

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 09.09.14

Location: Arlis Olson Residence
Convened: 7:05 p.m.
Adjourned: 9:05 p.m.

Present: Paul Erickson (Vice President), Jim Hall (Director), Arlis Olson (Secretary/Treasurer),
Scott Fildes - HO

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 BME to approve minutes of the 08-15-14 Board meeting; second BMH, carried unanimously.

Treasurers Report

Information

- TO gave a brief review of HOA expenses for January – August 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 \$21,952.75 however that is due to the 4th Quarter dues invoices recently prepared. The actual receivable amount was \$201.75 which pertains to one resident that has not paid their 3rd Quarter dues and initial late fee. If payment is not received by tomorrow an additional late fee will be assessed.
- TO reported that the payables of record were \$1,830.65 which consisted of Laurie Grasso - \$1,800.00 for August gardening services and Arlis Olson - \$30.65 (\$10.72 for 500 envelopes for HOA mailings, \$11.01 copying costs for the Notice to HOA members included with the 4th Quarter dues invoices and \$8.92 for a 16GB flash drive for HOA files back-up). Board member Hall submitted an invoice in the amount of \$1,750.00 for restoration of the 5th Addition Bridge Walls.

Discussion/Decision

- Motion by BME to approve payments to Laurie Grasso - \$1,800.00 and Arlis Olson - \$30.65; second by BMH, carried unanimously.
- Since BMH would have to abstain on consideration of his invoice and BML was unable to attend the meeting, action on the invoice was deferred to a later date or will be addressed by email.

2015 Lawn Care Services

Information

- TO provided copies of a draft of the 2015 lawn care services request for bids for review and comment.

Discussion/Decision

- Board members reviewed the draft and suggested certain revisions that TO will make and email to the Board for final review. A list of suggested vendors was reviewed and others may be added prior to distribution of the document.

HOA Covenant Compliance

Information

- Board members once again 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. A question had previously been raised about how new residents were notified of the covenants and other HOA requirements. TO distributed a sample copy of the letter he has been sending to new residents

Discussion/Decision

- Board members felt a letter should be developed that can be sent by certified mail to residents that have not been following proper procedures. At a minimum, the letter should outline the requirements in the covenants; include copies of the appropriate covenant sections and Architectural Committee review form. Board members will collectively work on developing the letter.

HOA Secretary/Treasurer Position

Information

- Scott Fildes, HOA resident, attended the meeting to personally express to the Board his interest in the position, outline his understanding of the responsibilities of the position, make the Board aware he gainfully employed full-time, outline his and his wife's retirement/relocation plans and answer any questions Board members may have for him.

Discussion

- Board members appreciated that Scott came forward and will take on the position. They discussed the responsibilities required and the amount of time Scott would be able to give to the position, both day-to-day and long-term. They understood that Board members may have to be more involved in the day-to-day activities of the HOA. An orderly transition from TO to Scott was also discussed.

Decision

- Motion by BME to appoint Scott Fildes as the new Secretary/Treasurer of the HOA and that Scott and Eric Lindell be the HOA officers authorized to sign HOA checks. The appointment is to become effective upon completion of the check signing process with the bank. Existing Secretary/Treasurer Olson shall provide support & transition services as necessary. Second by BMH, carried unanimously.

Open Architectural Committee Position

Information

- As indicated at the previous meeting, Paul Chicras, who has served on the Architectural Committee for 3 ½ years, has submitted his resignation.

Discussion/Decision

- TO reported that the open position was announced in the Notice to HOA members that will be included with the 4th Quarter invoice mailing. Board members felt it still would be appropriate to send an email 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.

2014 Trail System Repairs

Information

- TO indicated that subsequent to the last BOD meeting, BML had discussions with a local asphalt company representative that indicated crack filling is more effective if it is done in the spring vs the fall. BME also indicated he has researched another local asphalt company that appears to have the equipment necessary to do trail work.

Discussion/Decision

- Discussion ensued considering that the window for getting anything done this year is quickly closing and that there may be another viable contractor that can be contacted for bids, it is prudent to defer this work to 2015. BME will contact the contractor he found to see if they are interested in the work and ask if they would provide costs for comparison purposes.

Mailbox “Deer Head” Component

Information

- TO indicated that following the last BOD meeting the 3D Modeling computer program to replicate the existing deer head component has been ordered and is expected to be delivered in the next week to ten days. At that point, the vendor can produce a sample of the “carving” for review and comment. Assuming that the sample is acceptable, production of the units can then begin.

Discussion

- BME asked if the vendor has the capability to produce the units from materials other than wood. Subsequent to the BOD meeting, TO discussed the matter with the vendor and he does have the ability to utilize other materials, but indicated that other materials such as acrylics or recycled composites he has seen are quite costly. The vendor will do further research and suggested we do some online searches also.

Fall Clean-up Day

Information

- TO indicated that the last BOD meeting a fall clean-up day had been discussed and there were several issues mentioned that needed attention—5th Addition Bridge Walls, Trail trimming/brush removal, dead trees & cul-de-sac clean up to name a few. The bridge walls have been addressed but the others have not.

Discussion

- BME indicated action does need to be taken, especially on the trail trimming and removal of dead trees, however he is going to be unavailable for about two weeks. He suggested that the Board focus on those two issues and that a select group of volunteers be recruited to accomplish the work. It may be difficult to get volunteers now though due to hunting seasons beginning.

HOA Neighborhood Picnic

Information

- TO reported that the HOA picnic is moving forward and that he provided the surplus paper products and utensils from last year's event to the committee.

Miscellaneous / Informational Items

- a) 2015 Dues setting process & 2015 Budget process—TO had previously 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 notification to HOA members. A very preliminary 2015 budget was distributed and reviewed with the Board members. Board members set a goal of having a 2015 budget adopted by early November in order that a timely notification of a dues increase (if determined necessary) can be disseminated to the HOA members as required by the covenants.

Email Motions

- Motion by BML on 09-17-14 to approve payments to ACE Solid Waste - \$703.28 for September garbage & recycling services and Brueske's Lawn & Landscape - \$2,525.00 (\$1,675 for lawn care services from 08/15—09/15/14 and \$850.00 for fertilizer application); second by BMH, carried unanimously.
- Motion by BML on 09-24-14 to approve payment to Great Northern Landscape - \$124.63 for repairs to the Stony Bridge irrigation system; second by BME, carried unanimously.
- Motion by BML on 10-08-14 to approve payment to Jim Hall - \$900.00 as partial payment of his total invoice for the 5th Addition Bridge wall repairs; second by BME. BMH abstained.
- Motion by BML on 10-12-14 to approve payment to Arlis Olson - \$625.00 for 3rd Quarter Treasurer services; second by BMH, carried unanimously.
- Motion by BME on 10-12-14 to approve the proposal from Lake Restoration in the amount of \$2,210 for (5) chemical treatments in four HOA ponds in 2015; second by BML, carried unanimously.
- Motion by BMH on 10-13-14 to approve payment to Lake Restoration - \$884.00 for two chemical treatments of HOA ponds; second by BME, carried unanimously.

Meeting Adjourned at 9:05 p.m. 09-09-14

Minutes prepared by Arlis Olson, approved on October 21, 2014 by:

Eric Lindell

Paul Erickson

Jim Hall