

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 06.22.15

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

Present: Paul Erickson (President), Ken Grasso (Vice President), 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 04-16-15 Board meeting; second BMG, carried unanimously.

Treasurers Report

Information

- TF gave a brief review of HOA expenses for January - May 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 (exclusive of currently invoiced 3rd Quarter dues) totaled \$62.25 that relates to (3) residents that have not paid late fees associated with previous dues invoices.
- TF reported that the only payable of record is Paul Erickson - \$13.48 for Certified Mail costs regarding a letter sent to a homeowner.
- TF reported that it appears a current resident is in foreclosure and another resident has moved out without providing a forwarding address.
- TF indicated that since the end of the second quarter is approaching, he requested that the Board approve the quarterly payments of \$625 for the Treasurer and \$125 for the Secretary.

Decision

- Motion by BMG to approve payments to Scott Fildes, Treasurer - \$625.00 and Arlis Olson, Secretary - \$125.00; second by BME, carried unanimously.

Facilities Reserve Fund

Information

- SO indicated that at the previous Board meeting the establishment of a Facilities Reserve Fund was reviewed. The MN Statute the Board has referenced with respect to the Trail Reserve Fund in previous 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.

Discussion

- Discussion ensued regarding the intended scope of the items to be covered by fund and the initial amount of the fund. TF confirmed the current checking & money market account status along with the anticipated budget expenditures and was comfortable with dedicating \$10,000 to the new reserve fund.

Decision

- Motion by BME to establish a Facilities Reserve Fund in the amount of \$10,000 and authorize Treasurer Fildes to accomplish the necessary fund transfers; second by BMG, carried unanimously.

Open Director & Architectural Committee Positions

Information

- No one has responded to the notice that the Board is looking for candidates to complete the Board Director term of Tom Crippes. In addition, Kori Crippes is currently a member of the Architectural Committee and a replacement for her is also necessary.

Discussion/Decision

- Board members discussed potential candidates for both positions and direct contacts will be made in an attempt to fill both positions. Kori will be asked to stay on the Architectural Committee for a little longer as there are some pending issues that require action in the near future.

Resale Disclosure Certificate

Information

- SO indicated that since the last BOD meeting he had met with the HOA website administrator regarding the material to be posted on the website. The material is on the website in draft form (on a secure page not currently available for public access) and is being reviewed. He asked if the Board had any particular thoughts on the final format for the material.

Discussion/Decision

- Discussion ensued and it was felt the material can be made available in the same section of the website that all other HOA information is located. A statement can be added to the Home page to direct realtors, sellers & buyers to the appropriate section.

Miscellaneous/Informational Items

- a) Painting Projects---SO provided an update on previously discussed painting projects that should be done this year and suggested another one.
 - 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. It was suggested that Greg Weiers be contacted to see if he would head up a group of volunteers to accomplish the project. SO will contact Greg.
 - 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. BMG has two neighborhood teens that responded to the request for participants & SO completed a survey of the various types & numbers of signs (85 total). Board members reviewed the types of signs and established a unit price for each. SO will procure the paint and painting materials & BMG will oversee the painting crew.
 - iii. Trail System---SO indicated that the Residents Only message on the trail system is long overdue in being redone. The stencils and paint are available. BME, TF & SO will schedule a time to begin the process of getting the painting done.

Email Motions

- Motion by BMG on 06-18-15 to approve payment to Paul Erickson - \$13.48 for two certified letters mailed to a homeowner; second by BML (on 06-25-15), carried unanimously with BME abstaining.
- Motion by BMG on 07-06-15 to approve payment to Jeremy's Lawn Service - \$1,964.97 for June lawn care services; second by BML, carried unanimously.
- Motion by BML on 07-07-15 to approve payment to Johnson Bruns & Company - \$1,100.00 for the audit of 2014 HOA activity; second by BMG, carried unanimously.
- Motion by BML on 07-07-15 to approve payment to Great Northern Landscapes - \$758.13 for the spring start-up of the HOA irrigation systems, installation of pond fill pumps and service calls/parts; second by BME, carried unanimously.
- Motion by BMG on 07-11-15 to approve payments to Christina Jacobson and Joe Crippes - \$412.00 each for HOA sign post painting services; second by BME, carried unanimously.
- Motion by BME on 07-16-15 to approve payment to Ken Grasso - \$164.53 for the purchase of new trail crossing signs and replacement mounting hardware for various signs associated with the sign post painting project; second by BML, carried unanimously with BMG abstaining.
- Motion by BME on 07-15-15 to approve payment to Great Northern Landscapes - \$270.44 for a service call and repairs to the irrigation system at Woodlands Pkwy/268th Ave.; second by BMG, carried unanimously.
- Motion by BMG on 07-20-15 to approve payment to Arlis Olson - \$342.71 (\$139.87 for four gallons of paint & supplies for the street sign painting project and \$202.84 for five gallons of paint & paint samples to select color for 5th Addition gazebo painting project); second by BML, carried unanimously.
- Motion by BME on 07-28-15 to approve payment to Greg Weiers - \$169.84 for an additional four gallons of paint for the 5th Addition gazebo project; second by BMG, carried unanimously.
- Motion by BMG on 07-30-15 to approve payment to Paul Erickson - \$7.23 for certified mailing costs; second by BML, carried unanimously with BME abstaining.

- Motion by BML on 08-04-15 to approve payment to Laurie Grasso - \$1,825.00 for July gardening services; second by BME, carried unanimously with BMG abstaining.
- Motion by BME on 08-04-15 to approve payment to Jeremy's Lawn Service - \$1,964.97 for July lawn care services; second by BMG, carried unanimously.
- Motion by BMG on 08-11-15 to approve payment to Cindy Jacobson - \$82.16 for food and supplies for the HOA picnic; second by BML, carried unanimously.
- Motion by BML on 08-11-15 to approve payment to Lake Restoration - \$442.00 for chemical treatment of four HOA ponds; second by BME, carried unanimously.

Meeting Adjourned at 7:35 p.m. 06-22-15

Minutes prepared by Arlis Olson, approved on August 12, 2015 by:

Eric Lindell
Paul Erickson
Ken Grasso