

# Woodlands of Livonia Homeowners Association

## Minutes of Board of Directors Meeting 12.02.14

Location: Arlis Olson Residence  
Convened: 7:00 p.m.  
Adjourned: 8:05 p.m.

Present: Eric Lindell (President), Paul Erickson (Vice President), Scott Fildes (Treasurer) and Arlis Olson (Outgoing 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, TF-Treasurer Fildes and TO-Treasurer Olson.

### Review of Minutes

#### Decision

- Motion by BML to approve minutes of the 10-21-14 Board meeting; second BME, carried unanimously.

### Treasurers Report

#### Information

- TF gave a brief review of HOA expenses for January – November 2014 vs. budget; the status of checking and money market accounts and projections for cash flow through December 2014.
- TF reported that the current receivables totaled \$259.00 which pertains to one resident that has not paid their 4<sup>th</sup> Quarter dues and late fees—if payment is not received in the next few days, the late fee for December will be assessed.
- TF reported that the payables of record were \$2,324.04 which consisted of Connexus Energy - \$1,506.14 for electrical usage; Verde Plus Lawn Care - \$737.44 for the remaining portion of the 2014-2015 holiday lighting fee and Arlis Olson - \$80.46 (\$38.84 for copying costs for the Notices to HOA members – 2015 dues increase & notice to be included with the 2015 1<sup>st</sup> Quarter dues, \$24.57 for a new HOA return address stamp and \$17.05 for gas for the HOA tractor & blower). The Connexus invoices are an auto-pay item and the Verde Plus costs will not be paid until the lights are removed in the spring; therefore the only item needing action is the payment for Arlis Olson.
- TF also informed the Board of two payments made in accordance with previous Board action to allow payments for contracted services consistent with budgeted items---IDI Bobcat - \$1,267.00 in both November and December for snow removal services.

#### Discussion/Decision

- Motion by BME to approve payment to Arlis Olson - \$80.46; second by BML, carried unanimously.

## 2015 Dues Late Fee Assessment

### Information

- TF informed the Board that since the 2015 dues are now set at \$250 per quarter, an adjustment to the late fees must be made. The HOA Covenants allow an administrative charge up to 25% of the delinquent amount. That would equal \$62.50. The late fee has typically been allocated on a monthly basis and TF proposed the late fee be applied \$25 in month one, \$25 in month two and \$12.50 in month three.

### Discussion/Decision

- Board members concurred with the recommendation.
- Motion by BME to assess late fees consistent with the recommendation as necessary; second by BML, carried unanimously.

## Garbage/Recycling Credit

### Information

- Previous Boards considered this issue and developed a policy/procedure. Their determination was that owners of undeveloped lots are invoiced the full dues amount, however, the HOA assumes responsibility for mowing the individual lot(s) boulevard areas to maintain a consistent presence within the development. For individual homeowners, a garbage/recycling credit is only considered under one circumstance—if a homeowner also owns an adjacent lot and maintains the boulevard area themselves. One resident meets these criteria and has been receiving a credit based upon the costs to the HOA for garbage & recycling services. Since the contract for the garbage/recycling services has been renegotiated the credit needs to be adjusted. The current costs would equal a \$7.00 per month credit or \$21.00 per quarter.

### Discussion/Decision

- Board members concurred in the credit. TO will notify the resident of the adjusted credit.

## Open HOA Positions

### Information/Discussion

- BML indicated that one resident has expressed interest in the open Architectural Committee but he has not gotten any inquiries about the Director positions. He will follow-up with the resident to confirm their understanding and continued interest. If the resident does wish to proceed with filling the position, BML will advise by email. Other suggestions were made of possible Board candidates and they will be contacted.

## 2015 HOA Annual Meeting

### Information

- TO indicated that the 2015 HOA Annual Meeting has been set for March 24, 2015 and the lower level meeting room at the Zimmerman American Legion has been reserved. He also provided a copy of the 2014 meeting agenda and asked Board members to review it and let him know of any suggestions for the 2015 agenda.

## **2015 Lawn Care Bids**

### **Information/Discussion**

- Bids have been received from three vendors for the 2015 Lawn Care services, but one included considerably more services than requested in the bid request documents. The other two bids were comparable in scope and costs. TF will email the one bidder and request they submit a bid consistent with the bid documents within the next week to ten days. The Board will then likely be able to act on the bids before the end of the year.

## **Mailbox “Deer Head” Component**

### **Information**

- A final actual size sample of the “carving” that replicates the existing component was available from the vendors for review and comment.

### **Discussion/Decision**

- Board members reviewed the sample and were quite pleased with the final product. TO informed the Board that the total cost of each component will likely be in the \$75-\$80 range (includes all raw materials, costs for the actual carving and costs from our mailbox repair person to finalize the component for installation on the mailbox posts. TO will notify both vendors of approval of the component and that production can proceed. It is anticipated a few components can be made yet this year and will continue in 2015---initial order will be for 25 completed components.

## **Miscellaneous/Informational Items**

- a) Snowmobile Trespassing---BML wondered if the HOA should erect some kind of physical barriers in the areas along County Road 4 where snowmobilers have been ignoring the No Snowmobiling signs and coming onto HOA property. TF indicated that any type of physical barrier would likely present a liability issue for the HOA if someone hit it. TF also indicated that he had previously contacted the local snowmobile association, expressed our concerns about the issue and they are the ones who put out the yellow tape. The snowmobile trail will soon be groomed which will delineate the path for the snowmobilers and hopefully alleviate the situation.

## **Email Motions**

- Motion by BML on 12-07-14 to approve payment to Hemmelgarn Woodworking - \$275.00 for development of the software program to produce the HOA mailbox deer sculpture; second by BME, carried unanimously.
- Motion by BME on 12-16-14 to approve payment to Hemmelgarn Woodworking - \$240.00 for (6) mailbox deer sculpture components; second by BML, carried unanimously.
- Motion by BME on 12-20-14 to approve payment to Scott Fildes - \$625.00 for 4<sup>th</sup> Quarter Treasurer services; second by BML, carried unanimously.
- Motion by BML on 12-29-14 to approve payment to Hemmelgarn Woodworking - \$80.00 for (2) mailbox deer sculpture components; second by BME, carried unanimously.

Meeting Adjourned at 8:05 p.m. 12-02-14

Minutes prepared by Arlis Olson, approved on January 8, 2015 by:

Eric Lindell

Paul Erickson