

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 06.07.16

Location: Arlis Olson Residence
Convened: 6:35 p.m.
Adjourned: 9:15 p.m.

Present: Ken Grasso (President), Doug Charron (Vice President), Marvin Miller (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, BMG-Board Member Grasso, BMM- Board Member Miller, TF-Treasurer Fildes and SO-Secretary Olson.

Review of Minutes

Decision

- Motion by BMG to approve minutes of the 04-11-16 Board meeting; second BMM, carried unanimously.

Treasurers Report

Information

- TF gave a review of HOA expenses for January – May 2016 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 total \$100.00 which relates to (4) residents/property owners that have not paid dues late fees that have been assessed.
- TF reported that the payables of record total \$525.11 consisting of Lake Restoration - \$446.00 for chemical treatment of HOA ponds, Scott Fildes - \$64.11 for the renewal of the antivirus program for the HOA computer system and Arlis Olson - \$15.00 for gas for the HOA tractor & blower.
- TF also indicated that the most recent invoice from ACE Solid Waste reflected an increase in cost. He is working with them to ensure the cost adjustment is consistent with the contract provisions.

Decision

- Motion by BMG to approve payments to Lake Restoration - \$446.00, Scott Fildes - \$64.11 and Arlis Olson - \$15.00; second by BMM, carried unanimously.

Service Contract Discussion

Information

- IDI (Dave Arvidson) has been providing HOA trail system snow removal services for many years and his current contract has one season remaining -- the 2016/2017 snow season. He is currently upgrading his equipment and requested an extension/new contract for the 2017—2020 snow seasons. The Board previously approved the request by email with the understanding that the terms & conditions of the new contract would be agreed upon at the next Board meeting. A standard HOA Subcontractor agreement had been provided to Dave along with a more service specific agreement drafted by BMM. Dave attended the meeting to work out a contract format.

Discussion/Decision

- BMG welcomed Dave to the meeting and reiterated that the additional (3) season term of services has been approved and that we just need to work out the terms of the contract. He indicated that the new contract (more formal than the agreement that has been utilized in the past) is basically required by the HOA insurance agent and that this process should not be construed as a reflection on his level of service—everyone agrees that he does excellent work. Dave indicated that he appreciated the comment on his level of service as that is always his intent—to do the best he can. He also indicated that at this stage in his life he is trying to “simplify” things and really wasn’t thrilled with having to go through a contract negotiation process. With that said though, he had reviewed the standard HOA contract and the service specific contract. He indicated that he had spent more time on the standard contract and, at this point, more comfortable proceeding with discussing modifications to that format. Dave had several concerns that he expressed and the Board agreed to delete certain contract provisions that did not apply to Dave’s services. In turn, Dave agreed to have certain language from the service specific contract incorporated into the subcontractor agreement. SO will make the agreed upon changes in the agreement and prepare a final version for signatures.
- Following the contract process, Dave indicated that the trail system is “closing in” from growth of trees/brush alongside the trails and that with his new equipment it will be even more difficult to maneuver. He is actually building an articulated mounting bracket for the blower that will allow him to make the turns in the trails a little easier; however, he identified certain specific areas where he will still have difficulty getting through and clearing the snow. Board members indicated they would review those areas and do whatever they can to improve the situation.

HOA Sign Modification Status

Information

- BMG indicated that Livonia Township is becoming more insistent that the HOA has to take a position regarding the HOA “custom” signs on how to meet the MN DOT road sign requirements concerning reflectivity, size and break-away post standards. The Board has been reviewing methods to meet the break-away post standards. At the HOA Annual Meeting in March, the option of turning the responsibility for the street signs over to the Township was raised and there were no comments made by the meeting attendees.

Discussion/Decision

- Street Signs---BMG indicated that following the last Board meeting he had a conversation with the Township regarding HOA signage and obtained a sample of the street sign that meets the new standards and emailed a picture of it to Board members. The sign is 9” in height, which is

approximately 3” bigger than our signs. The size and configuration of the sign doesn’t lend itself to being able to install them on our wood posts. The new signs are all mounted on 2-3/8” galvanized posts which are break-away. Crossing street signs are stacked. The Township would have no problem if we wanted to paint the post green to maintain the Woodlands color scheme. Board members felt that the HOA has postponed the inevitable as long as possible and, that from a cost and potential liability standpoint, it would be prudent to turn the Woodlands 1st through 4th Addition street signage over to Livonia Township (the 5th Addition is already handled by Livonia & Orrock Townships). BMG will inform Livonia Township so they can incorporate the work into their procurement and installation schedules. It was suggested that HOA members be informed of the decision by email.

- Regulatory Signs—BMC reported the post break-away modifications stipulated by MN DOT require 3” holes be drilled in the posts at prescribed locations. He indicated that it appears a drill bit would have to be custom made and a drill jig would be required to drill the holes properly. He has tried to drill a series of 1” holes in a test piece of post material with limited success. Therefore, a practical method to meet the break-away requirements has not been found yet.

Review of Annual Assessment History

Information

- BMM had requested information regarding increases in the annual HOA dues. SO had emailed information on the last increase (\$31 per quarter—effective January 1, 2015) to the Board which also included a reference to the increase previous to the latest one. BMM indicated he just wanted to be brought up to date and was curious how the increases tracked with the cost-of-living. He had done a quick calculation and determined the dues increases have tracked closely to the cost-of-living data. The process regarding any future increase was briefly reviewed too.

Review of HOA Common Property

Information

- BMM had requested information on what constitutes HOA Common Property. The Covenants language and a parcel map were available for review at the meeting. BMM is concerned that numerous landscaped areas on private property throughout the development that were originally created the developer and then maintained by the residents are now becoming rather shabby and do not reflect well on the entire development. BMM questioned if there was something the Board/HOA could do to improve the situation.

Discussion

- Board members concurred that there are landscaped areas within the development that could be more properly maintained, however, they are on private property and the Board does not have the authority to require any action on the part of the residents. It was suggested that one area that could be addressed is the cul-de-sacs as they are HOA Common property.

Review of Lawn Care Services

Information

- BMM had requested information on the scope of services pertaining to the existing lawn care provider. SO had previously emailed the bid request documents to the Board and a map of the work areas was available at the meeting. Board members have been contacted regarding an apparent decline in the level of service from last season to this season.

Discussion

- Board members reviewed the scope of services and other documentation. BMG has the contact information for the vendor and will be discussing the Board's service expectations with them.

Review of HOA Committees

Information

- BMM requested an update on the number and composition of any HOA Committees in existence.

Discussion

- BMG indicated that the Architectural Committee, consisting of three members appointed by the Board is the only standing committee in existence. Other ad-hoc committees have and will likely continue to be formed for specific issues as necessary. A question was raised if there could be more than three members appointed to the Architectural Committee---the Covenants state "Said committee shall consist of three parties....."

Resident Property Use

Information

- The Board has received various inquires/concerns from residents regarding the increased outside parking/storage of vehicles & other items.

Discussion

- Board members reviewed the Covenants sections regarding this issue concluded they are not as restrictive as they could be. Notices to HOA members have previously been sent out emphasizing that our natural pristine wooded lots are beginning to look very cluttered and it was suggested to store these vehicles off site or at least in an area that is not seen from the street or by neighbors. Residents were requested to help out by doing the right thing.

Treasurer Authority to Issue Payments

Information

- BMM suggested that the HOA Treasurer be authorized to issue payments directly to vendors, etc. for invoices that are consistent with previously Board approved budget line items or contracts. He felt that would streamline the process by eliminating individual email approvals and result in more expeditious payments.

Discussion

- TF agreed that would be a big help in processing payments. He identified the following budget line items that he felt would be appropriate for that process: Lawn Care, Snow Removal, Gardening, Pond Weed Control, HOA Treasurer and HOA Secretary. Board members concurred in that listing. TF indicated that he would contact the Board if any invoices were

not consistent with the approved budget or contract and that any payments made would be reflected in the monthly expenses reports provided to the Board.

Decision

- Motion by BMC to authorize the HOA Treasurer to issue payments consistent with previously approved budget line items or contracts as outlined above; second by BMM, carried unanimously.

Miscellaneous/Informational Items

- a) Trail Use Sign Repair Option—SO indicated that the Trail Use sign at the intersection of Woodlands Parkway & 270th Street is in need of repair/replacement. He contacted the vendor that provides the mailbox deer sculptures to see if they could replicate the text on the sign with their equipment. They can and recommended the sign text be “routed” in a PVC material that should be more durable than the existing sign material. A sample of a routed sign was available for review. Board members felt this method was worth pursuing further. SO will work with the vendor to get a cost estimate and will report back to the Board once he has the information.

Email Motions

- Motion by BMG on 06-21-16 to approve payment to Brian Humphrey Construction - \$137.50 for mailbox assembly repairs; second by BMC, carried unanimously.
- Motion by BMG on 06-28-16 to approve payment to Hemmelgarn Woodworking - \$240.00 for (6) mailbox deer sculptures; second by BMC, motion carried.
- Motion by BMG on 07-08-16 to appoint resident John Simeone to the HOA Architectural Committee position vacated by Alyss Olson; second by BMC, motion carried.
- Motion by BMG on 07-11-16 to approve payment to Arlis Olson - \$16.15 for gas for the HOA tractor & blower; second by BMM, carried unanimously.
- Motion by BMG on 07-12-16 to approve payment to Accurate Electric - \$418.00 for time clock repairs on the entrance fountain timer and a new time clock/electrical connections for the pond fill pump at Woodlands Pkwy. & 268th Ave.; second by BMC, motion carried.
- Motion by BMG on 07-12-16 to approve payment to Great Northern Landscapes - \$211.25 for repairs to the Signature pond fill pump; second by BMC, motion carried
- Motion by BMG on 08-07-16 to approve payments to the Night to Unite committee members as follows for costs incurred for the event: Cindy Jacobson - \$47.98, Eric Haehn - \$88.00, Amber VanDeusen - \$81.12, Alyss Olson - \$37.41 and Irene VanEssen - \$150.61- Total \$405.12: second by BMC, motion carried.
- Motion by BMC on 08-17-16 to approve payment to Arlis Olson - \$30.34 (\$15.99 for copy paper for the HOA printer and \$14.35 for gas for the HOA tractor & blower); second by BMG, carried unanimously.
- Motion by BMC on 08-20-16 to accept the proposal from Josh Belanger in the amount of \$1,000 for tree pruning services at the T-intersection, along the trail near 14346 265th Ave., and the entrance area at 270th & 140th; second by BMG, motion carried.
- Motion by BMC on 09-07-16 to approve payment to Scott Fildes - \$141.00 for three rolls of stamps for HOA mailings; second by BMG, motion carried.

Meeting Adjourned at 9:15 p.m. 06-07-16

Minutes prepared by Arlis Olson, approved on September 13, 2016 by:

Ken Grasso

Doug Charron

Marvin Miller