

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 03.13.15

Location: Arlis Olson Residence
Convened: 4:40 p.m.
Adjourned: 5:25 p.m.

Present: Eric Lindell (President), Paul Erickson (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 BML to approve minutes of the 02-23-15 Board meeting; second BME, carried unanimously.

Treasurers Report

Information

- TF gave a brief review of HOA expenses for January - February 2015 vs. budget; the status of checking and money market accounts and projections for cash flow through March 2015. The HOA is well situated at this time to handle anticipated expenditures.
- TF reported that the current receivables (exclusive of recently invoiced 2nd Quarter dues) totaled \$639.75 that relates to (2) residents that have not paid their 1st 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.
- TF also informed the Board that since the last meeting, the HOA Federal & State Income taxes were filed & paid (Federal - \$5.00 and State - \$2.00) and that the new HOA computer, monitor, printer, external hard drive and associated financial & Microsoft Office software are all up and running. The total cost of the computer system was \$1,284.83 (\$916.46 for computer, monitor, printer & external hard drive and \$368.37 for software), approximately \$215.00 under budget.

Discussion

- Board members expressed concern about the two past due amounts and discussed how to proceed if the payments are not received shortly. Alternative actions included sending a letter from the BOD, having an attorney send a letter demanding payment and exploring court action. SO indicated there are examples of previous BOD letters in the files that were sent under similar circumstances that can be resurrected and he will draft similar letters for review & approval.

2015 HOA Annual Meeting

Information

- The agenda for the HOA Annual Meeting was reviewed and the agenda items were divided amongst the Secretary, Treasurer and Directors for presentation purposes at the meeting. SO indicated he would be at the meeting site around 6:15pm to make any final table arrangements and requested other participant's assistance.

Miscellaneous/Informational Items

- a) New Residential Development---271st Avenue—At the February BOD meeting a new residential development, Shasta Meadows, consisting of (6) lots on the north side of 271st Avenue NW (immediately north of the WOL HOA 5th Addition) was discussed. The Board had received an inquiry from a WOL 5th Addition resident if the HOA has any property interest on the north side of 271st as it would appear that when those eventual home owners access their property they will enjoy the WOL HOA amenities (Maintained & landscaped entry off of County Road 1, Pond & Fountain, etc.) with no financial involvement. TF indicated he had a conversation with the Sherburne County Zoning official that is handling the matter and there is basically nothing that can be done to preclude the access from 271st to the new lots. The zoning official did suggest though that the HOA could contact the developer to see if he would be interested in having his development join the WOL HOA. If that were to occur then the new development would be subject to the WOL covenants. Board members felt it would at least be worth contacting the developer to raise the issue. BME volunteered to make the contact. Contact was made and the developer is currently reviewing the HOA Covenants, etc. and is willing to discuss the possibility of having the (4) lots that are accessed from 271st Ave. join the WOL HOA. If that were to occur then the new development would be subject to the WOL covenants.
- b) Resale Disclosure Certificate—a request for a Resale Disclosure Certificate was received recently from a real estate agent for a WOL residential property being listed for sale. The certificate is very comprehensive and seems to focus more on condominium associations rather than a single-family residential HOA like ours. The agent also requested a copy of all association governing documents (a master copy of the declaration, the articles of incorporation, bylaws, any rules & regulations and any amendments or supplemental declarations). The HOA has regularly responded to requests for various information at the time of a property sale closing process, but that has not been as involved as the recent request. It does appear though that there is a MN Statute that requires HOA's to provide certain information to the property buyers. The current request is being addressed and SO will be researching the implications of the MN Statute requirements for future property sales.
- c) Trail Repairs---BME suggested that contacts should be made with asphalt contractors in order to obtain quotations for the trail crack sealing and repairs to be done this year. SO will contact Allied Blacktop & Astech---BME will contact Rum River Asphalt.
- d) WOL Streets---TF indicated he had a discussion with Dave Hewitt, WOL resident and Livonia Township Supervisor regarding the condition of the streets in the development. Dave agreed there are areas the need attention and will bring the matter up at the next Township meeting.

Email Motions

- Motion by BME on 03-26-15 to approve payment to Hemmelgarn Woodworking - \$280.00 for (7) engraved mailbox toppers; second by BME, carried unanimously.
- Motion by BME on 03-30-15 to approve payment to Arlis Olson - \$220.58 (\$125.00 for 1st Quarter Secretary services; \$43.50 for mailing envelopes, labels & supplies; and \$52.08 for copying costs for annual meeting material & notices for HOA members); second by BML, carried unanimously.
- Motion by BML on 03-31-15 to retain Great Northern Landscapes for the HOA 2015 Irrigation System services; second by BME, carried unanimously.
- Motion by BME on 04-06-15 to accept the proposal from Allied Blacktop Company in the amount of \$21,115.00 for an estimated 11,896 LF of crack repair and 142 SY of asphalt patching/replacement; second by BMG, carried unanimously.
- Motion by BME on 04-06-15 to approve payment to Allied Blacktop - \$1,958.00 for the 2015 street sweeping services; second by BMG, carried unanimously.
- Motion by BML on 04-14-15 to approve payment to Brian Humphrey Construction - \$1,223.47 for labor & materials to assemble (19) mailbox toppers, install (12) mailbox toppers at various residences and repair (4) mailbox assemblies; second by BME, carried unanimously.
- Motion by BML on 04-14-15 to approve reimbursement to Laurie Grasso - \$89.84 for a three-year renewal fee for the HOA website; second by BME, carried unanimously with BMG abstaining.
- Motion by BML on 04-14-15 to approve payment to Auto-Owners Insurance - \$3,670.17 for the annual renewal of the HOA property & liability insurance; second by BME, carried unanimously.

Meeting Adjourned at 5:25 p.m. 03-13-15

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

Paul Erickson

Ken Grasso