

Woodlands of Livonia  
Homeowners Association  
BOD Meeting  
Tammi Leppla's home  
Board Meeting Minutes: December 3rd, 2018

**Board Members:**

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

**Absent:** None

**Others Present:**

None

**Proceedings:**

**Meeting called to order at 7:02 pm by President, Marvin Miller**

**Items discussed:**

- **Approval of the 4/30/18 meeting minutes:**

The 4/30/18 meeting minutes had been previously sent to the board to be looked over via email by Missy. No issues were found with the minutes. Joel made a motion to approve the minutes, 2<sup>nd</sup> was made by Tammi and the motion carried unanimously.

- **Treasurers Report:**

The current treasurer's report went over the months: July, August, September and October 2018. November financials will be sent via email once Missy has them completed. The financial overview discussed the budget variance each month, the checking and money market accounts and the receivables and payables of record. The actual financial overview is available upon request. It was determined that the HOA is in a good cash position and still under budget as of the meeting date. The board also discussed approving unplanned expenses and determined these would be approved on a case by case basis and can be approved prior to a board meeting, with the vendor being notified appropriately afterwards. Joel made a motion to approve the financial overview, 2<sup>nd</sup> was made by Tammi and the motion carried unanimously.

**ACTION: (MARVIN)** Draft a letter to be sent certified mail to the homeowners who are extremely late paying their homeowner association dues.

**ACTION: (MISSY)** Make a spreadsheet outlining all homeowners with overdue payments.

- **Steve Leen, CPA:**

The board looked over the 2017 Corporation Tax return prepared by BerganKDV. The report was professional looking and accurate. Steve Leen also completed the Woodlands of

Livonia Annual renewal with the Minnesota Secretary of State. The board was happy with the services that were provided. A motion was made by Marvin to continue to use Steve Leen at BerganKDV going forward for our year end financials. 2<sup>nd</sup> was made by Joel and the motion carried unanimously.

**ACTION: (MISSY)** Contact Steve Leen, CPA and secure 2019 services

- **Spring Clean-up:**

The 2018 spring clean-up had been cancelled due to the weather and also the unanticipated Township issues with the new blacktop and curbing project at the front entrance. Projects that were to be covered this year were new mulch in all cul-de-sacs, trimming of trees, removal of downed trees/brush piles, trail sweeping and trash pick-up. A fall clean-up date was chosen with plans to coordinate with a local Boy Scouting group, but the date became problematic when it was realized it was slated for MEA weekend and a reschedule did not occur due to the lateness in the season. The Maintenance and Landscape Committee still did an outstanding job working around the neighborhood on a weekly basis trimming and cleaning the trail system and getting our machinery repaired and back in working order. Tim Ritchie, Dick Fryer, and Mike Terhune also tackled a beautification project of the front entrance pond area removing overgrown foliage and scrub trees that will now allow for a much better view of the large, lighted fountain that will get installed in the spring. The board recognized the M&L Committee's ongoing volunteerism and great efforts.

**ACTION:** Work with the M&L Committee to set up a spring clean-up/volunteer date (and back up date) and communicate this with the neighborhood.

- **Fall Night to Unite:** The Board discussed the strong turnout and excellent planning, coordination, and execution of the 2018 Night to Unite gathering at the Michael Cooper residence. Michael Cooper led the effort this year as Chair of the Safety Committee, and the committee along with several other volunteers once again pulled off a wonderful evening for our WOL community with food, fun, conversation, and local resource education opportunities. The Board recognized the many efforts.

**ACTION: (MISSY)** Gather list of volunteers from 2018 and send out hand written thank you notes to all of the "Night to Unite" volunteers as well as the M&L Committee members.

- **Vandalism:**

There has been a fair amount of vandalism in our neighborhood this year where the authorities had to be called. Michael Cooper (Safety chair) and Marvin Miller put out a mailchimp notice warning the residents. Michael also put out a trail cam but would like to discuss other options with the Board and come up with some other solutions to keep an eye on who is coming in and out of our neighborhood. Tammi gave Dick Fryer the okay to dispose of the pavilion picnic tables that had been damaged during the summer, as it had been deemed that they were beyond reasonable repair and other options had been discussed in regards to what to replace them with next spring.

**ACTION:** Reimburse Michael Cooper for Trail Cam purchase.

- **Committee Updates:**

**a) Safety:** As noted above, the safety committee is working on the vandalism problem in our neighborhood.

**b) Maintenance:** Tim Ritchie held one formal meeting in 2018 with the Maintenance and Landscaping committee. The committee and Board have areas to discuss pertaining to feedback on highest needs and what is and is not working from the original Charter that

was reviewed so adjustments can be made as needed. The committee is doing a great job overall on working around the trails and addressing M&L needs as they arise.

**c) ARCC:** Architectural committee will need another new member; Alyss Olson has stepped down. Any new ARCC member will need to know the neighborhood covenants thoroughly. Ideas were discussed regarding possible ways of being more proactive in making sure new homeowners are aware of the detail of the restrictive covenants in an effort to prevent some instances of happening. It was acknowledged that it's never enjoyable having to enforce rules that have been violated, but it's a part of the duty and responsibility of this committee and board and an expectation of fellow Homeowners that covenants will be enforced which helps protect all members' investments in this community.

**ACTION:** A neighborhood call for more people; would like to see 5 people on each committee and have specified meetings with committee heads on a regular basis

- **Mail chimp & Quarterly Newsletters:**

The board discussed concerns over the lack of newsletters and mail chimp campaigns in the 2<sup>nd</sup> half of 2018. A lot of people in the neighborhood want a physical newsletter. Dana Ritchie has offered her services with the creation of it and the delivery. The board was not opposed to this idea and felt it could be a good communication vehicle in the community. Marvin did note that we should watch our carbon footprint and this would have paper and printing charges associated with it. Even with the creation of a newsletter, Mail chimp would still be used, but the struggles were acknowledged that we only have one user with access to MailChimp at this time.

**ACTION:** A second mail chimp user is needed and will need to be trained a bit on usage, metrics, etc.

**ACTION:** Determine when and how often a physical newsletter would be sent and set parameters around the set-up of that. Confirm with Dana Ritchie that she would like to head up this endeavor and make it part of the larger Communications Committee that the board is also working toward at this time.

- **Website:**

Marvin would like to get a new website in place by the end of the year/early 2019. He mentioned "hoa-sites.com" which develops websites specifically for HOA's. We would have to provide the content but the site has many neat things to offer that our residents would love. The value is evident with customizable content, professional looking layouts, allows payment online for dues, offers a member directory with account balances and online voting capabilities.

**ACTION:** The board is to look at the link in depth and discussions will continue this winter as to which course to take. Mainly – look over premium designs and take notes on which templates we like. Marvin will head up the initial build of this project.

**ACTION: (MISSY)** Send Marvin Darren Felton's email (resident) – he is a web designer and Marvin should touch bases with him regarding this project.

- **Rules, Regulations and enforcement:**

The board decided to table this topic for now due to tight meeting time. May need a lawyer to look over our covenants to help with changes or enforcement. The board needs to discern what power we have to uphold the rules.

**ACTION:** Tammi is to take initiative to research Law Firms that have strong and proven HOA experience and representation should we decide to have a legal review of the current

Covenants and/or should we find ourselves in need of getting legal advice regarding the HOA.

- **2018 Mailbox restoration:**

There were 24 mailboxes slated for repair in 2018. This was included in the 2018 budget. The Board discussed the lack of response from our current contractor, Brian Humphrey Construction. Damaged mailboxes were dealt with but the maintenance aspect was neglected even after contacting the vendor numerous times.

**ACTION:** Start looking for a new contractor or request new bids

- **Vendor contracts 2019**

The Board started to look at the vendor contracts but due to time constraints, it will have to be gone over at the next meeting. Missy did send out a spreadsheet via email last month with all the current contracts.

**ACTION: (MISSY)** Send out another email regarding vendor contracts, specifying which ones need to be looked at or gotten bids on for 2019

- **2019 Annual assessment increase consideration**

The Board started to look at the 2018 expenses versus budget and determined that there would be no new increase to dues for 2019.

- **2019 Annual Budget process**

The Board started to look at the 2019 budget and determined that this would be discussed at the next meeting due to time constraints.

**ACTION: (MISSY)** Send 2018 budget to board members and ask for their budget recommendations so a proposed 2019 budget can be created

- **2019 Annual meeting**

The Board will determine the next annual neighborhood meeting date and time so it can be relayed to the residents.

**ACTION: (MISSY)** Call and Legion and get their open dates

***Open Forum:***

*None*

***Adjournment:***

Having no other issues to discuss, the meeting adjourned at 9:44 p.m.

Minutes submitted by Secretary, Missy James.

Minutes approved on Feb 11, 2019 by: Tammi Leppla Motion, Joel Rademacher 2nd

Marvin Miller  
Tammi Leppla  
Joel Rademacher  
Missy James