

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 03.19.14

Location: Arlis Olson Residence
Convened: 10:25 a.m.
Adjourned: 11:35 a.m.

Present: Joel Rademacher (President), 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 01-20-14 Board meeting; second BMR, carried unanimously.

Treasurers Report

Information

- TO gave a brief review of HOA expenses for January - February 2014 vs. budget; the status of checking and money market accounts and projections for cash flow through June 2014. He also indicated he transferred \$5,000 from checking to money market to gain a little more interest income.
- TO reported that the current receivables list consisted of the 2nd Quarter dues recently invoiced and there are currently no past due amounts.
- TO reported that the payables of record consisted of ACE Solid Waste - \$1,108.94 for March garbage & recycling services (autopay item); 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 - \$556.78 (\$536.00 for 18 – 3’x5’ flags for the County Road 4 entrance median & one 10’x15’ flag for the 5th Addition, \$10.68 for labels for HOA mailings and \$10.10 for printing costs for the notice to HOA members included with the 2nd Quarter dues invoices). The only payment requiring action at this time is for Arlis Olson.

Decision

- Motion by BMR to approve payment to Arlis Olson - \$556.78 as outlined; second by BME, carried unanimously.

2014 Annual Meeting

Information

- TO indicated that the 2014 annual meeting is scheduled for Thursday, March 27th and reviewed the agenda for the meeting.
- TO presented a policy statement on Protecting Property Values – What the Woodlands of Livonia HOA is All About that was patterned after a similar statement provided to a WOL HOA resident's MN winter community and homeowner association.

Discussion/Decision

- The agenda items were divided amongst the Secretary/Treasurer and Directors, however at this time, scheduling conflicts have come up and it won't be known until shortly before the meeting how many Directors will be in attendance. In addition, as yet, no one has come forward to place their name on the ballot for the open Director position and it is now too late to distribute ballots. Board member Rademacher offered that if no one has come forward as of the annual meeting, he could stay on for one more year (not as President, just a Board member) and that would allow a concentrated effort to be conducted in the following months to recruit at least two candidates for next year's process.
- The policy statement was reviewed and the Board felt it was very appropriate considering our current situation regarding the open Director position. They felt the statement should be available at the annual meeting, distributed by email after the meeting and posted on the HOA website.

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. A Gardening proposal was received from Laurie Grasso in the amount of \$12,200 but not officially acted upon.

Discussion/Decision

- Telephone calls will be made to the Irrigation vendors.
- The Gardening proposal cost is slightly higher than last year and the current year's budget amount; however the work scope was adjusted to include some additional items. The Board members felt the vendors previous years services were excellent, therefore, a motion was made by BMR to accept the proposal from Laurie Grasso in the amount of \$12,200 for the 2014 Gardening services; second by BML, carried unanimously.

IDI Equipment Damage

Information

- TO recapped for the Board a telephone conversation he had with the trail snow plowing vendor concerning his efforts to get the trails cleared following the snow storm in late February. The vendor indicated this was the worst conditions he had encountered during the entire time he has been doing the trails (over 10 years). There was considerable drifting and deep snow in addition to very difficult conditions to even access the trails

due to trees down and numerous (too many to count) snow laden branches hanging down. He spent several hours trimming off hanging branches to gain access to the trail, used the blower to blow snow directly on the overhanging branches to try to knock off the snow to raise them up & even tried to lift & shake some of the bigger overhanging branches with the blower to knock off the snow (limited success). However some of the obstructions were simply too much and he cleared what he could from each direction to the obstructions. All of his efforts resulted in more damage to his equipment than he has experienced in some time---broke off a 12" drift cutter, a mirror, wiper blades, a light and a hydraulic valve overheated and froze up. He submitted an invoice for the minor repair items.

Discussion/Decision

- BMR indicated he was actually involved with the initial negotiations that resulted in IDI being selected for the services and felt that the HOA has received outstanding service from the vendor over the years for an extremely reasonable cost. Our trails are not something that can be plowed by the standard driveway vendor due to their configuration (twists & turns) and proximity of obstructions (trees, etc.) and the fact that a blower unit (vs a plow blade) is the only way to adequately remove the snow from the trails. A few years ago, IDI upgraded his equipment (at minimal increase in annual cost to the HOA) and, in effect, customized his unit for our trails. However, BMR also felt that the Board could not set a precedent of reimbursing vendors for equipment damage incurred during the course of them providing services to the HOA. In the same vein though, the vendor should expect to have adequate access to the trails to complete his work and not have to expend extra efforts to gain access (i.e. the HOA or homeowners should have trimmed trees, brush, etc. adjacent to the trail system). BMR then proposed that invoice from IDI be rejected, but that IDI be paid an extra amount in recognition of his efforts above and beyond the level service expected, not just for the most recent event but recognition of the many years of similar effort. Discussion ensued with the amount of \$700 being deemed appropriate.
- Motion by BMR to issue payment to IDI Bobcat in the amount of \$700.00 as recognition for his continuous efforts above and beyond the level of service expected; second by BME, carried unanimously.

Lake Restoration 2014 Contract Costs

Information

- TO reported that the 2014 contract from Lake Restoration for (5) treatments of four HOA ponds to control weeds & algae reflects a 10% cost increase from 2013. When questioned about the increase, a company representative indicated that they have experienced a significant cost increase in herbicides and have passed the cost on to their customers. All customers are experiencing the effects. The HOA budget included an approximate 6% increase for these services, therefore, if the contract is accepted the annual costs will exceed the budgeted amount by 4% or \$85.00.

Discussion/Decision

- Board members felt the services were needed and have been effective. Also, trying to do the work by ourselves was ruled out.
- Motion by BMR to accept the Lake Restoration 2014 contract for (5) HOA pond treatments in the amount of \$442 per treatment; second by BML, carried unanimously.

HOA Check Signing Authority

Information

- TO indicated that currently he and Board President Rademacher (BMR) are authorized to sign checks on behalf of the HOA. Since BMR's term is set to expire after the Annual Meeting, it would be appropriate to designate another Director to replace him. TO also explained the process involved with the bank to accomplish that action.

Discussion/Decision

- Board members felt that until the open Director position is resolved this matter should be tabled as, in the event BMR stays on for another year, no change in the authority would be an option to consider.

Miscellaneous / Informational Items

Information/Decision

- Architectural Committee action—BMR reported that the Architectural Committee reviewed and approved a submittal from Howard Homes for the construction of a new home in the 5th Addition. It will be the first new home constructed in the Woodlands for several years.
- Mulch application—Once the snow melts, it is expected a review will be done of the common areas to see if additional mulch will be necessary this year. If so, it could be done as part of our Clean-up day activities. BML inquired about the mulch staining process that was done several years ago and whether that would be an option to consider. Those discussions lead to researching if mulch stain could be purchased by the HOA and applied by volunteers. That option will be investigated further.

Email Motions

- Motion by BML on 04-08-14 to approve payment to Arlis Olson - \$787.06 (\$625.00 for 1st Quarter treasurer services, \$150.84 for HOA flag poles and \$11.22 for printing materials for HOA annual meeting); second by BMR, carried unanimously.
- Motion by BMR on 04-15-14 to approve payment to Auto-Owners Insurance - \$3,294.29 for the annual HOA property & liability insurance premium; second by BME, carried unanimously.

Meeting Adjourned at 11:35 a.m. 03-19-14

Minutes prepared by Arlis Olson, approved on April 26, 2014 by:

Joel Rademacher
Eric Lindell
Paul Erickson