

# **Woodlands of Livonia Homeowners Association**

## **Minutes of Board of Directors Meeting 04.04.12**

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

Present: Kate Steffens (President), Eric Lindell (Director), Joel Rademacher (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, BML- Board Member Lindell, BMR-Board Member Rademacher, BMS- Board Member Steffens, and TO- Treasurer Olson.

### **Review of Minutes**

#### **Decision**

- Motion to approve minutes of the 03-18-12 Board meeting and 03-22-12 HOA Annual meeting by BMS, second BMR, carried unanimously.

### **Treasurers Report**

#### **Information**

- TO reviewed the January – March 2012 actual expenses and budget variances, status of checking and money market accounts and projections for cash flow through June.
- TO reviewed aged receivables of \$4,936.00 noting that amount is skewed a bit as it includes credits for residents that have prepaid some of their quarterly dues and amounts pertaining to 2<sup>nd</sup> Quarter dues for a number of residents that aren't actually due for a few days. Therefore, the actual past due receivable amount was \$2,527.00 which was comprised of one HO property with outstanding dues and late fees.
- TO reviewed the aged payables of \$700.62 which was comprised of Arlis Olson - \$700.62 (\$625.00 for 1<sup>st</sup> Quarter treasurer services, \$36.86 for printing costs for annual meeting materials, \$35.76 for annual meeting name tags & envelopes, a storage box for yearly records, spare keys and invoice envelopes and \$3.00 postage for IRS & Advantage Lawn documents).

#### **Discussion**

- Board members reviewed the status of the HO property with unpaid dues and late fees. The property has gone through foreclosure and has recently been sold. Closing is scheduled for later in April. The amounts due prior to the Sheriff's sale were turned over to a collection agency and the amounts incurred following the Sheriff's sale are expected to be recovered from the bank at closing.

#### **Decision**

- Motion by BMS to approve payment to Arlis Olson in the amount of \$700.62; second by BMR, carried unanimously.

## **2012 Gardening Services**

### **Information**

- TO reviewed the events that transpired from when bids were requested for these services in the fall of 2011 to now. Two bids were received in November 2011 and the Board was working with the low bidder with the intent of awarding the contract when the Board became aware the bidder would not proceed with the contract. Inasmuch as there was only one other bid, TO was instructed to solicit other bids. Three other vendors were contacted to determine their interest—only one responded and that was via telephone to discuss his preliminary review of the work and preliminary cost figures. His preliminary costs were over twice what we have been paying. When informed of that fact, the vendor declined to pursue the matter any further. Then a WOL HOA resident – Laurie Grasso - requested the bid documents and provided a bid for consideration. Her bid in the amount of \$11,556 was less than the other bid received last fall. Laurie was asked to attend the meeting to discuss her bid.

### **Discussion**

- Laurie attended the meeting and reviewed her understanding of the work scope and asked for clarification of certain items. She also reviewed her intended approach to the work, her experience and thoughts on how to potentially improve the gardens in certain areas. Board members felt Laurie had a thorough understanding of the work scope, had good knowledge of all aspects of the types of work required and felt she was capable of performing the services. They also believed that having an HOA resident completing the work was desirable as there would be an underlying ownership in the work. Board members discussed that since Laurie is a sole proprietor she does not have the commercial liability insurance that other vendors carry. The Board felt that HOA exposure for someone being injured by her actions were remote, however the possibility of her being injured while completing the services was a possibility. Therefore, BML recommended that if the contract is awarded to her that the contract includes language that she is responsible for necessary insurance to cover herself and anyone assisting with providing the services and that the HOA would have no liability.

### **Decision**

- Motion by BMR to award the 2012 Gardening contract to Laurie Grasso with the contract stipulation that she provide her own insurance coverage as outlined above; second by BMS, carried unanimously.

## **HOA Website**

### **Information**

- TO reported that the HOA Website hosting agreement with Just Host is up for renewal and that our volunteer website manager (Laurie Grasso) needs to update the software necessary to effectively maintain the website. Since Laurie was already at the meeting, she provided the Board with more detailed information. Laurie indicated that the software is Dreamweaver and that she has been using a trial version that needs to be updated monthly. The software allows website updates to be completed in a more timely fashion and that she can get an educational discount on the purchase price. Just Host is the website hosting service we have been using for the past few years and has performed well—she recommended a three year renewal which is the most cost effective.

### **Decision**

- Motion by BMS to authorize the purchase of the Dreamweaver software and the renewal of the Just Host website hosting agreement for a three year period; second by BMR, carried unanimously.

## **Lake Restoration 2012 Services**

### **Information**

- TO reported that last year we used Lake Restoration to treat four HOA ponds for pond weeds & algae control. The services were much more successful than our own previous attempts. Lake Restoration has submitted a proposal for the same services (five treatment program) for 2012 and the cost reflects a minimal increase to \$387 per treatment.

### **Decision**

- Motion by BMS to use Lake Restoration for pond treatment services for 2012; second by BML, carried unanimously.

## **Designation of President & Vice President**

### **Decision**

- The Board appointed Joel Rademacher as President and Eric Lindell as Vice President for the upcoming year.

## **HOA Officers authorized to sign checks**

### **Information**

- TO indicated that currently the HOA officers authorized to sign HOA checks were he and Kate Steffens. He inquired if there was a desire to change that process and outlined the procedures with the bank that would be necessary to make a change.

### **Discussion/Decision**

- Board members felt there was no need to change the process now.
- Motion by BMR to retain the current setup of Kate Steffens & Arlis Olson as the HOA officers authorized to sign HOA checks; second by BML, carried unanimously.

## **Resident donation to offset vandalism costs**

### **Information**

- TO reported that a resident had included an extra \$100 with their 2<sup>nd</sup> Quarter dues payment along with a note that those funds were to be put towards the costs of repairs associated with the recent vandalism. He also indicated a thank-you note had been sent to the resident. The Board appreciated the generosity.

# Spring Clean-up day

## Information

- TO indicated that at the annual meeting it was mentioned a HOA clean-up day would likely be scheduled and suggested a date should be established.

## Discussion

- The items of work mentioned at the annual meeting were mulching and removal of downed trees. Board members felt the clean-up day work effort should focus on mulching as that can be accomplished by all volunteers. Certain Board members wanted to review the potential areas to receive mulch so a more specific project can be defined. The removal of downed trees will still be a project but likely completed by a more select group of volunteers. It was decided Saturday, May 5<sup>th</sup> would be the target date and BMS volunteered to distribute a “Save the Date” flyer until more specific information is available.

## Email Motions

.....None.....

Meeting Adjourned 8:40 p.m. 04-04-12

Minutes prepared by Arlis Olson, approved on April 17, 2012 by:

Joel Rademacher  
Eric Lindell  
Kate Steffens