

# **Woodlands of Livonia Homeowners Association**

## **Minutes of Board of Directors Meeting 08.15.14**

Location: Arlis Olson Residence

Convened: 10:35 a.m.

Adjourned: 12:15 p.m.

Present: Eric Lindell (President), Paul Erickson (Vice President), Jim Hall (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, BMH-Board Member Hall, BML- Board Member Lindell, and TO-Treasurer Olson.

### **Review of Minutes**

#### **Decision**

- Motion by BML to approve minutes of the 06-26-14 Board meeting; second BME, carried unanimously.

### **Treasurers Report**

#### **Information**

- TO gave a brief review of HOA expenses for January – July 2014 vs. budget; the status of checking and money market accounts and projections for cash flow through December 2014.
- TO reported that the current receivables totaled a negative \$2,048.25 due to several resident credits as they have paid ahead for certain upcoming quarterly dues. The actual receivable amount was \$181.75 which pertained to one resident that has not paid their 3<sup>rd</sup> Quarter dues. The resident made a \$300 payment in early July that was applied to their past due amount first and the remaining balance towards their 3<sup>rd</sup> Quarter dues. TO indicated that the HOA covenants provide for a 25% late fee if dues are not paid on time and late fees have typically been assessed on a monthly basis. To date he had not assessed any penalty for July as there had been a partial payment of dues.
- TO reported that the payables of record were \$6,496.08 which consisted of Brian Humphrey Construction - \$3,557.89 (\$2,550.00 for the Pavilion reroofing & 5<sup>th</sup> Addition roof repairs & \$1,007.89 for labor and materials relating to mailbox assembly repairs and sign post painting); Laurie Grasso - \$2,400 (\$1,800.00 for July gardening services and \$600.00 for one-half of the spires plant trimming); Lake Restoration - \$442.00 for the third chemical treatment of HOA ponds and Ziebarth Vinyl Graphics - \$96.19 for mailbox address signs.
- BME submitted a reimbursement request in the amount of \$6.39 for trail repair materials he had purchased and utilized on a washout area.

### **Discussion/Decision**

- Board members felt the resident with outstanding dues should have late fees assessed consistent with the covenants (25% of outstanding balance) and a letter should be sent with an initial late fee of \$20. If payment of the \$181.75 plus \$20.00 late fee is not received by September 1<sup>st</sup> then the total 25% late fee would be assessed.
- Motion by BME to approve payments to Brian Humphrey Construction - \$3,557.89; Laurie Grasso - \$2,400.00; Lake Restoration - \$442.00 and Ziebarth Vinyl Graphics - \$96.19; second by BMH, carried unanimously.
- Motion by BML to approve payment to Paul Erickson - \$6.39; second by BMH with BME abstaining.

## **2014 Lawn Care Services**

### **Information**

- TO reviewed that he had seen a notice of bankruptcy filing in the Minneapolis StarTribune for Brueske's Lawn & Landscape, the current HOA lawn care services vendor. BML has been in contact with Joe Brueske and he has indicated he will complete our contract for 2014.

### **Discussion/Decision**

- Board members felt this situation just further reinforces their discussion at the previous BOD meeting about soliciting bids from other vendors for 2015. There were certain changes suggested for the 2015 bid document---an optional bid item for a spring cleanup in certain cul-de-sacs with the specific cul-de-sacs listed and that the mowing of the trail edges in the common areas should be listed as being at least one full mower width whenever possible. A list of suggested vendors was started and others may be added prior to distribution of the document.

## **HOA Covenant Compliance**

### **Information**

- Board members reviewed the growing problem of HOA residents proceeding with various projects or improvements on their properties without obtaining the necessary Architectural Committee review and approval or are conducting other activities not in compliance with the HOA covenants. Residents have been reminded of the HOA Covenant requirements on a regular basis but it seems that the reminders are being ignored. Board members will be doing a "drive through" of the development to visually review certain situations that have been raised as concerns by other residents and these matters will be the subject of further discussion at a following meeting.

## **HOA Secretary/Treasurer Position**

### **Information**

- TO reported one resident has indicated he would take over the HOA Secretary/Treasurer position but was unable to attend this meeting.

### **Discussion/Decision**

- Board members felt they would like to discuss the position with the individual and suggested another Board meeting be scheduled within the next couple of weeks in order to move this process along. TO will coordinate a meeting date & time.

## **Open Architectural Committee Position**

### **Information**

- Paul Chicras, who has served on the Architectural Committee for 3 ½ years, has submitted his resignation.

### **Discussion/Decision**

- Board members discussed how to find a replacement for Paul and felt an email should be sent out to HOA members announcing the position opening and see if someone will volunteer to be on the committee. TO will prepare a draft announcement for Board members to review prior to its distribution. An item can also be included in the Notice to HOA members that is typically included with the 4<sup>th</sup> Quarter invoice mailing.

## **5<sup>th</sup> Addition Bridge Walls**

### **Information**

- BMH reported that he and Greg Weiers have begun to disassemble the east wall and he feels the wall can be repaired/restored with volunteer labor and he suggested it be done incrementally over the next couple of months

### **Discussion/Decision**

- Discussion ensued regarding the number of volunteers needed and how to organize the work groups. It was suggested that a list of all of the projects that need to be done before winter be developed and be reviewed at the next meeting. BMH indicated that he will be spending a considerable amount of time and incurring some costs for materials over the course of the project and would like to get reimbursed for certain costs. The other Board members suggested he prepare a proposal for the work and submit it for consideration at the next meeting.

## **2014 Trail System Repairs**

### **Information**

- TO provided Board members with copies of two proposals received from asphalt companies for various work on the HOA trail system. One proposal included everything from crack sealing to total replacement. The other was just for crack sealing. More companies had been contacted about providing quotes but declined as most companies are geared more to street/road work rather than trails—trails need different equipment due to their width.

### **Discussion/Decision**

- Discussion ensued regarding the two proposals—specifically the crack sealing work. There was a considerable difference in the cost but Board members felt that they needed clarification on some elements of the low quote. TO will follow up with the vendor to get the necessary information. The other elements of the proposal for more extensive work will be utilized as a basis for the replacement reserves and dues adjustments as required by recent legislation.

## **Mailbox “Deer Head” Component**

### **Information**

- TO provided a copy of information received from Hemmelgarn Woodworking (a woodworking vendor in Elk River) that can have a 3D Modeling computer program developed to replicate the existing deer head component. He can use that program to create the deer heads for our mailbox assemblies. The cost to develop the program is \$275. He also estimated the unit cost for each deer head would be between \$25--\$40 depending on how much time is actually necessary for his equipment to execute the program (assumes the HOA supplies the raw material).

### **Decision**

- Motion by BML to authorize Hemmelgarn Woodworking to proceed with having the computer program developed at a cost of \$275.00; second by BMH, carried unanimously.

## **Fall Clean-up Day**

### **Information**

- TO indicated a fall clean-up day had been mentioned previously and BME wanted to discuss the event.

### **Discussion**

- BME indicated there were several issues that needed attention—5<sup>th</sup> Addition Bridge Walls, Trail trimming/brush removal, dead trees & cul-de-sac clean up to name a few. He also suggested each Board member think about any other items to add to the list and the entire list discussed at the next meeting. Once a list of projects is agreed upon, possibly separate work groups could be formed to address specific areas. It was also suggested that cul-de-sac residents could be encouraged to “adopt” their area for clean-up each spring and fall and the HOA would remove the debris.

## **HOA Neighborhood Picnic**

### **Information**

- TO reported that a resident group is being formed to organize another HOA picnic and wanted to bring the matter up for discussion.

### **Discussion/Decision**

- Board members felt the event last year was a success and provided a means for neighbors to get to know each other. They felt it was a positive event for the HOA and the Board should provide monetary support similar to last year i.e. the cost of a satellite unit, plates, napkins, utensils, etc.

## **Miscellaneous / Informational Items**

- a) 2015 Dues setting process & 2015 Budget process—TO indicated that both of these processes need to get underway soon as there is a considerable amount of work to be accomplished to be in a position to raise dues (if determined) and get the required timely notification to HOA members. He will begin work on a preliminary 2015 budget and have that available for the next meeting.

## **Email Motions**

- Motion by BML on 08-21-14 to approve payment to Brueske's Lawn & Landscape - \$1,675.00 for lawn care services from 07-15—08/15/14; second by BME, carried unanimously.

Meeting Adjourned at 12:15 p.m. 08-15-14

Minutes prepared by Arlis Olson, approved on September 9, 2014 by:

Paul Erickson

Jim Hall