

WOL HOA Annual Meeting – March 24, 2015
American Legion – Zimmerman
7:00pm

1. Nineteen individuals, representing 14 households attended the annual meeting.
2. The Board posted the documents related to the annual meeting on the HOA website and asked homeowners to bring copies to the meeting rather than have the association incur the printing and mailing costs. If you missed the meeting, these documents are still available on the website.
3. Board President Eric Lindell called the meeting to order at 7:00pm. He indicated to those in attendance that if they had not turned in their ballots for the Director position election to do so now as the opening and counting of the ballots was about to commence. He then advised that the Board had previously decided to split the former HOA combined Secretary/Treasurer position into two separate positions. During discussions with the Board prior to Scott Fildes being appointed to the Secretary/Treasurer position, Scott had expressed concern with the actual amount of time he would have to dedicate to the duties as his position with the Sherburne County Sheriff's department is also quite demanding. As the transitional services from Arlis Olson to Scott progressed over the past months, it only reinforced Scott's concern that the combined Secretary/Treasurer position duties require a bigger time commitment than he could reasonable provide. In that regard, the 2015 Budget did separate the Secretary/Treasurer positions in the event the Board did elect to do so. In addition to the transitional services, Arlis has been performing the Secretary duties since Scott came on board and he agreed to continue in that capacity
4. Secretary Olson presented the Annual Report now required by MN Statutes. The report and all attachments had previously been posted for review on the HOA website. He reviewed several minimum requirements of the report as follows:
 - a) The 2015 Budget in the amount of \$131,515, an approximate 10% increase from the \$119,325 2014 Budget was approved by the Board and is Attachment A to the report. He indicated that that \$20,000 of the increase is for two budget items—trail system repairs and an increase in the annual contribution to the trail repair/reconstruction reserve fund. The net effect of all other budget items was actually a decrease from the 2014 budget.
 - b) A statement of the association's total replacement reserves, the components of the common interest community for which the reserves are set aside, and the amounts of the reserves, if any, that the board has allocated for the replacement of each of those components. He indicated that the only replacement reserve that exists at this time is the Trail Reserve Fund which, as of January 31, 2015 contained \$66,700. The Board anticipates selected repairs to the trail system will be accomplished in 2015 at a cost of \$20,000 to \$30,000, which will be funded from the trail reserve fund.

- c) A copy of the statement of revenues and expenses for the association's last fiscal year, and a balance sheet as of the end of said fiscal year.
- i. A copy of the 2014 Actual Expenses is Attachment B to the report and reflects total expenditures of \$87,945.77. When the 2014 Trail Fund contribution of \$5,000 is added, the total "expenses" equals \$92,945.77. When that is compared to the 2014 budget of \$119,325, we ended the year approximately \$26,380 under budget. The biggest contributor to the under budget amount was \$10,600 of budgeted capital project items that were not accomplished or were under budget. Also, a renegotiated garbage & recycling contract that was effective as of September, the fact that we did not incur any legal costs, did not have any major irrigation issues and did not do any mulching in the common areas resulted in an additional \$10,450 of budget savings. There were only six budget line items that were over budget and the cumulative total of those items was approximately \$900.
 - ii. A copy of the 2014 Checking Account, etc. is Attachment C to the report. This provides a detailed accounting of the HOA Checking and Money Market accounts and reflects the transfers of monies between the individual accounts. At the end of July 2014 Bremer Bank closed their branch office in Zimmerman (the bank the HOA had been using). Therefore, the HOA accounts were moved to The Bank of Elk River, Zimmerman branch office. The report therefore shows two checking accounts during the transition. The checking section reflects the January beginning balance of \$35,910.65, includes monthly deposits and expenses (ties to 2014 actual expenses statement) and culminates each month with a monthly balance. Where appropriate, transfers to / from the money market account are also shown. The checking account December ending balance was \$38,577.40.
 - iii. The money market section follows a similar format as the checking. The money market account January beginning balance was \$77,288.29. Monthly interest is shown along with any expenses or transfers to / from the account. The Money Market account December ending balance was \$82,402.35; however, that balance includes the Trail Repair Fund Reserve. The balance for the Trail Reserve at the end of December 2013 was \$59,200. The monthly balance for this item then reflects any additions or expenditures that occurred in the year. The balance for the item at the end of December 2014 was \$64,200 which reflects the 2014 quarterly contributions as per budget. The difference between the trail reserve and the total money market monthly balance is the monies available for other ongoing HOA expenses; which at the end of December was \$18,202.35. That balance, plus the checking year-end balance equals \$56,779.75 available for ongoing HOA expenses.

- iv. The CD section simply reflects any CDs that may be in existence; there were none in 2014.
 - v. A copy of the Balance Sheet as of December 31, 2014 is Attachment D to the report. This is generated by the HOA's financial software. He noted that in the Assets section, the checking and money market account balances correspond with the spreadsheet information previously discussed. As for the rest of the document, it is standard balance sheet information.
- d) A statement of the status of any pending litigation or judgments to which the association is a party-----none at this time.
 - e) A detailed description of the insurance coverage provided by the association including a statement as to which, if any, of the items referred to in section 515B.3-113, subsection (b), are insured by the association. A summary of the insurance carried by the association is Attachment E to the report. It identifies the MN Dishonesty B Homeowners Association Exclusion Rider and Commercial Property & Commercial General Liability coverage for the HOA. Section 515B.3-113, subsection (b) pertains to a common interest community that contains units, or structures within units, sharing or having contiguous walls, siding or roofs---not applicable to our HOA.
 - f) A statement of the total past due assessments on all units, current as of not more than 60 days prior to the date of the meeting. The following is a listing of the Receivables (HOA Dues) as of March 15, 2015:

i. Sean & Amber Carmichael	\$327.25
ii. William & Margaret Thomas	\$312.50

- 5. President Lindell presented a recap of the projects accomplished in 2014 and early 2015:
 - a. 5th Addition Pond Liner & Bridge—He indicated that 5th Addition resident Jim Hall led the successful resident efforts to repair/restore the pond liner & bridge walls. He extended his thanks for those efforts and asked those in attendance to do the same.
 - b. Trail System Tree/Brush Removal—He indicated Paul Erickson coordinated several resident work parties that removed multiple loads of material. This is an annual requirement to keep the trail system clear for its intended use and to facilitate snow removal & maintenance operations. He requested that residents that have a portion of the trail contiguous to their property to be proactive and help keep the brush, etc. trimmed back.
 - c. Mailbox Deer Sculpture Component—He indicated that a local vendor has been found and is currently in production of replacement components—approximately 25 will be available in the coming weeks. A WOL resident has also been researching the issue and there may be other options, rather than wood, that can be explored further.
 - d. Pavilion Reroofing---The Pavilion (west of 145th Street) was reroofed in the summer of 2014.

- e. New HOA Computer System---The HOA Computer system was approximately 12 years old. The system (computer, monitor, printer, external hard drive, financial & Microsoft Office software) was replaced/upgraded in early 2015 and is now in operation.
6. Board member Erickson presented a review of the upcoming 2015 projects:
- a. Trail Repairs—Three asphalt companies were contacted for quotes on crack sealing and isolated repairs to the HOA trail system. One declined, one has been out, met with HOA representatives to review the work and is currently working on an itemized quotation. We have not heard from the other company as yet. The work is expected to be in the \$20,000--\$30,000 cost range. Existing pavement cracks that were previously filled will be cleaned and the joint topped-off, new cracks from ¼" to ¾" wide will be routed out and filled with crack sealing material. A section of the trail along County Road 4 will likely be removed and replaced. Once the Board has selected a contractor for the work and the work scheduled, an email will be sent out with a request to keep clear of the work areas.
 - b. Common Area Mulch—This was not done last year and is expected to be accomplished in 2015. It is typically done during the annual WOL clean-up day.
 - c. Lawn Care Services—The Board was not satisfied with the services provided in 2014 and a new vendor—Jeremy's Lawn has been awarded a two year contract. Jeremy's is a large company with extensive resources and experience, therefore, the Board is expecting the condition of the common areas to be improving.
 - i. Questions were raised about the mowing of the trail edges and the amount of sand on the boulevards from the snow plowing operations. The trail edges (in the common areas) are to be mowed bi-weekly at least one commercial mower width where not obstructed by trees, etc. The lawn care services for the common area boulevards include a power raking which hopefully will address the sand issue.
 - d. Board member Erickson also took the opportunity to thank several individuals:
 - i. Eric Lindell for his valuable time and insight over the past three years on the Board
 - ii. Scott Fildes for coming forward to take on the duties as HOA Treasurer
 - iii. Ken Grasso for volunteering to fill out the remaining term of the vacant Director position
 - iv. Arlis Olson for his over eight years as HOA Secretary/Treasurer and now continuing on as Secretary
7. Board member Erickson mentioned that an annual WOL clean-up day is expected to be held later in the spring which will be announced by email. He indicated this effort saves the association money by not having to pay vendors for the various tasks. He encouraged residents to volunteer for the event. He also indicated that there will likely be an effort to organize a neighborhood picnic in late summer/early fall, and once again, volunteers to organize the picnic will be needed.
8. Board member Erickson indicated that a new development north of 271st Avenue (immediately north and across the street from a portion of the 5th Addition) is going through the Sherburne County review/approval process. The Board had received inquiries from residents in the 5th Addition if there was anything that could be done to

preclude access to the development from 271st Avenue as those lots would enjoy the benefits of the Woodlands entrance and other amenities without any financial obligation. The Board did inquire about the access but since the street is a public township street access cannot be denied. The Board has, however, contacted the developer about the possibility of the four lots that will be accessed off of 271st joining the Woodlands of Livonia. That would then make those lots subject to the WOL covenants, etc. The developer is at least considering that proposal at this time.

9. A request was made of residents to provide valid email addresses for the HOA database. These are used to notify residents of a variety of issues, and could possibly be used for invoicing (if everyone provided their address).
10. President Lindell announced the results of the Board of Directors election process—Tom Crippes was elected to a three-year term.
11. The meeting was opened for general questions or comments:
 - a. An inquiry was made concerning the removal of dead/diseased trees from their property and the necessity of obtaining Architectural Committee review of the process--The Covenants allow dead or diseased trees to be removed without prior approval of the Architectural Committee. However, it was suggested that if the removals are near the property line it would be a common courtesy to coordinate with the adjacent property owner.
 - b. Concern was raised with the deterioration of the streets in the development--The streets are township streets and maintenance/repair is their responsibility. A resident of the Woodlands is a township supervisor and he is aware of the situation. It was suggested however that residents should contact the township office by phone or email to express concerns about the street conditions.
 - c. Concern was raised about vehicles blatantly running stop signs in the development--It was suggested that the Sheriff's Office be contacted and a request for increased patrols be made. An email can also be sent out to residents regarding the issue.
 - d. A comment was made that holiday lights were not installed on the covered bridge this past season--The resident that had coordinated that in the past has moved and someone else needs to come forth. It was suggested that the holiday lighting vendor install the lights as the materials are in storage.
 - e. An inquiry was made regarding the process of welcoming new residents to the neighborhood—When a home is sold the closing company typically contacts the HOA to obtain certain information regarding the property. At that time a response is provided and the buyers are directed to the website for all HOA information. Once the closing occurs a welcome letter has been sent, again with general HOA and website information. Janet Huss, our Neighborhood Watch Captain, volunteered to personally contact new residents to welcome them if she is notified when they move in. On a related subject, the Board has become aware of a more formal process involving a rather extensive Resale Disclosure Certificate that includes a multitude of documents regarding the HOA that must be provided by the HOA for buyers. This certificate is being developed and will be provided along with appropriate documentation.

12. Having no other issues to discuss, the meeting adjourned at 7:50 p.m.

Minutes prepared by Arlis Olson, approved on April 16, 2015 by:

Paul Erickson
Ken Grasso