

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 11.03.15

Location: Arlis Olson Residence
Convened: 6:30 p.m.
Adjourned: 8:10 p.m.

Present: Paul Erickson (President), Ken Grasso (Vice President), Doug Charron (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, BMC-Board Member Charron, BME-Board Member Erickson, BMG-Board Member Grasso, TF-Treasurer Fildes and SO-Secretary Olson.

Review of Minutes

Decision

- Motion by BME to approve minutes of the 08-12-15 Board meeting; second BMG, carried unanimously.

Treasurers Report

Information

- TF gave a brief review of HOA expenses for January – October 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 \$984.75 that relates to (4) residents/properties that have outstanding dues and/or late fees. One of the properties has been sold and the outstanding amounts will be collected & paid by the closing company at the end of the month. The majority of the remaining past due amount is related to a foreclosed property and amounts will likely continue to grow until the property is sold.
- TF reported that the payables of record are \$3,922.58 consisting of Brian Humphrey Construction - \$781.30 (\$726.30 for labor & materials associated with mailbox assembly repair/painting and \$55.00 for roof repairs to the HOA garage), Laurie Grasso - \$1,200.00 for the fall spirea plant pruning and Connexus Energy - \$1,941.28 for electrical usage. The Connexus invoice is an autopay so the only action items are the Brian Humphrey Construction & Laurie Grasso amounts.

Decision

- Motion by BMG to approve payment to Brian Humphrey Construction - \$781.30; second by BMC, carried unanimously.
- Motion by BMC to approve payment to Laurie Grasso - \$1,200.00; second by BME, carried unanimously with BMG abstaining.

Update on Architectural Committee Reviews

Information

- BME updated the Board on Architectural Committee review of requests for improvements:
 - a) Approved—Jeffrey & Linda Nelson for an 18' addition to their existing garage. This was a revised project scope from the previous submittal that was denied. The approved project will be consistent with the existing home/garage and will have one 10' garage door.
 - b) Approved---Michael & Laurie Terhune for the construction of a parking pad behind their home for their camping trailer including the removal of some trees for access.

HOA Street Signs

Information

- BME recently received a letter from Livonia Township regarding MnDOT revisions to road sign requirements concerning reflectivity, size and break-away post standards. The new standards state that by January 2015 all regulatory signs (which include Stop, Yield, Speed Limit, Dead End/NO Outlet, and Chevron signs) must meet the requirements. By January 2018 ALL signs must meet the requirements including street signs. If the signs do not meet MnDOT regulations, liability issues could occur. The Township indicated their signs and our HOA signs do not currently meet the regulation requirements. The Township is working on bringing their signs into compliance. The most pressing issue for the HOA signs right now are the Stop, Speed Limit and NO Outlet sign posts as they are not break-away. TF was able to obtain a MnDOT handbook on signage requirements and there apparently is a section on how to bring our wood posts into compliance.
- SO reported that during the street sign painting work earlier this year, BMG identified several sign backer boards that likely should be replaced and other possible repairs. SO contacted our mailbox assembly vendor and asked him to review the work scope and provide a cost estimate. The cost estimate was available in the amount of \$780.00.

Discussion/Decision

- BME will review the handbook to determine what modifications are required to bring our regulatory sign posts into compliance and report back to the Board (likely by email). Discussion on options on how to proceed long-term will be on a future BOD agenda.
- In consideration of the MnDOT issue previously discussed, the matter of sign backer boards, etc. was put on hold.

2016 Budget Review/Approval

Information

- SO indicated that a preliminary 2016 HOA budget in the amount of \$123,840 had been prepared and emailed to Board members for review. Copies of the document were also distributed.

Discussion

- Board members reviewed the preliminary budget and discussed/suggested certain revisions. The line item for sprinklers/ponds/fountain maintenance was adjusted down from \$4,175 to \$3,000 reflecting the last couple of years' experience; the 2016 document consolidated two 2015 budget line items relating to Trails & Commons maintenance/repair & supplies totaling \$6,000 into one line item for ease in tracking costs—the proposed budget included a line item

for Tree Removal in the amount of \$2,000—it was decided to eliminate the Tree Removal line item and increase the Trails & Commons line item to \$7,000; a Facilities Reserve Fund was created in 2015 by the Board—a new line item was added to the 2016 budget to provide additional funding in the amount of \$4,000; and a new line item for potential replacement of one of the pond fountains in the amount of \$5,000 was incorporated. These revisions resulted in a budget amount of \$120,665, a decrease of 8.25% from 2015.

Decision

- Motion by BMC to approve a 2016 HOA Budget in the amount of \$120,665; second by BMG, approved unanimously.

Realtor Inquiry

Information

- BME indicated he had been contacted by a realtor who had listed a home in the development and had a potential buyer that would want to build a detached garage for the purpose of raising pigeons. They apparently are for “show” purposes.

Discussion/Decision

- Board members felt this use would be not appropriate and would not fit into the neighborhood. BME indicated he would so inform the realtor of the Board’s decision.

2016 Annual Meeting

Information

- SO indicated it would be appropriate to begin planning for the 2016 HOA Annual Meeting that is typically held in March. The meeting room must be reserved, Board Director candidates identified and the meeting material organized. SO will identify potential dates for the meeting and contact Board members by email to finalize a date.

Miscellaneous/Informational Items

a) 2016 Vendor Rates/Contract

- i. Brian Humphrey Construction—He has been providing the mailbox assembly repair, painting, etc. services since 2011 with no adjustment in rates. He has submitted a request to adjust his hourly rate from \$25/hour to \$30/hour and the flat fee for repainting an entire assembly from \$70/each to \$75/each. Board member consensus was that they have been quite pleased with his services and that the rate increase was reasonable. BME made a motion to approve the rates as requested; second by BMG, motion carried unanimously.
- ii. 2016 Gardening Contract—TF indicated he had received a proposal from Laurie Grasso for the 2016 Gardening services. The total cost is \$13,000 a slight decrease from 2015. Again, Board members were very satisfied with the past performance. Motion by BMC to approve an amendment to the base contract to include 2016 Gardening services in the amount of \$13,000; second by BME, carried unanimously with BMG abstaining.

Email Motions

- Motion by BMG on 11-05-15 to approve payment to Jeremy's Lawn Service - \$1,964.97 for October lawn care services; second by BME, carried unanimously.
- Motion by BMC on 11-25-15 to approve payment to IDI Bobcat - \$1,267.00 for December snow removal services; second by BME, carried unanimously.
- Motion by BMC on 12-14-15 to approve payment to Verde Plus Lawn Care - \$1,758.15 as partial payment for the 2015/2016 holiday lighting (balance to be paid upon removal of lights in the spring); second by BME, carried unanimously.
- Motion by BMC on 12-14-15 to approve payment to Paul Erickson - \$15.50 for gas for the tractor/blower; second by BMG, carried unanimously with BME abstaining.
- Motion by BMG on 12-23-15 to approve payment to Scott Fildes - \$625.00 for 4th Quarter Treasurer services; second by BME, carried unanimously.
- Motion by BMG on 12-23-15 to approve payment to Arlis Olson - \$125.00 for 4th Quarter Secretary services; second by BMC, carried unanimously.
- Motion by BMC on 12-29-15 to approve payment to IDI Bobcat - \$1,267.00 for January 2016 snow removal services; second by BMG, carried unanimously.
- Motion by BMG on 01-12-16 to approve payment to American Legion Post 560 - \$50.00 room rental fee for the 2016 HOA Annual Meeting; second by BMC, carried unanimously.

Meeting Adjourned at 8:10 p.m. 11-03-15

Minutes prepared by Arlis Olson, approved on 01-17-16, 2016 by:

Paul Erickson
Ken Grasso
Doug Charron