

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 08.12.15

Location: Arlis Olson Residence
Convened: 6:35 p.m.
Adjourned: 7:30 p.m.

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

Secretary Olson informed those in attendance that Board Member Lindell called to indicate he had to return to his office to deal with a situation and would not be able to attend the meeting. He did state that he would vote in favor of approval of the previous meeting minutes and the appointment of Doug Charron to the HOA Board.

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, BMC-Board Member Charron (following appointment), 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 06-22-15 Board meeting; second BMG, carried unanimously.

Treasurers Report

Information

- TF gave a brief review of HOA expenses for January - July 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 he transferred \$10,000 from checking to money market to create the Facilities Reserve Fund as per previous Board direction.
- TF reported that the current receivables totaled \$912.25 that relates to (3) residents that have not paid their 3rd Quarter dues and/or late fees and the 3rd Quarter dues for the foreclosed property. The dues invoice for the foreclosed property was forwarded to the bank but payment has not been received—late fees will now be assessed.
- TF reported that the payables of record are ACE Solid Waste - \$734.89 for monthly garbage & recycling services and Arlis Olson - \$20.25 for gas for the HOA tractor & blower. The ACE invoice is an autopay so the only item needing action is the payment to Arlis Olson.

Decision

- Motion by BMG to approve payment to Arlis Olson - \$20.25; second by BME, carried unanimously.

Update on Architectural Committee Reviews

Information

- BME updated the Board on several Architectural Committee reviews of requests for improvements:
 - a) Approved—Donald & Colleen LeRoy for a deck addition (pending submittal of a sketch for the project); Allen & Michelle Novotny for the replacement of their asphalt driveway with concrete; Curtis & Angela Weitnauer for landscaping improvements adjacent to their driveway and Mike & Joni Hannan for landscaping improvements in their backyard.
 - b) Denied---Jeffrey & Linda Nelson for a garage addition. It was felt the large scope of the project would result in a garage vs. house appearance would not be consistent with existing properties in the development, that neighbors affected by the project were not in favor of it and the removal of mature trees along the lot line would affect the privacy of neighbors.

Open Architectural Committee Positions

Information

- Kori Crippes and her family have sold their home and are moving to Texas and a replacement for her is necessary. BME has had preliminary discussions with a potential candidate and will follow-up with him. Assuming the follow-up discussion is positive an appointment could be handled by email.

2016 Budget Development Process

Information

- SO indicated that it would be appropriate to begin the 2016 budget process in order to have a budget approved in November. It was agreed that TF & SO will work together in the development of a preliminary document for Board review and comment.

Items for Discussion with Livonia Township

Information

- WOL HOA Road Conditions—This spring several residents expressed concern with the condition of our roads in the development and contacted Livonia Township directly with their concerns. The township responded and indicated that once the weather improved the concerns would be addressed. The township did complete patching operation in selected areas, but the overall condition of the roads is still a concern.
- Trees Overhanging HOA Roads---There are several situations throughout the development where trees have grown to the point where they are overhanging the roads and there is a concern that they could fall onto the roads during a storm

Discussion/Decision

- Board members felt it would be appropriate for the Board to contact the township directly on both issues. BME will call the township to discuss the tree situation. It was felt that it would be better to be on record with a letter regarding the road conditions matter; therefore BMG will prepare a draft for review.

Potential Fall Projects

Information

- BME raised the issue of several dead trees in the HOA common areas and the need for another trail trimming effort this fall.

Discussion/Decision

- Board members felt both issues required attention. BME will survey the dead trees, mark them as appropriate and have the information available for further discussion. The final number, size and location of trees will be determining factors on whether the removal can be accomplished by volunteers or whether professional help will be necessary. It was felt a volunteer group can be organized again this fall to continue the trail trimming efforts.

Appointment of HOA Director

Information

- At the annual meeting in March, Tom Crippes was elected to the HOA Director position that Eric Lindell was vacating. However, Tom had indicated that his intense work schedule would likely delay his assuming the position until sometime in May. Therefore, Eric agreed to stay on as Director until Tom was available. Then, Tom advised he had accepted a new position in Texas and would not be able to fill the Director position. An announcement of the open position was made to the HOA membership; however, no one expressed interest. Therefore, the Board made direct contact with potential candidates and Doug Charron agreed to fill the position.

Decision

- Motion by BME to appoint Doug Charron to the open HOA Director position (through March 2017); second by BMG, carried unanimously.
- BME wanted to thank Eric Lindell for his service and valuable insight for the past three years and his willingness to stay on the Board until the position was finally filled.

Miscellaneous/Informational Items

- a) Street Sign Repairs---BMG reported that during the street sign painting project completed a few weeks ago, he identified certain sign posts and backer boards that need further attention. He distributed a list of the locations and suggested deficiencies. SO will contact our mailbox assembly repair contractor and have him review the locations to develop a cost estimate for the work and a recommendation whether the work can wait until the next budget cycle.

Email Motions

- Motion by BMG on 08-18-15 to approve payment to Amber VanDuesen - \$109.88 for food for the WOL picnic; second by BME, carried unanimously,
- Motion by BME on 08-22-15 to approve payment to Eric Haehn - \$126.40 for food and a portable toilet for the WOL picnic; second by BMG, carried unanimously.
- Motion by BMC on 09-01-15 to approve payment to Laurie Grasso - \$1,825.00 for August gardening services; second by BME, carried unanimously with BMG abstaining.

- Motion by BMG on 09-03-15 to approve payment to Arlis Olson - \$24.40 (\$14.71 for two bags of asphalt patching material & \$9.69 in copying costs for the Notice to HOA members included in the 4th Quarter invoice mailing); second by BMC, carried unanimously.
- Motion by BMG on 09-10-15 to approve payment to Jeremy's Lawn Service - \$1,964.97 for August lawn care services; second by BME, carried unanimously.
- Motion by BMG on 09-10-15 to approve payment to Lake Restoration - \$442.00 for chemical treatment for four HOA ponds; second by BME, carried unanimously.
- Motion by BMG on 09-23-15 to approve payment to Brian Humphrey Construction - \$904.62 for labor & materials to repair and paint HOA mailbox assemblies; second by BME, carried unanimously.
- Motion by BME on 09-29-15 to approve payment to Scott Fildes - \$625.00 for 3rd Quarter Treasurer services; second by BMG, carried unanimously.
- Motion by BMG on 10-02-15 to approve payment to Jeremy's Lawn Service - \$1,964.97 for September lawn care services; second by BME, carried unanimously.
- Motion by BME on 10-06-15 to approve payment to Laurie Grasso - \$2,225.00 (\$1,875 for September gardening services & \$400.00 for 32 mum plants); second by BMC, carried unanimously with BMG abstaining.
- Motion by BME on 10-06-15 to approve payment to Lake Restoration - \$442.00 for chemical treatment of four HOA ponds; second by BMC, carried unanimously.
- Motion by BMC on 10-21-15 to approve payment to Great Northern Landscapes - \$493.00 for the winterization of the HOA irrigation systems; second by BME, carried unanimously.
- Motion by BMC on 10-21-15 to approve payment to IDI Bobcat - \$1,267.00 for November snow removal services on HOA trail system; second by BME, carried unanimously.
- Motion by BME on 10-21-15 to appoint Mark Cramer to the open position on the HOA Architectural Committee; second by BMC, carried unanimously.
- Motion by BMC on 10-26-15 to approve payment to Arlis Olson - \$17.01 for No Snowmobiling signs and d-con for HOA buildings; second by BMG, carried unanimously.
- Motion by BMC on 10-26-15 to approve payment to Arlis Olson - \$125.00 for 3rd Quarter HOA Secretary services; second by BMG, carried unanimously.

Meeting Adjourned at 7:30 p.m. 08-12-15

Minutes prepared by Arlis Olson, approved on November 3, 2015 by:

Paul Erickson
 Ken Grasso
 Doug Charron