

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 11.28.16

Location: Missy James Residence
Convened: 7:03 p.m.
Adjourned: 9:15 p.m.

Present: Ken Grasso (President), Doug Charron (Vice President), Marvin Miller (Director), Missy James (Treasurer).

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, TJ – Treasurer James.

Review of Minutes

Decision

- Motion by BMC to approve minutes of the 09-13-16 Board meeting; second BMM, carried unanimously.

Treasurers Report

Information

- TJ gave a review of HOA expenses for September-October 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.
- TJ reported that the current receivables total \$825.00 (exclusive of recently invoiced 4th Quarter dues) which relates to (3) residents/property owners that have not paid dues and/or late fees that have been assessed. These accounts will be monitored closely and follow up letters sent regarding potential legal action if payment is not made.
- TJ reported that the only payable of record is the Verde Lawn Service invoice of \$753.47 which is an invoice for the Holiday lighting. We paid 70% down (\$1758.09) upon installation and still owe \$753.47 upon tear down in the early spring.

2017 Vendor Contracts

Information

- TJ had previously been asked by the board which service contracts for the neighborhood were up for renewal or needed new proposals. TJ went through the files and came up with a current list of who is servicing the Woodlands and if their contracts needed to be renewed. The list is available upon request.

Discussion

- Each Vendor on the list was discussed by the board and it was determined that BMG would contact the following vendors for updated contracts OR continued pricing for 2017: Jeremy's Lawn Service (mowing, lawn care), Great Northern Landscapes (irrigation), Laurie Grasso (Gardening), Ace Solid Waste (garbage), I.D.I. (snow removal), Allied Black Top (Street sweeping), Lake Restoration (Pond water treatment), Verde Lawn Service (holiday lighting), Brian Humphrey Construction (mailbox repair).

Thank you notes

Information

- Previous Motion by BMG on 10-23-16 to approve Thank you notes and gifts for years of service for Arlis Olson (\$500) and Scott Fildes (\$100); second by BMM, carried unanimously.
- TJ purchased the gift cards and thank you cards and all BOD's signed them. TJ sent them out.

2017 Budget Process

Information

- 2017 HOA Budget process was worked on throughout November, with Arlis Olson helping. Preliminary numbers were brought to the table during the meeting.

Discussion

- Please see 2017 proposed budget for actual numbers. Notable items: Took out the fountain from the 2017 budget and completed this in 2016.
- Took the \$5000 that was allocated for the fountain and moved it to a new Account, "Boulevard Trees". Discussed needing to look into pricing for the removal of dead and uprooted trees in the front entrance boulevard and which kind of trees to put in their places.
- Added \$450 to the HOA Event budget in August for the "night to unite".
- The 2017 proposed budget was updated per the discussion and send to the BOD's. Awaiting their approval.

Front Entrance Fountain

Information

- A new fountain was budgeted in 2016 because the original fountain was in need of periodic maintenance. The original fountain was installed in the spring of 2016 and ran satisfactorily for the first two months of the summer. Electricians were called to troubleshoot problems for the remainder of the summer. Because the fountain was budgeted for this year quotes were solicited. BMG received a quote from Clark in Spring Lake Michigan. (2400 VFX-200, ½ HP 115 Volt Kasco fountain w/ 200' power cord with control panel and photo cell, \$1643), LED light kit \$1210, Labor to install \$400, S/H \$75.

Discussion

- Based on the fountain quote received, BMC made a motion to purchase the fountain in 2016, minus the LED light kit and the installation. The motion was made to purchase the fountain only. Second by BMM, carried unanimously.

- There was discussion about what to do with the old fountain. It can be repaired at Kasco but has to be taken apart and driven to Kasco in Prescott, WI.
- What to do with the old fountain is tabled at this point, will discuss at a later date.

2017 Annual Meeting

Information

- The 2017 annual neighborhood meeting was discussed. It will be held at the Zimmerman VFW in March again, date and time TBD. TJ will start the process of planning the meeting, making an agenda and setting the date.

Miscellaneous/Informational Items

- a) Trail System Tree/Brush Trimming—Trimming has been completed on the areas designated by the trail snow removal contractor. This is an ongoing need by contractors and residents in the development.
- b) Covered Bridge/Pavilion Painting—It was originally intended to have these facilities painted this year; however that did not occur. This will be placed in the 2017 budget with the intent of organizing volunteers for the work and the HOA providing the necessary supplies/materials.
- c) New Homeowners, The Ritchie's, moved into The Hewitt's old home. Both parties paid their 4th QTR dues on the property. TJ talked to the title company and it was determined that The Hewitt's should be reimbursed. BMG made a motion to refund \$250.00 to Hewitt, second by BMC, carried unanimously.
- d) Next meeting to be held in early January 2017.

Email Motions

Meeting Adjourned at 9:15 p.m. 11-28-16

Minutes prepared by Missy James, approved on Feb 9th, 2017 by: Motion BMG, 2nd by BMC, carried unanimously.

Ken Grasso
Doug Charron
Marvin Miller