

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 02.15.18**

Location: Missy James Residence  
Convened: 7:04 p.m.  
Adjourned: 10:10 p.m.

Present: Doug Charron (President), Marvin Miller (Vice President), Tammi Leppla (Director) and Missy James (Secretary/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, BMM -Board Member Miller, BML-Board Member Leppla, TJ- Treasurer James.

## **Review of Minutes**

### **Decision**

- Motion by BMC to approve minutes of the 9-28-17 Board meeting; second BML, carried unanimously.

## **Treasurers Report**

### **Information**

- TJ gave a brief review of HOA expenses for October 2017 – December 2017 vs. budget (we ended 2017 approximately \$17,493.42 under 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.
- Actual expenses for the month of October were \$6097.56. 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. Actual expenses for the month of November were \$7959.38. Actual expenses for the month of December were \$7965.16. See the reports for actual numbers. We finished 2017 with \$99,356.58 in expenses which was \$17,493.42 under the approved budget of \$116,850.00.
- TJ reported the Receivables as 12/31/17 stand at \$816.50 which is the result of nonpayment of dues by 3 residents. Late fee notices were mailed last week for those who have not made payment. Some of the residents have already responded.
- There are no Payables of record at this time, current as of 12/31/17
- TJ also notified the BOD that there is \$76,081.93 in the checking account and \$91,648.31 in the money market account as of 12/31/17.

### **Decision**

- Motion to approve financial overview BMM, 2<sup>nd</sup> BMC, approved unanimously.

## **Financial Review of HOA Activity**

### **Information**

- Johnson, Bruns & Company Chartered (has recently changed their name to Terning & Ross) has been contacted for a quote on the 2017 financial statements for the Woodlands of Livonia Homeowners association. For the 3<sup>rd</sup> year in row, their prices have gone up so the board has decided to have this service quoted out. BerganKDV out of St. Cloud is looking at our account and will get back to us shortly. We are asking them to validate a quote based on our needs according to the By-laws.
- 2017 proved to finish approximately \$17,000 under budget, rolling over to 2018 is major mailbox repair and the front entrance/tree removal and replacement capital improvement project.

## **2018 Annual Meeting**

### **Information**

- The board is working on the content for the 2018 Annual meeting that is being held at the Zimmerman American Legion on April 10<sup>th</sup> 2018 in the downstairs meeting room that has been reserved.
- The agenda needs to be made and posted to the website soon. BMM and BML are helping with the Homeowner letter (that needs to be mailed) and meeting agenda. TJ will work on the Annual report and the power point presentation for the annual meeting.
- No one has come forward to run for the open BOD spot that will be vacant once BMC is done in March. It was determined that ballots will be created and distributed accordingly once any candidate(s) come forward.

### **Decision**

- BOD will talk with people while out and about in the neighborhood looking for volunteers that would like to sit on the board.
- Annual meeting prep will take place soon so we are ready for the meeting before TJ goes on vacation 3/30/18.

## **Sub Committees**

### **Information**

- BMM has started working on a number of subcommittee ideas such as the WOLHOA building and grounds committee, Safety committee, Landscape and maintenance committee and Social committee just to name a few. These committees are just some of the areas in our neighborhood that need attention. The committees would be responsible for supporting board initiatives and reporting progress to the board.

- There would need to be a charter for each committee, written by the board. The committee would be responsible for reporting progress back to the board, making budget recommendations and finding volunteers. This can be used as a way to empower the residents and move towards having a stronger and more involved community.
- This topic will be discussed and clarified in lieu of a speaker at the annual meeting

## **Miscellaneous/Informational Items**

- It needs to be determined if a spring work day will be scheduled to be run by volunteers. Some items that can be done are trimming and the mulch dispersal. We should have a date/time available for the Annual meeting so HO's can sign up.
- The 2018 capital Improvements are; Trail trimming, Boulevard trees and cul-de-sac improvement with new mulch.
- We are in need of a new architectural committee member. Currently on the committee: Alyss Olsen and Doug Charron (after Doug is done in March, Marvin Miller will take his place).
- The gardening proposal for 2017 was reviewed from Verde Plus lawn service. TJ is going to send the previous gardening bid to the board so they can determine how the pricing compares.
- The Association again discussed the need of a new/updated website that includes tools our neighborhood can use as well as more flexibility and storage space.

## **Email Motions**

- 11-7-17 – BMC made a motion to pay Verde Plus Lawn Care for 2017/2018 holiday lighting. 2<sup>nd</sup> by BML, Carried Unanimously.
- 11-21-17 – BMM made a motion to approve the purchase of stamps for the association. 2<sup>nd</sup> by BMC, Carried unanimously.
- 11-25-17 – BMC made a motion to reimburse Karen Weiers for lightbulbs for the 5<sup>th</sup> addition per her letter to the board. 2<sup>nd</sup> by BMM, carried unanimously.
- 12-9-17 – BMC made a motion to accept the 2018 proposed HOA budget. 2<sup>nd</sup> by BML.
- 12-12-17 – BMC made a motion to pay Accurate Electric to repair the holiday lights in the 5<sup>th</sup> addition. 2<sup>nd</sup> by BMM, Carried Unanimously.
- 1-10-18 – BMC made a motion to pay for the vinyl graphic bill to make a new mailbox face place for the new home that was constructed on a lot in the 5<sup>th</sup> addition. 2<sup>nd</sup> by BMM, Carried unanimously.

Meeting Adjourned at 10:10 p.m. 02-15-18

Minutes prepared by Missy James, approved on March 16, 2018 by: BMC Motion, BML 2<sup>nd</sup>, carried unanimously.

Doug Charron  
Marvin Miller  
Tammi Leppla