

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 1.20.10

Location: Arlis Olson residence
Convened: 7:05 p.m.
Adjourned: 8:50 p.m.

Present: Deb Anderson (President), Ken Grasso (Vice President),
Arlis Olson (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 12.09.09 by BMA, second BMG, carried unanimously.

Treasurers Report

Information

- TO reviewed the 2009 year end actual expenses and budget variances, status of checking and money market accounts and the limited 2010 activity to date. He also reviewed projections for cash flow through March.
- TO reviewed aged receivables of \$2,151.00 noting that amount included some credits for overpayment of dues by two residents, the actual receivable amount that needed to be discussed was \$2,200.00 which included five HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$1,327.03 which included ACE Solid Waste - \$1,012.24 for January garbage/recycling service; Arlis Olson – \$39.79 (\$34.51 for a printer toner cartridge, \$4.23 for No Snowmobiling & Private Property signs & \$1.05 for postage to mail 1099 forms to the Department of Treasury) and Patrick Munro - \$275.00 (remainder of holiday lights fee). The only payable that needed a motion was for Arlis Olson as ACE is an auto-pay item and the Munro amount will not be paid until the lights are taken down in early 2010.
- TO indicated that in 2009 the Board gave him authority to pay invoices received that were consistent with previously approved contracts/agreements without individual Board approval/motions and inquired if they were so inclined to continue that practice in 2010.

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. Another HO is dealing with financial issues and has paid the current quarterly dues—he 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 future dues as they come due to avoid legal action. Another HO has also paid their current dues and has

committed to pay the past due amount in February. Another HO paid the outstanding dues and late fees but not the most recently assessed late fee. The remaining HO has been sent a past due notice and the situation will continue to be monitored.

- BMG indicated he had no real concern with TO having authority to pay invoices consistent with previously approved contracts/agreements, however, he wanted to be sure that didn't preclude Board input regarding any comments or issues on services provided. TO responded that he can email Board members of pending payments prior to checks being issued.

Decision

- Board members reviewed the circumstances involved in the assessment of the recent late fee to the one HO and confirmed that it was appropriate and the HO is responsible for payment.
- Motion by BMA to approve payment to Arlis Olson in the amount of \$39.79; second BMG, carried unanimously.
- Motion by BMG to authorize TO to pay all existing and future invoice amounts consistent with contracts and or agreements for fiscal year 2010, second BMA, carried unanimously.

2010 Annual Meeting

Information

- TO indicated that the date & location for the 2010 annual meeting needed to be set, an agenda prepared and a number of reports, etc. needed to be prepared.

Discussion

- After review of individual schedules it was determined the best dates for the meeting would be March 22nd or 23rd and the American Legion in Zimmerman seemed to be the best option for the location. BMA volunteered to contact the Legion to see if a room would be available for either of those dates. Contact with the Legion resulted in March 23rd for the date and we have the lower level meeting room reserved. TO will follow up with the rental fee and damage deposit.
- Various items were suggested for the agenda; TO will develop a draft agenda and email it to Board members for review.
- TO distributed preliminary draft copies of other materials for the meeting for Board member review and comment.

Information / Miscellaneous

Information

- a. Gardening – 2010 Contract – BMA indicated that she has been contacted by Becker Greenhouse regarding scheduling a meeting to discuss their 2010 contract and wanted to see if there were any particular issues anyone had to bring up with them. BMA intends to discuss the flower selections that were provided in 2009 with the intent to improve on that area this year.
- b. 2010 Gopher Trapping—TO indicated that a quote for gopher trapping in HOA common areas has been received from our lawn care provider (Ultimate Lawn Care) in the amount of \$10, plus tax, per gopher.
- c. Web Site Hosting—BMG reported that we are ready to transfer the HOA web site hosting service to Just Host which will result in lower long term cost for the service and the new host is more user friendly.

Discussion

- a. Gardening-- No other issues were raised.
- b. Gopher Trapping—TO indicated that the quoted pre-tax price matches that of the vendor we have used periodically in previous years. TO also indicated that we would likely receive more timely service from Ultimate Lawn as they will be on-site weekly and will see where gopher activity occurs. BMG requested periodic status reports be made during the trapping season.
- c. Web Site Hosting—BMG indicated that there are various pricing options for Just Host; it was felt that a one year agreement would be appropriate for the initial agreement.

Decision

- Motion by BMA to retain Ultimate Lawn Care for gopher trapping services for 2010 at the rate quoted, second by BMG, carried unanimously.
- Motion by BMG to retain Just Host for HOA web site hosting services on a one year agreement at the rate of \$71.40 per year, second by BMA, carried unanimously.

Email Motions

- Motion by BMG on February 26, 2010 to pay the 2009 Federal Income Tax amount of \$118.00 and Minnesota State Income Tax of \$39.00; second by BMA, carried unanimously.

Meeting Adjourned 8:50p.m. 01-20-10

Minutes prepared by Arlis Olson, approved on 03-18-10 by:

Deb Anderson
Ken Grasso
Scott Fildes