

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 09.13.16

Location: Arlis Olson Residence
Convened: 6:35 p.m.
Adjourned: 8:15 p.m.

Present: Ken Grasso (President), Doug Charron (Vice President), Marvin Miller (Director), Scott Fildes (Treasurer), Arlis Olson (Secretary) and Missy James (Homeowner).

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 06-07-16 Board meeting; second BMM, carried unanimously.

Treasurers Report

Information

- TF gave a review of HOA expenses for January – August 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 \$1,012.50 (exclusive of recently invoiced 4th Quarter dues) which relates to (5) 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.
- TF reported that the only payable of record is the ACE Solid Waste invoice of \$763.28 which is an autopay item and does not require any action.

HOA Secretary/Treasurer Position

Information

- TF had previously advised the Board that the owners of the home he and his wife have been leasing the development have decided to put it on the market, therefore, he cannot continue as HOA Treasurer. SO also advised the Board that he had agreed to continue as HOA Secretary when TF was appointed, however, he believes the joint position is more efficient and it would be appropriate for the Board to find someone to fill the joint position. Missy James has agreed to accept the joint position and attended the meeting to discuss the position and answer any questions the Board may have of her.

Discussion

- Board members appreciated that Missy came forward and will take on the position. Missy explained that she and her husband own a machine shop in Elk River and she is responsible for all administrative and accounting functions for the company. In addition, she recently served a 3-year term as treasurer for a youth baseball league. She has met with SO & TF to review the position duties and assisted with the 4th Quarter dues invoice process. She is comfortable with the position requirements and confident in her abilities to fulfill the duties associated with the HOA position.

Decision

- Motion by BMM to appoint Melissa (Missy) James as the new Secretary/Treasurer of the HOA; second by BMC, carried unanimously. The appointment is to become effective upon completion of the following HOA check signing authority agenda item.

HOA Check Signing Authority

Information

- Currently Ken Grasso and Scott Fildes are the two parties authorized to sign HOA checks. With the appointment of Melissa (Missy) James as the HOA Secretary/Treasurer she must now be authorized to replace Scott as the one of the authorized check signers.

Decision

- Motion by BMG to authorize Melissa (Missy) James as the HOA officer to sign HOA checks in lieu of Scott Fildes; Ken Grasso will remain as the other authorized person; second by BMM, carried unanimously.

2017 Lawn Care Services

Information

- Jeremy's Lawn Service was previously awarded a contract for HOA lawn care services for the 2015 & 2016 seasons. The contract provides for a renewal option.

Discussion

- The Board discussed whether an extension should be pursued or if bids should be solicited from other vendors. Board members felt that Jeremy's has provided good services and, if issues did arise, they were addressed in a timely fashion. BMG will contact Jeremy's regarding extending the existing contract for one year at the same terms/cost. He will report back to the Board by email.

2017 Budget Process

Information

- SO indicated that the 2017 HOA Budget process needs to get underway to develop/approve the 2017 Budget and determine if a dues increase might be necessary. If a dues increase is determined to be necessary, a 30 day notification to HOA members is required. SO indicated a budget "template" has been used in the past and he will email a copy to Missy.

Discussion

- Board members suggested inserting placeholders into the preliminary budget for Trail Trimming services and Covered Bridge & Pavilion painting.

Miscellaneous/Informational Items

- a) County Road 4 Entrance Fountain—The fountain has not been operating for several weeks due to undiagnosed electrical problems. The timer unit and the circuit breaker were replaced however the breaker still trips out. The problem may be in the electrical cord (which runs underwater) or the fountain itself. The fountain is the last remaining original fountain and may be a candidate for replacement. All pond fountains will be pulled out in the next several weeks for winter storage; however this one will likely be pulled sooner to see if the problem can be found. The 2016 budget includes a line item for a new fountain; therefore replacement will be explored to see if season-end discounts are available.
- b) Trail System Tree/Brush Trimming—Certain trimming has been completed; however, there still remains a considerable amount to be done to provide clear access for snow removal and safe use of the trail system. BMG will coordinate volunteers in the next few weeks for the work.
- c) 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.
- d) HOA Flags—The HOA flags at the County Road 4 entrance and the 5th Addition need to be replaced; however they typically are taken down in the fall. There is money in the budget for the flags, therefore, the flags will be purchased in this budget year and stored for next year.
- e) Trailer Donation—Richard & Jolee Hanson sold their home recently and donated a very nice two-wheel trailer to the HOA. Board members were appreciative of the donation and approved the purchase of a \$25.00 gas/gift card to be sent to them as a token of their appreciation. Motion by BMM, second by BMG, carried unanimously. SO will purchase the card and send a thank-you letter.

Email Motions

- 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.
- Motion by BMG on 10-24-16 to approve reimbursement to Arlis Olson - \$510.99 for 2017 flags, \$8.96 for DCON for the WOL out buildings and \$25 for a thank you gift card for Dick Hanson's trailer donation to the association; second by BMM, carried unanimously.
- Motion by BMG on 10-28-16 to approve Verde Plus Lawn Service to Install/remove WOL holiday lighting - \$2350 total expense; second by BMM, carried unanimously.

Meeting Adjourned at 8:15 p.m. 09-13-16

Minutes prepared by Arlis Olson, approved on November 28th, 2016 by: Motion by BMC, second by BMM, carried unanimously.

Ken Grasso
Doug Charron
Marvin Miller