

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 03.17.16

Location: Arlis Olson Residence
Convened: 6:35 p.m.
Adjourned: 7:40 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, BMM-Board Member Miller (following election at 3-22-16 Annual Meeting), TF-Treasurer Fildes and SO-Secretary Olson.

Review of Minutes

Decision

- Motion by BMG to approve minutes of the 01-17-16 Board meeting; second BMC, carried unanimously.

Treasurers Report

Information

- TF gave a review of HOA expenses for January – February 2016 vs. budget (and indicated that expenses to date for March have been minimal); 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 current quarterly dues invoices) totaled \$25.00 which relates to one resident that has an outstanding dues late fee assessment.
- TF reported that the payable of record (exclusive of auto-pay items) is Verde Plus Lawn Care - \$753.41 for the remaining portion of the holiday lighting fee which will not be paid until the lights are removed.
- TF reported that he had completed & submitted the Federal & State 2015 income tax forms- Federal payment - \$6.00 and State - \$2.00.
- TF also reported that he will be making a transfer from checking to the money market account in the near future in the amount of \$10,000.

Report on Review of HOA 2015 Financial Activity

Information

- TF reported that the firm of Johnson, Bruns & Company has completed the compilation service review of the HOA's 2015 financial activity and provided Board members copies of the report for review. The compilation review recapped every transaction for deposits and expenses and allocation to the correct account, prepared a bank reconciliation, and issued a compilation report, balance sheet and income statement. The report did not identify any areas of irregularity in the HOA's financial transactions.

Discussion

- Board members reviewed the report, were pleased with the results and it will be made available for review at the Annual Meeting.

2016 Annual Meeting Items

Information

- The agenda for the HOA Annual Meeting was reviewed and the agenda items were divided amongst the 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.

Realtor Inquiry re: Vehicle Parking in Driveway

Information

- BME was contacted by the listing agent for a home in the Woodlands that had a buyer that has a work vehicle that will not fit in the garage and would need to park it in the driveway. They wanted a signed statement from the Board that would be acceptable. Following consultation with other Board members, BME responded that a signed statement would not be provided; however the general consensus was that a small work van would be acceptable and strongly suggested that the potential buyer discuss his intent with any existing neighbors that could be affected. He also indicated that the Board strongly discourages any large work trucks or commercial vehicle parking in the development.

Email Motions

- Motion by BME on 03-21-16 to approve payment to Hemmelgarn Woodworking - \$200.00 for (5) mailbox post deer sculptures; second by BMG, carried unanimously.
- Motion by BMG on 03-25-16 to approve payment to Arlis Olson - \$30.73 for envelopes, copying costs and pens/copy paper for the HOA Annual meeting; second by BMC, carried unanimously.
- Motion by BMG on 03-30-16 to approve payment to Scott Fildes - \$625.00 for 1st Quarter 2016 HOA Treasurer services; second by BMC, carried unanimously.
- Motion by BMM on 04-03-16 to approve payment to Arlis Olson - \$125.00 for 1st Quarter 2016 HOA Secretary services; second by BMC, carried unanimously.
- Motion by BMG on 04-04-16 to retain Great Northern Landscapes for HOA 2016 Irrigation services; second by BMC, carried unanimously.

Meeting Adjourned at 7:40 p.m. 03-17-16

Minutes prepared by Arlis Olson, approved on April 11, 2016 by:

Ken Grasso
Doug Charron
Marvin Miller