

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 3.18.10**

Location: Arlis Olson residence  
Convened: 7:10 p.m.  
Adjourned: 8:50 p.m.

Present: Deb Anderson (President), Ken Grasso (Vice President), Scott Fildes (Director)  
Arlis Olson (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, BMA- Board Member Anderson, BMF- Board Member Fildes, BMG- Board Member Grasso, TO- Treasurer Olson.

## **Review of Minutes**

### **Decision**

- Motion to approve minutes of 01.20.10 by BMA, second BMG, carried unanimously.

## **Treasurers Report**

### **Information**

- TO reviewed the 2010 actual expenses to date and budget variances, status of checking and money market accounts and projections for cash flow through June.
- TO reviewed aged receivables of \$19,255.75 noting that amount included a credit for prepayment of dues by one resident and that the majority of the amount is related to 2<sup>nd</sup> Quarter dues that will not become past due until the end of the month. The actual receivable amount over 90 days that needed to be discussed was \$2,015.75 which included four HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$171.40 which included CNA Surety - \$100 for the annual HOA Officer's surety bond; U.S. Post Office - \$40 for annual P.O. Box rental and Arlis Olson - \$31.40 (\$26.07 for copying costs for annual meeting material and \$5.33 for election ballot envelopes).

### **Discussion**

- Board members reviewed the status of the HOs with unpaid dues and late fees. One home has gone through the foreclosure process and dues are being billed to the mortgage company which had been paying and then stopped—correspondence will continue to be sent to them—our attorney is of the opinion that once the house sells the dues will then be brought to current status even though it is frustrating for us until that happens—BMF will check county records to verify that the owner of record has not changed through some process that we were not notified about. Another HO is dealing with financial issues and has indicated he will remain current with future dues and will bring the past due amount balance down in the coming months—Board members indicated that it was imperative that the HO pay current & future dues as they come due to avoid previously approved legal action. BMF suggested that it may be appropriate for the board to officially suspend the previously approved legal action so that the record reflects the current process. Another HO has also committed to pay the past due amount in the near future. The HO has also asked that they be allowed to pay their dues on a

monthly basis as that would be easier from a cash flow standpoint for them. Another HO paid the outstanding dues and late fees but not the most recently assessed late fee.

#### **Decision**

- Motion by BMG to suspend the previously approved legal action against a HO contingent upon the HO remaining current with existing/future dues and the HO following through with timely payment of all past due amounts; second BMF, carried unanimously.
- Motion by BMF to approve payments to CNA Surety - \$100; U.S. Post Office - \$40 and Arlis Olson - \$31.40; second BMG, carried unanimously.

## **Acceptance of 2009 Audit Report**

#### **Information**

- TO reported that the audit firm of Johnson Bruns & Company, certified public accountants, had completed their audit of the HOA's 2009 activity and files. The Independent Auditor's Report indicated that "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Woodlands of Livonia Homeowners Association as of December 31, 2009 and 2008, and the results of its operations and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles." Board members reviewed the report.

#### **Decision**

- Motion by BMA to accept the audit report by Johnson Bruns & Company for the 2009 activity; second by BMG, carried unanimously.

## **2010 Annual Meeting**

#### **Information**

- TO indicated that the annual meeting is to be held on March 23<sup>rd</sup> and it would be appropriate to review the meeting agenda items and responsibilities for same.

#### **Discussion**

- Board members reviewed the agenda and decided who would be responsible for presenting the various items. It was suggested that an updated Homeowner phone/email listing be available at the meeting.

## **Information / Miscellaneous**

#### **Information**

- a. Trail snow plowing markers—with the early snow melt it appears that the trail edge markers are being vandalized and/or stolen.
- b. Web Site Hosting—The HOA web site hosting service has been transferred to Just Host which will result in lower long term cost for the service and the new host is more user friendly.

#### **Discussion**

- a. Trail markers—Board members agreed that since significant snow in the next couple of weeks appears unlikely, the contractor should be given the option of removing the markers to minimize further damage/loss. TO will call the contractor.

## **Email Motions**

- Motion by BMG on March 19, 2010 to pay Joel Rademacher \$123.10 for labor costs associated with mailbox assembly replacement; second by BMA, carried unanimously.

Meeting Adjourned 8:50p.m. 03-18-10

Minutes prepared by Arlis Olson, approved on 04-07-10 by:

Deb Anderson

Ken Grasso

Kate Steffens