

Woodlands of Livonia
Homeowners Association
Annual Meeting
Board Meeting Minutes: April 29, 2019
7:00 pm | American Legion Hall | Zimmerman MN

Notice of the annual meeting was provided by mail to the members as required by the By-Laws well in advance of the required 15-day notice and was posted in advance on the website. The WOLHOA By-Laws comply with Minnesota Statute 515B.3-106 "By-Laws Annual Report" (see this link <https://www.revisor.mn.gov/statutes/?id=515B.3-106>) that requires "an annual report shall be prepared by the association and a copy of the report shall be provided to each unit owner at or prior to the annual meeting." The homeowners that were present at the meeting received a printed copy. The Annual report is also posted on the homeowner's website currently.

Board Members:

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

Absent: None

Others Present:

Forty-Two individuals, representing 26 households attended the annual meeting.

Member Quorum present: No

Proceedings:

Meeting called to order at 7:04 pm by President, Marvin Miller:

- Opening Remarks - President Miller introduced the board and thanked each one of them individually for their efforts. He explained that Tammi, Joel and himself were voting members and Missy is not and that they abide by Roberts rules.
- President Miller gave an overview of the 2018 financial summary and the strides that the neighborhood took in 2018 toward accomplishing many repairs and advancements. Among these items were restoration of the south entrance road and the accomplishment of keeping the curbs from being removed as proposed by Livonia Township prior to the project start, restoration of the small bridge, storage shed and both entrance buildings. Also completed was a refresh of the south entrance pond area in preparation for a new lighted fountain to be installed soon in 2019.
- President Miller made special note of the successes that the committees completed during the year. Many volunteers gave their time and expertise to the neighborhood in 2018, specifically Michael and Maureen Cooper for volunteering to host another successful Night to Unite event at their home. He acknowledged and thanked the collective and individual contributions made by many committee chairs and members throughout the entire year.

- Reading and Approval of Minutes – Director Rademacher read aloud the 2018 Annual Homeowners meeting minutes.
- MOTION to approve the 2018 Annual HOA meeting minutes by Ken Grasso; seconded by Cindy Jacobson and passed.

Financial Report provided by Secretary/Treasurer, Missy James:

The 2018 Financial Report summarized the information provided within the 2019 Annual Report. The report and all attachments have been posted for review on the HOA website. Several minimum requirements of the report were reviewed as follows:

- For the fiscal year 2018, the WOL HOA had income/revenue of \$110,755 as outlined on the provided Attachment C and expenses totaling \$100,429.24 outlined on provided Attachment B. Operating expenses totaled \$89,429 while non-operating expenses totaled \$11,000.00. A statement of the association’s total replacement reserves, the components of the common interest community for which the reserves are set aside, and the amount of the reserves, if any, that the board has allocated for the replacement of each of those components was provided. This included an \$8,000.00 contribution to the Trail Repair/Restoration Reserve and a \$3,000.00 contribution to the Facilities Reserve.
- Detailed Information regarding the WOL HOA 2018 checking and money market accounts was referred to in the provided Attachment C. The January 2018 beginning checking balance was \$76,081.93 and the December 2018 ending balance was \$97,407.69. Where appropriate, transfers to/from the checking and money market account were also shown.
 - The January 2018 beginning money market account balance was \$91,648.31. Monthly interest was noted along with any expenses or transfers to/from the account. The December 2018 money market account ending balance was \$91,808.77. However, the ending balance includes the Trail Repair & Facilities Reserve Funds. The balance of the Trail Reserve at the end of December 2018 was \$79,085.00. The monthly balance for this item then reflects any additions or expenditures that occurred in the year. The balance for the Facilities Fund Reserve at the end of December 2018 was \$20,000.00. Both of these accounts reflect the 2018 quarterly contributions as planned for in the 2018 budget. The difference between the reserve funds and the total money market monthly balance is the monies available for other ongoing HOA expenses which at the end of December was \$(7,276.23). This balance, plus the 2018 checking year-end balance equals \$90,131.46 and are available for recurring HOA operating expenses.
 - The CD section simply reflects any CDs that may be in existence; there were none in FY 2018.
- A statement of the status of any pending litigation or judgments to which the association is a party was provided and there were none at the time.
- As of March 31st, 2019 the HOA had an income of \$27,537 and expenses of \$12,348 for a total net income of \$15,188. Currently, the HOA has \$102,570 in cash, accounts receivable of \$4,150, five undeposited checks, and no prepaid expenses for total current assets of \$208,555.

President Miller encouraged a motion be made to approve the treasurer’s report.

- MOTION to approve the treasurer's report; Ken Grasso seconded by Cindy Jacobson and passed.

Election of New HOA Board Director:

President Miller noted there would be no Election of New HOA Board Director this evening due to lack of formal nominations submitted by the April 2nd Nominations Committee deadline for nominations.

Presidents Report provided by President Marvin Miller:

President Miller presented the 2018 financial summary as well as an overview of the projects accomplished in 2018:

- Restoration of the south entrance road – along with the accomplishment of keeping the curbs from being removed as proposed by Livonia Township prior to the project start.
- Restoration of the small bridge.
- Restoration of both entrance buildings.
- Restoration of the storage shed by resident volunteer Dick Fryer.
- Clean-up and refresh of the south entrance pond area in preparation for a new lighted fountain to be installed this spring with a big thanks to volunteers; Tim Ritchie, Mike Terhune and Dick Fryer.

President Miller made special note of the success of the Committees who volunteered their time throughout the year. He specifically called out Michael and Maureen Cooper for volunteering to host another successful Night to Unite event at their home. He acknowledged and thanked the collective and individual contributions made by many Committee Chairs and Members throughout the entire year.

President Marvin Miller also presented the operating budget adopted by the Board for 2019 and highlighted the major budgeted maintenance items. He also gave an update on the HOA Website status and an update on the Woodlands Parkway/South Entrance complete median restoration in which many positive comments were made along with a round of applause from the members for the Board tackling this long overdue and arduous project early this spring.

President Miller made note of many other tasks that were in the works over the course of 2018, including:

- New Woodlands of Livonia HOA Website, the concept was researched in 2018 and it was decided that our association would choose MyNetWire to complete our new website. The site will be a work in progress in the beginning but we are looking for a mid-summer launch.
- The newly completed south entrance that was just finished earlier in the week by Greenscape.
- A huge thank you was given to Mike Terhune for initiating and completing the new flags and poles throughout the entire neighborhood.

- President Miller gave a mailbox update. He explained that all mailboxes have been inventoried and given a priority level. Unfortunately the contractor was basically non-existent in 2018 but the board is working with him to make sure 2019 is better.
- Spring clean-up 2018 was cancelled due to weather.
- Night to Unite 2018 was a huge success, hosted by the Coopers and it was noted that the 2019 Night to Unite is going to be August 6th.

President Miller ended by saying that some things could have been better in 2018 but we still had many successes!

New Business Report provided by Vice President Tammi Leppla:

Vice President Leppla presented a review of the upcoming 2018 major initiatives and projects:

- Vice President Leppla thanked and recognized outgoing President Miller for his 3 years of service to the Board, his past year as President, and his willingness to stay on as a Director for 2019 in the absence of any volunteers coming forward during the nomination period.
- Tammi then shared her theme for 2019 of "Building Community" and shared stories of her first impression of this special community when first visiting over 15 years ago, and the pride that she sensed within this community then and still today. Tammi noted that when she was first approached to volunteer on the Board she didn't "say yes" because she had the time – rather, she volunteered with a "yes" because she had the heart. Tammi shared that she has a desire to build community here and increase that sense of pride amongst our members, and to work with like-minded neighbors who want to ensure the beauty of our surroundings and the longevity of the properties and property values within the WOL.
- Tammi discussed projects coming up in 2019 including: continued restoration of mailboxes, the start of some major Trail repair, Electrical projects including the shed and small pond for a fountain. Connexus energy street lights, launch of the new website by mid-summer, spring clean-up May 4th and many other ideas in the works.
- Incoming President Leppla then spoke about major initiatives planned for 2019 – starting with the formation of a new Social Committee and the expansion of the existing committees. The idea behind the committees continues to be to help lessen the load on the volunteer Board and to provide more opportunity for homeowners to get involved and to get their voices heard. Tammi focused again on "Building Community" as the theme for 2019. Tammi indicated that the Board is in the process of working with each committee to help identify and clearly define how each one functions. The Committees within the HOA will now include Landscape & Maintenance, Architectural Review and Control, Safety, Nominations, Communications, and the new Social Committee. As part of the "Building Community" theme, the Social Committee will take on events approximately once per quarter to bring the neighborhood together. Tammi noted that the demographics within our neighborhood have been changing and we now have many younger families in the neighborhood again with young children, we have many retired individuals who have moved here to call this their new home, and we have many long-time residents who have lived here 15-25 years who take great pride and "ownership" in this unique community they were a part of from early on. Tammi stressed that as the Social Committee plans their work for 2019, we will need to take into account all the different demographics and keep that diversity in mind. Tammi also stated that her intent is to have the Committee Chairs meet

one time per quarter with the Board of Directors to help advise, provide updates, request assistance, and work to collectively build community.

- Other notable Initiatives for 2019 that Tammi highlighted were improving efficiencies for Secretary/Treasurer duties; working on a formal review of the By-Laws and Covenants through seeking counsel for areas of ambiguity due to changes over the past 25 years, and better understanding areas of and means of enforcement; Cul-de-Sac and Garden Area restoration planning; and expanding upon the use of and nature of the Communications Committee as we work toward consistent forms of message deployment, Web presence, Social Media ties, etc.
- The following Committees were such that a need for was expressed:
 - Communications committee; Mailchimp and the HOA website.
 - Architectural control committee; Review and approval of ARCC requests, will need more volunteers
 - Safety Committee; Night to Unite and recording devices throughout neighborhood
 - Landscape and maintenance committee; Keeping trails clean, fixtures, lighting, flags, buildings and structures along with water features and landscape
 - Social committee; increased quarterly events for everyone in the community
 - Nominations committee

In closing, incoming president Tammi expressed her gratitude for all the members of our community that volunteer and contribute in ways large or small and noted the good things yet to come as we continue to work together.

Old Business:

- None noted

Open Forum:

The meeting was opened for general questions or comments:

- Ron Bolin asked if we were collecting on the past due individual and President Miller replied that the board is taking the necessary steps to collect the monies owed.
- Melanie Aucapina asked about the covenant and how it was communicated with the residents. President Miller talked about gray areas and enforcement of the covenant.
- Becky Watkins commented on how the current board was making our aging neighborhood great again and had words on congratulations for the volunteerism.
- Del Overholser wanted to discuss the board changing over every year and how that is detrimental to growth. Ken Grasso says we've deviated from the covenant.
- Ken Leppla talked about how more people make light work
- Marvin Miller shared that he has to leave to go back to CA and wondered if someone could help with the mulch detail. Mike Terhune asked if we could spilt the mulch delivery and it was determined that Sylva needed to be called.
- Nick VanDeusen wondered if we could split up the cleaning day for people who wanted to help but had to work on the actual spring clean-up day, May 4th?

- Ron Bolin wondered if we could change the mulch color back to gold and it was expressed that acorn colored mulch was already ordered.
- Erik Jacobson wondered if the lights were too bright in the front of the development now. The situation was explained, that the original lights were taken out by snowmobiles this winter. The board approved fixing the broken/cracked lights and a cool color bulb was installed for safety and a pop of color. It was suggested that the spot lights be turned off when the holiday lights go up.
- Siri Rustad noted that her cul-de-sac was looking bare and unkept, it was determined that the cul-de-sac would be looked at during the spring clean-up day, and also be added to the cul-de-sac initiative.
- Angel Aucapina.....I don't really know what he talked about!???
- Karen Weiers asked about the revamping of the 5th addition and the strategic plan was discussed but it was noted that the work is not delegated yet. Also it was determined that light bulbs (LED) will be supplied by the board.
- Nick VanDeusen mentioned the over sprinkling of the south entrance. It was discussed that the new sod needs lots of water but that the sprinkling times will be adjusted as necessary.
- Jenna Totten asked if people could slow down due to all the young people, bikes and pedestrians that our neighborhood has.
- Melanie Aucapina asked about the possibility of a community library, where, when and how was discussed.

Adjournment:

Having no other issues to discuss, the meeting adjourned at 9:20 p.m.

Minutes submitted by Secretary, Missy James.

Minutes approved on , 2019 by: Motion made by Tammi Leppla, 2nd by Joel Rademacher, carried unanimously.

Marvin Miller
 Tammi Leppla
 Joel Rademacher
 Missy James