

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 01.20.14

Location: Arlis Olson Residence
Convened: 2:35 p.m.
Adjourned: 3:50 p.m.

Present: Joel Rademacher (President) @ 3:00p.m., 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 11-05-13 Board meeting; second BME, carried unanimously.

Treasurers Report

Information

- TO gave a brief review of HOA expenses for calendar year 2013 and January 2014 vs. budget; the status of checking and money market accounts and projections for cash flow through March 2014. He also indicated he would likely transfer around \$5,000 - \$8,000 from checking to money market soon to gain a little more interest income.
- TO reported that there were no aged receivables – all HOA dues accounts are current and several residents have actually paid their 2014 dues in full.
- TO reported that there are two payables at this time – Melanie Scharpf dba Verde Plus Lawn Care - \$328.64 which is the remaining holiday lights fee and will not be paid until the lights are removed and Arlis Olson - \$201.43 for HOA printer supplies (\$158.16 for a drum unit, \$32.59 for a toner cartridge and \$10.68 for copy paper). The only payment requiring action at this time is for Arlis Olson.

Decision

- Motion by BML to approve payment to Arlis Olson - \$201.43 for HOA printer supplies; second by BME, carried unanimously.

2014 Annual Meeting

Information

- TO presented an early draft of an agenda for the HOA annual meeting in March.

Discussion/Decision

- Board members reviewed the agenda and considered items that should be discussed at the meeting. Certain revisions and additions were made to the agenda. TO will make the suggested agenda revisions and email the revised version to the Board for further review. Also, at this point no one has come forward to place their name on the ballot for the open Director position. Board members suggested potential candidates and will make personal contact to determine their interest in the position.

2014 Services

Information

- TO reported that contracts for the 2014 Irrigation & Gardening services have yet to be finalized. The Irrigation vendors contacted have not responded to the bid request at this point and he was waiting on the Gardening until a meeting could be held with the vendor concerning potential work scope revisions—for various reasons that meeting has yet to be scheduled.

Discussion/Decision

- Board members felt there should be a follow-up with the Irrigation vendors and a meeting set with the Gardening vendor.

Miscellaneous / Informational Items

Information/Decision

- Board members reviewed material received from a WOL HOA resident concerning the community and homeowners association where they spend their MN winters. They recently experienced a HOA dues increase at their winter home and provided an article on Protecting Property Values Is What Our Association Is All About. The residents will not be able to attend the WOL HOA annual meeting in March and wanted to indicate their support for a WOL HOA dues increase to provide adequate funding to protect and maintain the WOL community assets. They also expressed their opinion that the 5th Addition Pond and Bridge are in desperate need of repair. Board members appreciated the information—the 5th Addition projects and dues will be discussed at the annual meeting. The information in the article will provide the basis for a similar message to be distributed to WOL HOA members in the near future.
- MN Statute requirements for HOAs—TO provided a copy of the “Top 10 Annual Checklist for Homeowners’ Associations” that was received from our auditor. The list obviously contains ten items of importance for effective HOA operations. The majority of the items are and have been standard operating procedures for our HOA, however, there are recent MN Statutes that pertain to requirements for conducting a reserve study to determine the necessary annual assessment reserves to fund the replacement of components of a common interest community which the association is obligated to

replace by reason of ordinary wear and tear or obsolescence and that a separate account be created to separate those reserve funds from operating funds. These statutes and requirements will be reviewed and likely discussed at the annual meeting.

Email Motions

- Motion by BML on 02-24-14 to approve payments to IDI Bobcat - \$1,267.00 for March snow plowing services and American Legion Post 560 - \$50.00 for room rental fee for the HOA annual meeting; seconded by BME, carried unanimously.
- Motion by BME on 03-10-14 to accept the audit of 2013 HOA activities by Johnson, Bruns & Company and authorize Secretary/Treasurer Olson to submit the Management Representation letter; seconded by BMR, carried unanimously.
- Motion by BME on 03-10-14 to approve payments to CNA Surety - \$100.00 for the annual HOA Officers surety bond and U.S. Post Office - \$48.00 for annual P.O. Box rental fee; seconded by BMR, carried unanimously.
- Motion by BML on 03-10-14 to accept the proposal from Allied Blacktop Company in the amount of \$1,870.00 for 2014 street sweeping services; seconded by BMR, carried unanimously.

Meeting Adjourned at 3:50 p.m. 01-20-14

Minutes prepared by Arlis Olson, approved on March 19, 2014 by:

Joel Rademacher
Eric Lindell
Paul Erickson