dues increase for 2014 would not be necessary. He did caution though that the positive cash position that currently exists is diminishing and at some point a dues increase will be required. He also indicated that the analysis should be updated incorporate any 2014 budget changes and revisited in another few weeks.

Discussion/Decision

- Board members agreed with the analysis and will revisit the matter at the next meeting to confirm that a dues increase will not be implemented for 2014.

2014 Services Bids

Information

- TO reported that this is the time that bids would typically be requested for the Lawn Care, Gardening & Irrigation Systems services for the upcoming year. However, a contract was previously executed for the Lawn Care that includes the 2014 season. The gardening services have been difficult to get bids on in the past and the services of the current vendor have been satisfactory. The irrigation system services provided by the current vendor have also been satisfactory but response time is a concern.

Discussion/Decision

- Board members felt the existing gardening vendor should be contacted to see if they are interested in continuing to provide services for 2014 and, if so, provide a quote. They also felt there are probably other options for the irrigation services and the existing vendor and at least another firm should be asked to provide a quote for the upcoming year. TO will follow up as directed and report back to the Board at a later date.

2014 Annual Meeting

Information

- TO reported that due to scheduling difficulties he experienced for the meeting room for the 2013 Annual meeting, he likely should begin the process now for the 2014 meeting.

Discussion

- Board members instructed TO to contact the American Legion and check on the availability of a meeting room for some time in mid to late March 2014. At present, their schedules are open.

Miscellaneous/Informational items

Information

- BML reported that BMR had been contacted by Charlie Cremers (representative of original WOL developer) whereby Mr. Cremers indicated he still had possession of (8) mailbox assemblies for the undeveloped lots. The assemblies had been stored in a warehouse that is being vacated and the materials should be moved to an HOA facility. He further requested compensation for the materials in the form of a credit for HOA dues on the lot he owns. The materials were picked up and moved to the HOA garage.

Discussion/Decision

- Board members felt that while the materials were likely intended to be part of the transfer from the developer to the HOA several years ago, Mr. Cremers also could have never contacted BMR about their availability. Therefore, they felt a one-time credit of one quarterly dues amount would be fair compensation. TO was instructed to implement the credit on the 1st Quarter dues for 2014.

Email Motions

- Motion by BME on 10-17-13 to accept the Engagement Letter from Johnson, Bruns & Company for the audit of 2013 HOA activity at an estimated cost of \$1,050.00; second by BML, carried unanimously.
- Motion by BMR on 10-21-13 to approve payments to Brueske's Lawn & Landscape - \$2,650.00 (\$1,675 for lawn care services 09/15—10/15/13 and \$975.00 for a winterizing fertilizer application) and IDI Bobcat - \$1,267.00 for November snow removal/spot sanding of HOA trails; second by BML, carried unanimously.
- Motion by BMR on 10-30-13 to approve payment to Great Northern Landscapes - \$493.00 for the winterization of the HOA irrigation systems & pond fill pump removals; second by BME, carried unanimously.

Meeting Adjourned at 10:05 a.m. 10-14-13

Minutes prepared by Arlis Olson, approved on November 5, 2013 by:

Joel Rademacher
Eric Lindell
Paul Erickson