

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 04.16.15

Location: Arlis Olson Residence
Convened: 6:35 p.m.
Adjourned: 7:45 p.m.

Present: Paul Erickson (Vice President), Ken Grasso (Director), Scott Fildes (Treasurer) and Arlis Olson (Secretary).

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, BMG-Board Member Grasso, BML- Board Member Lindell, TF-Treasurer Fildes and SO-Secretary Olson.

Review of Minutes

Decision

- Motion by BME to approve minutes of the 03-13-15 Board meeting; second BMG, carried unanimously.
- Motion by BME to approve minutes of the 03-24-15 HOA Annual Meeting; second by BMG, carried unanimously.

New Director Start Date

Information

- Tom Crippes was elected to a 3-year Director term at the HOA Annual Meeting. However, his current work schedule precludes him from devoting any time to HOA issues. He anticipates his work schedule will return to a more normal schedule sometime in May and then will be able to devote time to HOA issues. Eric Lindell has agreed to remain on the Board until such time as Tom is available.

Treasurers Report

Information

- TF gave a brief review of HOA expenses for January - March 2015 vs. budget; the status of checking and money market accounts and projections for cash flow through the upcoming months. The HOA is well situated at this time to handle anticipated expenditures.
- TF reported that the current receivables totaled \$1,437.25 that relates to (5) residents that have not paid their 1st and/or 2nd Quarter dues and late fees.
- TF reported that the only payable of record is Verde Plus Lawn Care - \$737.44 for the remaining portion of the 2014-2015 holiday lighting fee which will not be paid until the lights are removed. Therefore there were no payable items needing action.

Discussion

- Board members expressed concern about the one resident that is now in a past due situation for both the 1st & 2nd Quarter dues. TF indicated a letter has been sent regarding the situation and he will advise the Board of any response.

Designation of Board President & Vice President

- The Board appointed Paul Erickson as President and Ken Grasso as Vice President for the upcoming year.

HOA Officers authorized to sign checks

Information

- SO indicated that currently the HOA officers authorized to sign HOA checks were Scott Fildes and Eric Lindell. Inasmuch as Eric's term of office will expire once Tom Crippes comes on board, a new authorization must be made. SO also outlined the procedures with the bank that would be necessary to make a change.

Discussion

- Typically the Board President and Treasurer are the officers authorized to sign HOA checks. However, that then requires the process at the bank be accomplished each year. It was suggested that the Vice President and Treasurer be the authorized officials as that would then only require the bank process to be done this year and it could stand for the next two years. The HOA Bylaws indicate the HOA President be the one of the authorized officials; however the Bylaws also state that the Vice President "...shall exercise and discharge such other duties as may be required of him by the Board". Therefore, the Board members felt they could authorize the Vice President to be an authorized official to sign checks.

Decision

- Motion by BME that Ken Grasso and Scott Fildes authorized to sign HOA checks effective as soon as the process can be completed at the bank; second by BMG, carried unanimously.

Resale Disclosure Certificate

Information

- SO reviewed the progress to-date in development of the certificate and noted that the certificate requires that several items be furnished with the completed certificate (Declaration of Covenants, Articles of Incorporation, Bylaws, HOA Rules & Regulations and any amendments to these documents). SO had those documents for review.

Discussion/Decision

- Discussion ensued on what the best method of providing the required documents would be. It was felt the documents could be made available on the HOA website which would eliminate the need to copy them for distribution. A separate section on the website could be devoted to that item and realtors, sellers & buyers could be directed to the website for the information. That will require another modification to the certificate which SO will do and distribute to the Board for review. He will also work with the HOA website administrator to see what is involved to get the information on the website.

New Development on 271st Avenue

Information

- BME reviewed that over the past month he had been in contact with the developer for Shasta Meadows, the new residential development being approved on the north side of 271st Avenue, immediately across the street from the WOL 5th Addition. BME had reviewed with the developer the concerns that had been raised by the 5th Addition residents (and concurred in by the Board) and asked the developer to consider having the lots that are accessed off 271st join the Woodlands of Livonia HOA. The developer did review the WOL HOA Covenants, Bylaws, etc. and, unfortunately decided not to commit any of the lots to joining our HOA. He did indicate he would make the future lot owners aware that the HOA trail system is private and wants to protect the integrity of the area and adjoining property values.

Architectural Committee Review Item

Information

- Concern has been raised by adjacent residents that an HOA property owner may be about to proceed with improvements without Architectural Committee review/approval. There is a considerable amount of activity occurring at the property; however, it all appears to be internal improvements at this time. A complicating factor in the matter is that the owners are not currently living in the residence and they have not provided current contact information. The Board's consensus was that the property be closely monitored at this point until contact with the owners can be made.

Resident's Concern of Speeding in the Development

Information

- The Board had received a complaint from a resident on 145th Street of vehicles speeding through the development and expressed concern for the safety of children in the development. They requested the Board consider putting up some sort of signage to slow traffic down.

Discussion/Decision

- Board members appreciated the seriousness of the matter, but the streets are public streets and the HOA/Board cannot regulate vehicle speeds or place cautionary signs on the street. That authority rests with Livonia Township. Similarly, the speeding should be reported to the Sherburne County Sheriff's Office for action/response. Board members did agree that the resident could place a movable "Caution – Children at Play" sign on their own property. BME will respond to the resident and encourage them to contact the appropriate entities.

Miscellaneous/Informational Items

- a) Additional HOA Reserve Fund---SO indicated that the MN Statute the Board has referenced with respect to the Trail Reserve Fund in recent HOA communications requires the development of reserve funds for more than just the trails. There are several other items that should be considered for reserve funding, such as the covered bridge, pavilion, storage garage, entrance buildings, pond fountains and irrigation system components to name a few. Board members felt it would be rather cumbersome to establish a reserve fund for each specific item other than the trails, and would rather have an all-encompassing fund that could be utilized as necessary. It was suggested a Facilities Reserve Fund be established for such purpose. It was

also suggested that if within the next month or two a transfer of funds is made from checking to money market, that the new fund be established at that time and contributions to that fund be included in the 2016 budget.

- b) Clean-up Day—a tentative date for the annual HOA Clean-up Day was set for June 6th. The primary focus will be cleaning out the common area planting beds and then placing new mulch. BME will conduct a survey of all the areas and develop an estimate of the amount of mulch needed. This will be discussed again at the next meeting.
- c) Potential Painting Projects---SO indicated there are a couple of painting projects that should be done this year.
 - i. 5th Addition Gazebo—this structure has faded considerably in the last couple of years. It was suggested that a volunteer crew of 3-4 people could be assembled and probably paint the structure in a few hours. Board members felt that would be a good idea and once warmer weather actually arrives, the project will be pursued.
 - ii. Street & Stop Signs—it was previously discussed that these signs haven't been painted in several years and do need it. It was thought this may be a good project for resident teens. SO will survey the existing signs to count the various types of signs so that a “unit” price can be established for the work. Then an email can be sent out to solicit individuals that might be interested in doing the work.

Email Motions

- Motion by BML on 04-22-15 to approve payment to Paul Erickson - \$22.00 for gas for the HOA tractor & blower; second by BMG, carried unanimously with BME abstaining.
- Motion by BMG on 05-07-15 to approve payment to Brian Humphrey Construction - \$789.59 for labor & materials to repair eleven mailbox assemblies; second by BME, carried unanimously.
- Motion by BML on 05-11-15 to approve payment to Ken Grasso - \$19.20 for replacement lamps for the covered bridge; second by BME, carried unanimously with BMG abstaining.
- Motion by BME on 05-11-15 to approve payment to Arlis Olson - \$179.99 for a 10'x15' flag for the 5th Addition; second by BMG, carried unanimously.
- Motion by BML on 05-13-15 to approve payment to Allied Blacktop Company - \$9,730.00 for the patching portion of the trail repair project; second by BMG, carried unanimously.
- Motion by BML on 05-13-15 to approve payment to Verde Plus Lawn Care - \$737.44 for the remaining portion of the 2014-2015 holiday lighting; second by BMG, carried unanimously.
- Motion by BML on 05-13-15 to approve reimbursement to Scott Fildes for a one-year subscription to McAfee for internet security protection for the HOA computer system - \$79.99 plus tax (final cost was \$85.49); second by BMG, carried unanimously.
- Motion by BMG on 05-20-15 to approve payment to Accurate Electric - \$150.00 for electrical repairs for the County Road 4 entrance fountain; second by BME, carried unanimously.
- Motion by BME on 05-21-15 to purchase 60 cubic yards of mulch from Sylva Corporation (cost to be finalized) for distribution during clean-up day; second by BMG, carried unanimously.
- Motion by BML on 05-22-15 to approve payment to Allied Blacktop Company - \$11,385.00 for the crack repair portion of the trail repair project, second by BMG, carried unanimously.
- Motion by BML on 05-27-15 to approve payment to Sylva Corporation - \$2,165.29 for 60 cubic yards of mulch; second by BMG, carried unanimously.

- Motion by BML on 06-03-15 to approve payment to Lake Restoration - \$455.00 to chemical treatment of four HOA ponds; second by BMG, carried unanimously.
- Motion by BML on 06-03-15 to approve payment to Jeremy's Lawn Service - \$1,964.97 for lawn care services for the month of May; second by BMG, carried unanimously.
- Motion by BML on 06-05-15 to approve payment to Hemmelgarn Woodworking - \$240 for (6) mailbox deer sculpture components; second by BKG, carried unanimously.
- Motion by BME on 06-10-15 to approve payment to Laurie Grasso - \$3,500.00 for April & May gardening services; second by BML, carried unanimously with BMG abstaining.
- Motion by BMG on 06-16-15 to approve payment to IDI Bobcat - \$227.50 for mulch loading services on clean-up day; second by BME, carried unanimously.
- Motion by BMG on 06-18-15 to approve payment to Arlis Olson - \$113.71 (\$9.44 copying costs for Notice to HOA members mailed with 3rd Quarter dues invoices and \$104.27 for food and refreshments for the clean-up day volunteers); second by BME, carried unanimously.

Meeting Adjourned at 7:45 p.m. 04-16-15

Minutes prepared by Arlis Olson, approved on June 22, 2015 by:

Paul Erickson
Ken Grasso