



Homeowners Association
BOD Meeting Minutes
Joel Rademacher's Home
Monday, April 30, 2018

Board Members:

Present: Marvin Miller (President), Tammi Leppla (Vice President), Joel Rademacher (Director), Missy James (Secretary/Treasurer)

Absent: None

Others Present:

None

Proceedings

Meeting called to order at 6:11 pm by President, Marvin Miller

- Marvin Miller noted that Mr. Doug Charron, past President and current Director of the WOL HOA gave notice of his resignation to the Board with said resignation becoming effective April 25, 2018. Following his resignation and in accordance with Article IV, Section 3 of the HOA By-laws, the remaining Board members consisting of Marvin Miller, President and Tammi Leppla, Vice President, selected Mr. Joel Rademacher as Mr. Charron's successor. Mr. Rademacher will serve out the remainder of Mr. Charron's term which will end at the conclusion of the 2019 Woodlands of Livonia HOA annual meeting.

The Board extended its sincere thanks to Doug for his service to the WOL HOA and wished both he and his wife Joann the very best with their future relocation plans.

Agenda Items

- **Steve Leen Tax Preparation Proposal:**
Several emails had gone back and forth regarding the association's federal and state taxes and the verbiage of the contract between BergankDVK and the WOLHOA. Steve Leen was asked to redraft a new proposal including some desired changes that Tammi Leppla and Marvin Miller had suggested.
ACTION: To accept Steve Leen's engagement of terms with the additions made by Leppla and Miller to switch the Association taxes preparation/accounting overview to bergankDVK out of St. Cloud. Tammi Leppla made a motion contract with bergankDVK for the stated purpose. Joel Rademacher seconded the motion. The motion passed.
ACTION: Marvin Miller to contact Steve Leen of bergankDVK with a notice to move forward.
- **Livonia Township Proposed Street Repair:**
Street repair is an obvious complaint among the homeowners because the roads have deteriorated quickly over the last couple of years. Butch Haas with Livonia Township came



to Marvin Miller with an explanation. He noted that repairs were slated for the south entrance from County Road 4 and proceeding north past the divided median. The surface is to be milled down, removing the existing gravel, as well as the old blacktop. New gravel and up to 3 inches of blacktop are to be applied for the main entrance at County Road 4 all the way through to where the divide ends. A definite date for this project was not communicated during this meeting. Butch Hass also mentioned that the bituminous curbs along the subject area would be removed and the new road surface would be raised ~2-3" along the face of the existing concrete curbing.

ACTION: The Board will set up a time to discuss this project with Butch Hass and Sheldon Pool with the Livonia Township Board.

ACTION: Review the Livonia Township Board meeting minutes for any discussion regarding the road repair for the Woodlands.

- **Irrigation Contract Proposals**

The Board reviewed two (2) new bids for the 2018 irrigation season. Bids were received from Verde Plus Lawn care and Cullinan Lawn service. The Board thought it was worth it to talk over the issues that we had with last years' service from Great Northern Landscapes (GNL) before hiring someone new. It was determined this was a time-sensitive issue due to the fact that spring is finally here and we need to get the sprinkler systems started up soon.

ACTION: Joel Rademacher will put a call into Mitch w/GNL, to see if they can improve their service for the 2018 season year and also to ask about fountain installation and other tasks they may be able to perform. The item was tabled until the report from Rademacher is provided. A vote will be taken regarding the selected contractor shortly thereafter.

ACTION: After an irrigation company has been chosen, Marvin Miller will contact all companies involved with the Board's final decision.

- **2018 Mailbox Restoration**

There are 24 mailboxes slated for repair in 2018, see attached list. This is all included in the 2018 budget. Marvin has requested that Brian Humphrey Construction keep Board informed on their progress.

- **Spring Clean-up**

A 2018 spring cleanup date has not been determined yet due to the weather but the estimated date will be June 2nd. Projects that will be covered this year will be new mulch in all cul-de-sacs, trimming of trees, removal of downed trees/brush piles, trail sweeping and trash pick-up. Cul-de-sacs will also be an ongoing focus to ensure they are being maintained. There are 8 cul-de-sacs in our neighborhood and most of them need some rejuvenation. The Board discussed if the fountain installation was something that we could hire to have done or if it should be done by volunteers and when.

- **Committee Charters**

Marvin Miller presented additional details in depth about the WOLHOA committees and the development of their charters over the next year. Marvin Miller is spearheading the initiative and will create charters for each. They will need to be ratified with duties and



functions to be determined. The Safety Committee consists of Siri Rustad and Michael Cooper (who was appointed as the committee chair) by Marvin Miller. The Architectural Review & Control Committee consists of Marvin Miller (committee chairman) Tammi Leppla, Alyss Olson, and Del Overholser. Other ideas were talked about, for instance, a welcoming committee. More to come on this initiative as the committee charters are developed.

- **Website**

Marvin Miller presented new website initiative and the functions it will provide. Marvin stated that there are several companies that offer turnkey solutions/templates for HOA's and that he has been researching a number of them over the past few months. We would have to provide the content/pictures but the overall functions and capabilities have already been programmed by the various providers. Some of the functions of the new website will include but not be limited to: password protected pages, online fee payment options, accounting functions, member homepage, custom fill-in forms, survey questionnaires, member directory, community calendar, message board, business directory, find a sitter, lost & found, and much more.

ACTION: Marvin will send the link to a couple of sites for Board review. Discussions will continue this summer as to which course to take.

- **Boulevard Restoration Project**

The Board discussed the need for the complete restoration of the front boulevard including rock and tree removal, then new trees and landscaping.

ACTION: Develop a scope of work for this project

ACTION: Request 3 bids for the complete scope of work for the front boulevard restoration.

- **HOA Debit Card**

An HOA debit/credit card was discussed so that it would be easier to pay for certain recurring operations items. It was determined that the only way to do this is for someone to have their name on it – credit cards will not work for a non-profit unless someone is willing to use their name and social security number. This idea was unanimously determined to be a non-starter.

ACTION: Marvin Miller and Missy James to meet at the bank to add Marvin to the HOA bank account and remove Doug Charron by the end of May.

- **Contract to Restore (clean & seal) Small Wooden Bridge and Clean/Paint Entrance Structures**

The Board discussed the need to restore the subject structures and decided to seek a quote from Holland Painting for this project. Holland Painting is the same company that did such an amazing job on the covered bridge and the pavilion last year. Motion made Joel Rademacher get a quote for this work from Holland Painting. The motion was seconded by Tammi Leppla. The motion passed.

ACTION: Marvin Miller to contact Steve Holland painting for a quote to complete the work.

New Business

There was no new business.



Old Business

- The fountain at the south entrance was discussed in great detail. The Board will consider seeking quotes on a larger model with lights for the front entrance. Additional discussion took place on seeking a contractor to install and remove the fountains on an annual basis and if the old one could be repaired and used as a backup. The Board agreed that if a new larger fountain were to be purchased, the one currently being used at the south entrance could be installed in the pond adjacent to the small bridge.
ACTION: Joel Rademacher will talk to Mitch at GNL about the installation of the fountains. Joel also offered his volunteer time to install the fountains this spring as one homeowner had asked if the fountains could be installed before prom this weekend.
- The Board reviewed a number of ideas that would serve to stop or at least deter the rocks at the pavilion from being thrown into the water. Some concerns were also raised about the potential of someone being hurt by walking onto rocks. Some ideas that surfaced during this discussion included, signage indicating to keep "off the rocks" and erecting fencing to block off the area. Regardless, additional rocks will need to be brought in to fill in where they have been removed. The Board agreed to pick this discussion at the next meeting.
- The gardens located on homeowners personal property was brought up. Marvin Miller submitted that the majority of the gardens are not located on homeowners "property" but rather within the street right-of-way. The discussion turned to whether these garden areas should be turned over for maintenance by the HOA. Numerous options were discussed on how this could be accomplished. The Board agreed that the many of the gardens have been neglected and as such are an eyesore. The Board also agreed to seek input on this matter from the landscape and maintenance committee.

Adjournment

A motion was made by Tammi Leppla to adjourn the meeting. Joel Rademacher seconded the motion. The motion passed and the meeting adjourned at 8:54 p.m.

Submitted by:
Missy James, Secretary

Approved by:

Marvin Miller
Tammi Leppla
Joel Rademacher