

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting May 8<sup>th</sup> 2017**

Location: Missy James Residence  
Convened: 7:06 p.m.  
Adjourned: 9:32 p.m.

Present: Ken Grasso, Doug Charron, Marvin Miller, Missy James, Janet Huss

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 02-09-17 Board meeting; second BMG, carried unanimously.
- Motion by BMC to approve minutes of the 03-28-17 HOA Annual Meeting; second BMG, carried unanimously.

## **Treasurers Report**

### **Information**

- Actual expenses for the month of January were \$3552.22. February was \$6944.85. March was \$3810.33. This amount is in line with the 2017 budget set by the board. There are no new spending concerns that the board should be aware of that have not been previously mentioned. The association is well positioned financially. There is no concern for cash flow at this time.
- The checking account balance at the end of March was \$80,030.11 and the Money Market was \$81,553.59. The Trail fund is at \$65,085.00 and the Facilities reserve fund is at \$14,750.00, after adding the quarterly payments of \$200 to the Trail Fund and \$750 to the Facilities reserve fund per the 2017 budget. This leaves a balance of "available" MM funds of \$1,718.59. When you add the available MM funds with the checking account balance the total "available" funds to meet expenses is \$81,748.70.
- The Receivables as 4/30/17 are still being reviewed. I can send an email with an update once I have the numbers finished. There are no Payables of record as of 4/30/17.

### **Decision**

- Motion by BMC to approve the treasurer report; second by BMG, carried unanimously.

## **Designation of Board President & Vice President**

- The Board appointed Doug Charron as President and Marvin Miller as Vice President for the upcoming year. BMG will stay on as a director until someone fills the position. Motion by BMG, 2<sup>nd</sup> by BMM, carried unanimously.

## **Janet Huss, Neighborhood Watch captain**

### **Information**

- Janet graciously came to the meeting to talk about what she does and what help she is looking for. As the neighborhood watch captain, she is the liaison between Sherburne County (Roxanne Schrader) and our homeowners association. She also helps organize the neighborhood Night to Unite every August. Janet mentioned that she needs additional volunteers to run that event smoothly. Janet also mentioned that she would like a note put in the next newsletter about it. Janet expressed the importance of needing a better way to communicate safety and neighborhood issues with everyone by starting a new committee and also looking into a unified email management program. Marvin offered to help set this up as it is his area of expertise.

### **Discussion**

- Look into Google docs (or some other email gathering tool) as a way of having a shared document with the homeowners email addresses for ease of communication.
- Actively seek a committee to help Janet out and help to transition her out of the role eventually.
- Set up and hold a neighborhood meeting about safety.

## **Clean-up day 2017**

### **Information**

- Clean-up day was a success! The turnout was better than anticipated.
- It was discussed if we should send thank you notes to the helpers, or just noting them in the minutes by name?
- It was discussed if we need more mulch. Between Doug and Marvin they were going to determine how much more is needed and who will put the mulch down.

### **Discussion**

- Reimburse Ken for Clean-up day expenses. \$102.84. Motion by BMC, 2<sup>nd</sup> by BMM
- Determine how much more mulch is needed (BMC)
- Draft a letter about the mulch for the cul-de-sacs in question (BMM)
- Get a commitment from those people who live in the cul-de-sacs to spread the mulch.
- Budget a line item in the 2018 budget specifically for clean up day.

# Mailboxes

## Information

- Board member Marvin made a trip around the neighborhood making a list of all mailboxes that need painting or repair. Marvin showed pictures and had a good plan of attack for the systematic repair of all of them.

## Discussion

- Going to have Brian Humphrey Construction quote out the 10 worst ones and repair them because that should be in the 2017 budget.
- The rest will be prioritized based on budget as we go.

# Capital improvement projects

## Information

- North Entrance – dead tree removal and replacement. How many trees are needed and how much will it cost? Removal is easy – the replacement is what is difficult with electrical, irrigation and unknowns, plus the cost of the trees.
- North entrance covered bridge painting. It was discussed to have this item bid out and completed by a professional since it was not addressed at the volunteer day.

## Discussion

- Contact Green Scapes or similar company for quote on removal and planting of new trees
- Have a painting company quote out the painting of the covered bridge.

# Communication strategies

## Information

- With Janet joining us for this meeting, a lot of talk was had about communicating with the entire neighborhood and also doing a better job of welcoming new association members and making them feel welcome. Some items that were discussed was a Facebook site for the neighborhood, invoicing by email once we had a surefire way to contact every home owner in the neighborhood, keeping the website even more up to date.

## Discussion

- It was determined that BMM would look into websites that would organize our homeowners email addresses for better communication and let us know how it would work.

# Committees

## Information

- More emphasis needs to be put on creating committees to keep all the homeowners involved on some level. Janet is in charge of the neighborhood watch, but she needs help and would eventually like to step down so the task of finding more people to help was set forth.
- The architectural committee needs at least 2 more people besides the president.

## Discussion

- BMM is going to draft a section of the next newsletter devoted to asking for emails and talking about committees and getting the people in our neighborhood more involved.

# Email Motions

- Approve March 2017 Annual meeting minutes. Motion BMG, 2<sup>nd</sup> by BMC, carried unanimously
- It was determined mulch was needed for the spring clean-up day in the amount of \$1872.45. Motion by BMG, 2<sup>nd</sup> by BMC, carried Unanimously.

Meeting Adjourned at 9:32 p.m. 05-08-17

Minutes prepared by Missy James, approved on , 2017 by:

Ken Grasso  
Doug Charron  
Marvin Miller

