

Woodlands of Livonia
Homeowners Association
BOD Meeting
Tammi Leppla's home
Board Meeting Minutes: February 21st, 2019

Board Members:

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

Absent: None

Others Present:

Tim Ritchie (L&M Committee), Michael Cooper (Safety Committee)

Proceedings:

Meeting called to order at 7:20 pm by President, Marvin Miller

Items discussed:

- **Approval of the 12/3/18 meeting minutes:**

The 12/3/18 meeting minutes had been previously sent to the board by Missy to be looked over via email. No issues were found with the minutes. Tammi made a motion to approve the minutes, 2nd was made by Joel and the motion carried unanimously via email.

- **Treasurers Report:**

The current treasurer's report went over the months: November and December 2018 and January 2019. 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. Tammi made a motion to approve the financial overview, 2nd was made by Joel and the motion carried unanimously.

ACTION: (Missy) Send all 2018 financial spreadsheets to the board for review.

- **Update on Attorney Search – research of solid HOA law firms:**

Tammi made a call to the Minneapolis-based law firm of Chestnut Cambronne Attorneys at Law that has a practice area specifically with Homeowner Association Law. An introductory call was set up with attorneys Sarah Bennett and Gretchen Schellas, to review the types of items the Board at times looks for some clarification on as well as discussing a possible retainer agreement and review of restrictive covenants. Sarah and Gretchen were very helpful and answered a lot of our questions as to what types of proactive services they could provide our HOA for general management tasks, as well as information on legal representation should it be needed on behalf of the HOA. They advised our HOA to retain them only on a reactive basis which there is no retainer fee charged, just a letter of intent type of document to gather our information and officially have them on retainer so we can

all in as needed. They noted that there is a lot of gray area in HOA law, and they work with hundreds of homeowners associations and array of property managers and self-governed associations like WOL HOA. They asked if we opted in to the The Minnesota Common Interest Ownership Act of 1994 as that makes a big difference in governing law for HOAs and would be to our benefit if we did. It was agreed that we would have to determine if we did or didn't. They bill in 6 minute increments. Marvin suggested a single point of contact and Tammi agreed to be that point of contact. Marvin made a motion to have the covenants reviewed to see where our power lies to enforce and affect changes, 2nd was made by Joel and the motion carried unanimously.

ACTION: (Marvin and Joel) Go through covenants and flag restrictive covenants that have been areas of discussion to present to the attorneys for review.

ACTION: (Tammi) Reach back out to Gretchen Schellhas who is a partner at Chestnut Cambronne and has more than 25 years of experience in real estate law. The board felt for the minimal hourly price difference, this was the way to go.

ACTION: (Tammi) Type up a fuller recap document that outlines the information gained on the no charge introductory call so that the HOA retains that information and knowledge moving forward.

Committees

- **Safety Committee:**

1. Trail cam reimbursement paid to Michael Cooper and his efforts were applauded as he has been keeping the batteries fresh and moving the unit periodically.
2. Picnic table replacement in the pavilion is moving to the Landscape & Maintenance Committee and being tabled for now.
3. Michael Cooper, committee chair of the Safety Committee noted that the "Next Door App" is working nicely so far with those who have signed up. Michael believes neighborhood wide security cams are needed to prevent ongoing vandalism issues and promote a sense of peace throughout. Michael has inquiries in to a couple of security companies for quotes and it was determined that it will be quite an investment to move forward because all of the entrances would need electrical and in some cases the cameras need line of sight. There is no infrastructure at three of the entrances so it was determined to focus on the two main Woodlands entrances and the pavilion as a Phase 1.

ACTION: (Marvin and Joel) Find out more about commercial camera systems.

ACTION: (Michael) Obtain more quotes for security/camera companies and email the recommendations to the board.

ACTION: (Michael) Buy two more trail cams to use around the neighborhood. Motion was made by Tammi, 2nd was made by Joel and the motion carried unanimously.

- **Landscape & Maintenance Committee:**

1. Trail patching is already set up for this spring with Allied blacktop. They will complete removal and replacement of certain areas; see map/proposal. The "trail reserve fund" is there if we need to use funds from there to cover additional areas in the future.

ACTION: (Missy) Find the Allied Blacktop quote and email to everyone.

ACTION: (Tim) Survey the trails this spring to determine new areas that need to be repaired and contact Allied Blacktop.

2. 2019 spring clean-up: It was determined that May 4th will be the 2019 spring clean-up and volunteer day. May 18th is the back-up date.

ACTION: (Tim) Find last year's spring clean-up letter and update/send to Marvin for Mail Chimp distribution

ACTION: (Tammi) Work initial notice of this into the 2019 Notice of Annual Meeting being sent with Q2 dues mailing.

ACTION: (Marvin) Mail chimp notice to be sent out with spring clean-up info

3. 2019 fall clean-up: Tabled for now.
4. South Entrance Project: The scope of work was discussed and different options were debated. The trees, turf, rock, bushes and irrigation need to be removed but what will go back in their places was up for discussion. The timeline for new bids including drawings and pictures is April 1st with the end goal being entrance work completed by June 2019.

ACTION: (Tim, Tammi and Joel) Obtain 3 official and objective bids from professionals on the south entrance project.

ACTION: (Tim) The association needs a "go to" tree guy; a tree company that we can use continually. There also needs to be a tree assessment this spring of what needs to be removed or trimmed.

- **Architectural Review Control Committee (ARCC):**

There are currently two outstanding architectural requests that need to be dealt with. There are also approved projects that need to be looked into, regarding their completion dates and in some cases, start dates. The architectural committee will need another new member. 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 misunderstandings from happening.

ACTION: (Tammi) 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

ACTION: (Marvin) Will reach out and discuss with current members on finding a new Chair of this committee for 2019.

ACTION: (Marvin) Will circle back with committee on the (2) outstanding requests for updated status from the individual leads.

- **Nominations committee:**

It was determined that we need to have a call for nominations for the Board of Directors for the Woodlands. Marvin Miller will be done at the end of April and Joel may or may not stay on the board longer as he only agreed to help out for a year.

ACTION: (Tammi & Marvin) Tammi will write the content and Marvin will send out a mail chimp for the call for committee volunteers and director nominations.

- **Communications & Social committee:**

Tammi explained that one of her major initiatives as she moves into the President role is to undertake stronger and more diversified forms of communications within the WOL

community. She also plans to increase opportunities for social engagement through having board-sponsored events on a quarterly basis. She plans to have a single committee that has (2) distinct parts, yet enough overlap within tasks and missions that it makes sense to bring it all together as a single committee at this time.

ACTION: (Tammi) Will start preparing a proposed Charter and look for a Co-Chair to help lead this committee with her this first year.

Additional Topics:

- **Annual meeting preparation:**

Missy and Tammi started the 2019 Annual meeting prep the previous Saturday. Missy will work on changing all the sign-up sheets and forms and Tammi will work on the power point presentation.

ACTION: (ALL) Missy will send out last year's agenda as a guide and all board members are to submit their ideas for what needs to be on the agenda for this year. The agenda needs to be posted to the website one month prior to the meeting so we have until the end of March.

ACTION: (Tammi) Prepare an insert to go into the Q2 Dues Mailing that goes out the first week of March. This can include the Call for Nominations, notice of the annual meeting, save the date for spring clean-up, and anything else the board would like to communicate as part of that general mailing.

ACTION: (Marvin) Send out via Mail Chimp the corresponding notice(s) related to the notice of the annual meeting.

ACTION: (Marvin) Send Tammi a copy of the power point presentation that was used last year and we will go from there to create a new version for the upcoming meeting.

ACTION: (Missy) Missy will continue to update all spreadsheets and sign in sheets for the meeting.

- **Mail chimp access:**

The board discussed multiple mail chimp campaigns for the 1st half of 2019. 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. The obvious choice is Tammi, the next president but it was also discussed if a social committee member would have access as well.

ACTION: (Marvin & Tammi) Together they will work on passing the mail chimp baton.

- **Website:**

Marvin would like to get a new website in place by the WOL Annual meeting, April 29th, 2019. We would have to provide the content but the site has many neat things to offer that our residents would love.

ACTION: 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.

- **2019 Vision:**

Tammi is very excited heading into the president role at the end of April and is hoping to have scheduled monthly meetings with the board as to stay on top of the community issues and also maintain quarterly meetings with the committee leaders. The idea was posed to have quarterly events for the neighborhood as well to keep people interested and make the

neighborhood feel more like a family. More on this as the year goes on, but there was money added to this venture on the 2019 budget.

ACTION: (Tammi) Will set monthly and quarterly meeting dates on specified days to keep the creative juices flowing from the board leaders to all of the committee chairs and volunteers as well.

Open Forum:

- **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 not even dealt with after numerous phone calls to Brian.

ACTION: Start looking for a new contractor or request new bids. Ken Leppla may be interested in the project.

- **Vendor contracts 2019**

The Board started to look at the vendor contracts and which ones will need bids for 2019. Missy did send out a spreadsheet via email recently with all the current contracts.

ACTION: (Joel) Lawn care & irrigation bids from 2 specified vendors minimum

ACTION: (Tammi) Reach out to Electrical company contact to work on a relationship with an electrician that we can use as necessary and be dependable. (No contract) We currently have a GFI that needs to be fixed as well as wanting pricing on hooking up electrical for the small walking bridge pond and the maintenance garage.

ACTION: (Missy) Allied Black top

ACTION (Missy, Tammi, Joel) Gardening Bid – email for new bid for 2019 from Verde Plus – but review the current contract and tasks and make any necessary updates. Also set up a walk through early spring to ensure the Board and Contractor are on the same page with what is outlined for work in the contract and make any scope adjustments at that time if necessary.

- **Accounting:** The need for a new laptop and QuickBooks was discussed. This was actually approved in the past, but never purchased. Joel made a motion to purchase an association computer and QuickBooks for a \$1000 or less, the motion had a 2nd by Tammi and was carried unanimously.

Adjournment:

Having no other issues to discuss, the meeting adjourned at 10:28 p.m.

Minutes submitted by Secretary, Missy James.

Minutes approved on 4/10/19, 2019 by: BOD

Marvin Miller
Tammi Leppla
Joel Rademacher
Missy James