

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 06.26.14**

Location: Arlis Olson Residence

Convened: 4:15 p.m.

Adjourned: 6:00 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 04-26-14 Board meeting; second BMH, carried unanimously.

## **Treasurers Report**

### **Information**

- TO gave a brief review of HOA expenses for January – June 2014 (to date) vs. budget; the status of checking and money market accounts and projections for cash flow through September 2014.
- TO reported that the current receivables totaled \$16,743.75, however the majority of that amount is attributable to the 3<sup>rd</sup> Quarter dues invoiced earlier in the month and that it was skewed somewhat due to several resident credits as they have paid ahead for certain upcoming quarterly dues. The actual receivable amount was \$302.75 which pertained to three residents that have not paid their 2<sup>nd</sup> Quarter dues and/or late fees.
- TO reported that the payables of record consisted of Brueske's Lawn & Landscape - \$2,775.00 (\$1,100.00 for fertilization w/crab grass control and \$1,675.00 for lawn care services from 5/15—6/15/14) and Arlis Olson - \$38.66 (\$17.96 for copying costs for HOA member notice included with 3<sup>rd</sup> Quarter invoices and \$20.70 for gas for the HOA tractor & blower).

### **Decision**

- Motion by BML to approve payments to Brueske's Lawn & Landscape - \$2,775.00 and Arlis Olson - \$38.66; second by BMH, carried unanimously.

## **2014 Lawn Care Services**

### **Information**

- TO briefly reviewed the history of the current 2013-2014 contract with Brueske's Lawn & Landscape. In the years prior to the current contract, the common areas lawn care services contract was awarded to the low bidder. While the low bidders were deemed capable of completing the work, the sitting Board felt the overall condition of the lawn areas had deteriorated over the years. Therefore, Board members personally met with Brueske's Lawn (who had held the contract several years ago) to discuss the condition of the lawn areas, the work scope for the lawn care and specific recommendations of the firm for improvements. As a result, the Board negotiated a contract with them for the 2013 & 2014 seasons (with an option to extend in 2015) and expected noticeable improvement in the lawn care in the future. Board members were provided with a copy of the standard HOA lawn care services bid request documents.

### **Discussion/Decision**

- BML indicated that the 2013 services start-up had some issues and he didn't feel the overall condition of the common areas improved noticeably. This year the services also got off to a slow start (he acknowledged the weather was a definite factor), but a recent tour of the development indicates certain cul-de-sacs are not being mowed as required, he felt the crab grass control application was not applied at the proper time and he has received three complaints from homeowners about the lawn care services. Board members discussed various options ranging from having a serious discussion with Brueske to termination of the contract (rather problematic due to being in mid-season). BML volunteered to convey the Board's concerns to Brueske and indicate that the level of service to date does not lead the Board to consider any extension of the contract for 2015. Board members will review the standard bid request documents to see if any revisions should be made and then bids for 2015 will be solicited from other vendors.

## **IDI Snow Removal Contract Extension**

### **Information**

- TO indicated that a contract currently is in place for the 2014-2015 HOA trail snow removal, however the vendor – IDI has submitted a contract for the following two seasons (November 2015 through March 2017). The contract contains the identical terms and costs as the existing contract (which began in 2013), \$6,335 per season with a minimal fuel surcharge if diesel fuel exceeds \$4.50/gallon. IDI has been providing the snow removal services since 2004, has provided and continues to provide excellent services at very reasonable prices. If the proposed contract is approved, the HOA would be receiving snow removal services for four snow seasons at the same price for each year.

### **Discussion**

- Board members concurred that the services provided by IDI are excellent and very cost effective. Approval of the proposed contract would be in the best interest of the HOA.

### **Decision**

- Motion by BME to approve the contract with IDI for 2015—2017 snow removal services and authorize Treasurer Olson to sign the contract; second by BML, carried unanimously.

## **HOA Secretary/Treasurer Position**

### **Information**

- TO distributed to Board members a document he had prepared outlining the basic duties of the Secretary/Treasurer position and also included a monthly “reminder” list of items that need to be addressed by whoever assumes the position. Also, in as much as the end of June is almost here and a replacement has not been found, he indicated that he would continue to provide the necessary services until a replacement is appointed (hopefully before the start of the 4<sup>th</sup> Quarter).

### **Discussion**

- BML indicated he would follow up with the one individual who had expressed some interest in the position & BMH indicated that the other potential candidate (who is just building a new home in the 5<sup>th</sup> Addition) felt she would not consider it until after they moved in.

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

### **Information**

- BMH reported that there was considerable damage to the walls recently and he did contact the Sheriff’s Department—a damage/vandalism report was filled out. He also indicated that the 5<sup>th</sup> Addition residents would prefer that the existing walls be restored to their original condition and not be removed/replaced with a fence.

### **Discussion/Decision**

- Discussion ensued regarding the repair/restoration of the existing walls. BMH indicated that the masonry wall caps (the major replacement component required) would cost around \$85 each if purchased, however, he has built a form and feels he can fabricate the caps for a fraction of that cost. The remainder of the work is labor intensive. BME suggested that a HOA volunteer work group be established once the busy summer months have passed to complete the improvements. BMH will monitor the condition of the walls and, if necessary, put up temporary fencing to secure the area.

## **Pavilion Reroofing**

### **Information**

- BML and BMH presented bids each had procured from two different vendors. The bids ranged from \$2,550 to \$2,905 and also included minimal repairs to the 5<sup>th</sup> Addition gazebo roof.

### **Discussion**

- Discussion ensued regarding the elements of and materials included in the two bids. The consensus was that a contract should be awarded to the low bidder; however, BMH suggested that if the low bid did not include a d-edge to support for the first row of shingles that should be included and he also wanted to be sure the shingles are a HD Lifetime architectural shingle. It was also felt the project is not an immediate priority, but should be completed by this fall.

### **Decision**

- Motion by BML to award a contract to Brian Humphrey Construction for the reroofing of the Pavilion; second by BME, carried unanimously.

# **Bremer Bank Branch Closing**

## **Information**

- TO reported that the HOA has been banking at the Zimmerman branch of Bremer Bank since before he took over as Treasurer in 2006. We have been advised that Bremer is closing the Zimmerman branch on July 31, 2014. The nearest Bremer branch will then be in Princeton. While the HOA could continue to keep accounts at Bremer, it is much more convenient for the 100 or so quarterly checks that have to be deposited and the annual authorization process for HOA officers check signing authority to do it in Zimmerman. There are two options—The Bank of Elk River and Woodlands National Bank. He did visit each bank and provided summaries of their programs to the Board. The Bank of Elk River allows either 100 or 150 free deposits each month (depends on which plan is selected) while Woodlands only allows 25 and for each one thereafter there is a \$0.10 charge—(based upon the HOA deposit activity, we would likely incur at least a \$5.00 charge each quarter at Woodlands Bank). Both have charges for check blanks. Woodlands does have a slightly higher interest rate for their money market account (.05%). He also outlined issues that would have to be addressed to switch banks--BOD approval to switch banks, BOD approval for HOA officers to sign checks on new bank accounts, set up new accounts at bank, set up new accounts in HOA financial records, close Bremer accounts, order new checks, order check deposit stamp and change automatic payments for Connexus & ACE to new bank.

## **Discussion**

- Discussion ensued about the merits of using a Zimmerman branch bank and the account options available the two banks. Board members concurred that a using a Zimmerman branch bank was appropriate and that while either bank could be used, the Bank of Elk River did have a more liberal policy on the number of free checking account transactions.

## **Decision**

- Motion by BML to use the Zimmerman branch of The Bank of Elk River for HOA banking activities and to begin the process of switching the accounts from Bremer Bank; second by BME, carried unanimously.
- Motion by BME to authorize Eric Lindell and Arlis Olson to sign HOA checks on The Bank of Elk River accounts once set up; second by BMH, carried unanimously.

## **Miscellaneous / Informational Items**

- a) Future Trail Expenses—TO updated Board members that one asphalt contractor (Allied Blacktop) has inspected the HOA trail system and provided a comprehensive cost proposal for crack sealing, application of a rejuvenating sealer & binder, isolated area replacements, an overlay of the entire trail and replacement of the entire trail. The elements of the proposal can be used for consideration of work to be done in the immediate future and for budgeting/setting dues levels for the upcoming years. Another contractor (Erickson Asphalt) declined to provide a proposal as they didn't feel they could offer comparative work elements. A third contractor (Astech) has been contacted two times about coming out to review the trails but, so far, has not scheduled a time to do so. TO will continue to try to get Astech to come out and Board members will research other possible sources.
- b) Mailbox Deer Head Component—TO reported he is still working with a possible source in Elk River. The possible vendor has been involved in a large cabinet project for the past several weeks. The intent is for the vendor to take a high quality digital picture of the deer head

component and then send it to a company that can develop a program for his 3D woodworking equipment.

- c) Clean-up Day—In as much as the weather and individual schedules did not lend itself to a spring clean-up day, one will be considered for this fall. There are a few trees that have been impacted by the recent storms that likely will need to be removed in the near future---BME will evaluate their condition to see if they can be done by volunteers.
- a) Garbage/Recycling Contract—TO reported that at the last Board meeting this matter was discussed as information Randy's Sanitation indicated ACE had been sold and implied that the HOA's service would be impacted. ACE representatives responded that nothing would change. Board members commented they were very satisfied with the service from ACE, their equipment appears to be of good quality and their drivers are quite accommodating & friendly. Our existing contract is valid through the end of the year; therefore, Board members felt there was no reason to consider a change at that time. Randy's was informed of the Board's position; however, they wanted to submit a proposal for future consideration. The proposal was provided to Board members. It is a very aggressive proposal from a cost standpoint---ACE has been contacted regarding the content of Randy's proposal; however TO and the ACE representative have not been able to connect as of the BOD meeting. This matter will be continued at a subsequent meeting.

## **Email Motions**

- Motion by BML on 07-02-14 to approve payments to Lake Restoration - \$442.00 for chemical treatment of HOA ponds; Accurate Electric - \$657.00 for labor and materials for electrical repairs to the 5<sup>th</sup> Addition fountain electrical service and the Stony Bridge & County Road 4 entrance irrigation systems and Arlis Olson - \$634.51 (\$625.00 for 2<sup>nd</sup> Quarter Treasurer services and \$9.51 for duplicate keys for HOA facilities); second by BMH, carried unanimously.
- Motion by BME on 07-15-14 to approve payments to Laurie Grasso - \$1,800.00 for June gardening services and Great Northern Landscapes - \$647.73 (\$435.00 for spring irrigation systems start-up and \$212.73 for labor & materials associated with replacement/repairs of 11 gear heads/nozzles and replacement of one solenoid); second by BMH.
- Motion by BML on 07-19-14 to approve payment to Brueske's Lawn & Landscape in the amount of \$2,650.00 (\$1,675.00 for lawn care services for 6/15—7/15/14 and \$975.00 for an application of fertilizer with broadleaf control); second by BMH, carried unanimously.
- Motion by BML on 08-07-14 to approve a new three-year contract with ACE Solid Waste for HOA garbage & recycling services to be effective September 1, 2014 (rates renegotiated from \$6.25/unit for trash to \$4.75 and recycling from \$2.96/unit to \$1.75; no fuel surcharge in the first year & 8% fuel surcharge in years 2 & 3); second by BMH, carried unanimously.

Meeting Adjourned at 6:00 p.m. 06-26-14

Minutes prepared by Arlis Olson, approved on August 15, 2014 by:

Eric Lindell  
Paul Erickson  
Jim Hall