

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 02.06.12

Location: Arlis Olson residence
Convened: 7:05 p.m.
Adjourned: 8:40 p.m.

Present: Kate Steffens (President), Jim Roberge (Vice President), Ken Grasso (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, BMG- Board Member Grasso, BMR-Board Member Roberge, BMS- Board Member Steffens, and TO-Treasurer Olson.

Review of Minutes

Decision

- Motion to approve minutes of the 12-13-11 Board meeting by BMR, second BMG, carried unanimously.

Treasurers Report

Information

- TO reviewed the January 2012 actual expenses and budget variances, status of checking and money market accounts and projections for cash flow through March.
- TO reviewed aged receivables of \$2,272.25 noting that amount is skewed as it includes credits for HOs that overpaid or prepaid their dues. Therefore, the actual reoccurring past due receivable amount was \$3,606.25 which was primarily comprised of two HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$531.94 which was comprised of American Legion Post 560 - \$50.00 for room rental for the 2012 HOA annual meeting; Heriberto Torres - \$325 for the remaining segment of the holiday light fee that will not be paid until spring when the lights are removed and Brian Humphrey Construction --\$156.94 (\$18.75 for installation of three street signs, \$88.19 for labor & materials for shelving in the 5th Addition entrance building and \$50 for mailbox repairs).

Discussion

- Board members reviewed the status of the two HO properties with unpaid dues and late fees. One property went through foreclosure and has apparently been sold - closing is scheduled for later in the month - the buyer is aware of the past due amounts and is attempting to assist in getting the bank to pay the past due amounts back to the date the bank acquired the property via the Sheriff's sale (11-03-2010)—that would be everything except \$61.25. The other property is also in foreclosure as the Sheriff's sale has occurred – the amounts due prior to the Sheriff's sale have been turned over to a collection agency and the amounts continuing to be incurred are expected to be recovered at a future date from the bank. The HO has vacated the property.

- The only payable requiring action was Brian Humphrey Construction as the American Legion payment was previously approved but payment has not been issued pending finalization of the meeting date. The Torres payment will not be made until all of the lights are removed in the spring.

Decision

- Motion by BMR to approve payment to Brian Humphrey Construction - \$156.94; second by BMG, carried unanimously.

2012 Street Sweeping quote

Information

- TO indicated that a quote for the 2012 street sweeping had been received from Allied Blacktop. Allied was the company that submitted the low quote for the work in 2011 and performed well. The quote for the 2012 work is identical to the 2011 quote.

Discussion

- Board members were in agreement that the Allied's performance in 2011 was fine and thought there was no need to pursue additional quotes as their quote for 2011 was low by a considerable margin.

Decision

- Motion by BMR to accept the proposal from Allied Blacktop in the amount of \$1,830 for the 2012 street sweeping and authorize TO to sign the acceptance of the proposal; second by BMS, carried unanimously.

Review of Bids Received for 2012 Services

Information

- Lawn Care & Irrigation--At the last Board meeting the 2012 Lawn Care and Irrigation services was tabled pending additional information from Advantage Lawn Care, the apparent low bidder. TO had requested additional information from Advantage, including references. Four references were contacted and all had positive comments regarding Advantage's work. Doug Lofgren, owner of Advantage Lawn was invited to attend the meeting to meet the Board and review the work scope for the services.
- Gardening—at the last Board meeting the 2012 gardening services was awarded to Mulch ReNew contingent upon a company representative meeting with the Board to discuss the 2011 performance and expectations for 2012. TO was unable to make contact with a representative until the afternoon of the meeting. At that time TO was advised that Mulch ReNew would not be attending the meeting and would likely not be able to perform the work.

Discussion

- Lawn Care & Irrigation—Doug Lofgren attended the meeting and Board members discussed with him his experience, his understanding of the work, his methodology and on-site review during preparation of his quote, how the HOA project fit with his other clients and HOA expectations. Board members were comfortable with the discussion and felt that Advantage Lawn Care deserved an opportunity perform the 2012 services.
- Gardening—Board members were concerned with the apparent withdrawal of Mulch ReNew from the picture as there was only one other bidder. Other potential vendors were discussed and TO was to contact Steve's Elk River Nursery, Zimmerman Home &

Garden and Jeremy's Lawn to see if they would have an interest in performing the services, and if so, provide them with the bid documents.

Decision

- Motion by BMG to award the 2012 Lawn Care & Irrigation services contract to Advantage Lawn Care; second by BMS, carried unanimously.

Review of 2012 Budget

Information

- TO indicated that adoption of the 2012 budget had been carried forward to this meeting due to the uncertainty of the services bids. Unfortunately, not all of those issues were resolved, but adoption of the budget needs to be accomplished. TO distributed a revised budget that incorporated the lawn care & irrigation services bid, included an estimate for the gardening and other minor adjustments.

Discussion

- Board members reviewed the revised budget changes and agreed that a budget needed to be adopted even though the gardening service is not finalized. The revised 2012 budget totals \$101,925, a 1.04% increase from 2011.

Decision

- Motion by BMR to adopt the 2012 budget in the amount of \$101,925; second by BMG, carried unanimously.

Review of 2012 Annual meeting items

Information

- TO indicated that he had contacted the American Legion regarding the use of their lower level meeting room for the annual meeting and he had reserved the room for March 15th. An agenda and other material was also presented

Discussion

- BMS reported that, at this point, no one has made a final commitment to run for the open BOD position. In addition, BMR's position also needs to be filled as he has accepted a new job in Omaha, NE and has resigned his Director position as of March 15th. It was felt that the meeting date should be moved to March 22nd in order to allow more time to find BOD candidates. TO indicated that the Bylaws require a minimum of 15 days' notice to HOA members of the meeting date, time & location. TO will contact the Legion to see if the meeting room is available on March 22nd and report back to the Board. The notice of the meeting date, etc. could then be sent in early March and still meet the notice requirements.

Informational / Miscellaneous items

Information/Discussion

- a. Resident inquiry- Downed tree removal
TO indicated a resident had contact him regarding the number of downed trees in the development and suggested a volunteer effort be organized to clean them up before the foliage is established next spring and that this matter was considered at the last meeting. It was determined that the matter be revisited at the next meeting in order to give Board members a chance to review the actual conditions. BMG indicated that he had intended

to contact the resident to arrange a small volunteer group to address the issue but had not been able to do so due to other commitments. He indicated he would follow up on the matter.

- b. Street signs—TO reported that vandalism of the HOA street signs has reached an unprecedented level. He indicated he has had a conversation with the sign supplier for Livonia Township and our mailbox/sign repair vendor and is exploring one option of installing federally compliant street signs while trying to maintain the basic theme of the existing signs. There is still a considerable amount of work to do though. There was discussion of whether we should try to accelerate the process and try to replace the vandalized signs with complaint signs. It was ultimately decided that this issue should be discussed at the annual meeting.

Confidential session regarding ongoing lawsuit

- BMG apprised the Board that a Pre-Trial Conference had been held on 01-30-12 and the trial is scheduled for 03-08-12. Upon advice of legal counsel any lawsuit discussions are to be declared confidential at this time and the details will be maintained in a confidential minutes document.

Email Motions

- Motion by BMR on 02-27-12 to approve/accept the Johnson Bruns audit of WOL HOA 2011 activity and authorize TO to prepare and submit the “Rep letter” to the firm; second by BMG, carried unanimously.
- Motion by BMR on 02-28-12 to approve payment to IDI Bobcat - \$1,182 for March 2012 snow plowing services; second by BMS, carried unanimously.
- Motion by BMR on 02-28-12 to approve payment to Black Moore Magnussen for January legal services; second by BMS, carried unanimously – upon advice of legal counsel any lawsuit discussions are to be declared confidential at this time and the details will be maintained in a confidential minutes document.
- Motion by BMS on 03-07-12 to approve payments to IRS - \$43 and MN Dept. of Revenue - \$14 for 2011 Federal & State Income taxes; second by BMR, carried unanimously.
- Motion by BMS on 03-15-12 to approve payments to CNA Surety - \$100 for the annual HOA Officers Surety bond and Zimmerman Post Office Postmaster - \$44 for annual P.O. Box rental; seconded by BMG, carried unanimously.
- Motion by BMS on 03-15-12 to approve payment to Black Moore Magnussen for February legal services; second by BMG, carried unanimously – upon advice of legal counsel any lawsuit discussions are to be declared confidential at this time and the details will be maintained in a confidential minutes document.

Meeting Adjourned 8:40 p.m. 02-06-12

Minutes prepared by Arlis Olson, approved on March 18, 2012 by:

Kate Steffens
Ken Grasso