

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 04.17.12**

Location: Arlis Olson residence  
Convened: 7:10 p.m.  
Adjourned: 9:00 p.m.

Present: Joel Rademacher (President), Eric Lindell (Vice President),  
Arlis Olson (Secretary/Treasurer), Ken Grasso (Resident)

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 04-04-12 Board meeting by BMR, second BML, carried unanimously.

## **Treasurers Report**

### **Information**

- TO gave a brief review of the status of checking and money market accounts and projections for cash flow through June.
- TO reviewed aged receivables of \$1,671.00 noting that amount is skewed as it includes credits for residents that have prepaid some of their quarterly dues. Therefore, the actual past due receivable amount was \$2,766.00 which was comprised of two HO properties with outstanding dues and late fees.
- TO reviewed the aged payables of \$4,145.57 which was comprised of Auto-Owners Insurance - \$3,307.92 for the annual premium renewal for the HOA property & liability insurance (reflects a \$258.66 discount for one paid in full payment vs. quarterly payments); Laurie Grasso - \$359.40 (\$159.24 for Dreamweaver software to update HOA website & \$200.16 for a three year renewal with Just Host for web site hosting services) and Arlis Olson - \$478.25 (15 - 3'x5' US flags for the County 4 entrance median & one 10'x15' US flag for the 5<sup>th</sup> Addition).

### **Discussion**

- Board members reviewed the status of the HO property that comprised the majority of the 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. The remaining amount is associated with one HO property that has not paid their 2<sup>nd</sup> Quarter dues—a past due notice was sent that included late fees.

## **Decision**

- Motion by BML to approve payments to Auto- Owners Insurance - \$3,307.92; Laurie Grasso - \$359.40 and Arlis Olson - \$478.25; second by BMR, carried unanimously.

## **Confidential session regarding ongoing lawsuit**

- Motion by BML to approve payment to Black Moore Magnussen for mid-March through mid-April legal services; second by BMR, 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.
- Ken Grasso, past Board member and the person who has represented the HOA & Board on all matters associated with the lawsuit to date, briefed the current Board of the events that led to the legal action and subsequent trial scheduled for April 25, 2012 – 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.

## **Spring Clean-up day**

### **Information**

- TO indicated that BMS distributed a flyer to HOA residents to “hold-the-date” of May 5<sup>th</sup> for the HOA clean-up day and that mulching of the common area gardens is the intended focus. The last mulching effort was in 2010 when 50+ cubic yards of mulch were distributed. He inquired if a similar effort was envisioned for this year and if a lunch for the volunteers would be provided.

### **Discussion**

- Board members recalled the 2010 project basically consisted of applying a thin layer of mulch and that certain areas now need a heavier application. It was felt that 60 yards of material should be ordered this year. They also felt a lunch should be provided for the volunteers and thought that sub-style sandwiches, chips, soft drinks, etc. would be appropriate. BMR will research the lunch items & estimated costs. TO will contact the mulch vendor for costs and notify the Board of the costs. It was suggested the lunch be held at the 5<sup>th</sup> Addition Pavilion.

### **Decision**

- Motion by BMR to proceed with ordering 60 cubic yards of mulch once costs have been established, second by BML, carried unanimously.

## **Street Signs**

### **Information**

- BML indicated that following the HOA annual meeting discussion regarding the street sign vandalism and the impending federal requirements regarding sign size and reflectivity, he has begun researching sign vendors online. It appears that there are potentially several sources for compliant signs and some of them offer custom signs to meet client’s needs.

### **Discussion/Decision**

- BML offered to continue his research and asked for more information on the federal standards. TO will contact Livonia Township for the federal criteria and forward the information to BML. If a vendor can be identified that will be able to provide compliant

signs at a reasonable cost that information will be brought back to the Board for review and further action.

## **Pavilion**

### **Information**

- This matter was discussed at the annual meeting and it was indicated the Board would continue to review options for the repair.

### **Discussion/Decision**

- BML & BMR felt they needed to do an on-site inspection of the area to get a better understanding of the conditions before they would be in a position to discuss the matter properly. They will meet at the site within the next few weeks.

## **5<sup>th</sup> Addition Bridge Walls**

### **Information**

- This matter was also discussed at the annual meeting and it was indicated the Board would continue to review options for the repair.

### **Discussion/Decision**

- BML & BMR felt they needed to do an on-site inspection of the area to get a better understanding of the conditions before they would be in a position to discuss the matter properly. They will meet at the site within the next few weeks. They will also invite the resident in the area that proposed a volunteer effort to do the work to meet them at the site.

## **Trail Brush trimming**

### **Information**

- TO reported that the contractor that provides the trail snow removal services has raised concerns about trees, brush, etc. that are overgrowing the trails in certain areas and restricting his activities. During heavy snow events the weight of the snow causes the trees/limbs to hang down to the point where he can hardly get through. In one area he has broken off two side mirrors on his equipment. This was discussed at a prior BOD meeting but TO felt the new board members should also be briefed on the matter.

### **Discussion/Decision**

- Board members agreed the contractor needs clear access to perform his work. BMR and BML would like to meet with the contractor in the May/June timeframe to identify the problem areas and then formulate a plan to correct the problems.

## **Informational / Miscellaneous items**

- a) Architectural Committee action—BMR reported that the Architectural Committee reviewed a request from Mark & Janet Huss for landscaping work at their home and approved the request.

## Email Motions

- Motion by BMR on 05-06-12 to approve payment to Allied Blacktop Company - \$1,830.00 for street sweeping services; second by BML, carried unanimously.
- Motion by BMS on 05-14-12 to approve payment to Joel Rademacher - \$270.55 for costs associated with the HOA clean-up day (\$195.00 for equipment rental & \$75.55 for volunteer refreshments/lunch), second by BML, carried unanimously with BMR abstaining.
- Motion by BMR on 05-23-12 to approve payments to Advantage Lawn Care - \$2,075.51 (\$1,200.00 for lawn care services 4/15—5/15/12, \$550.00 for spring fertilizer & crabgrass control; \$72.00 for replacement of two sprinkler heads; \$120.00 for extra labor & materials for Stony Bridge irrigation system repairs and \$133.51 tax); Johnson Bruns & Company - \$1,000.00 for the audit of the HOA 2011 financial records and Laurie Grasso - \$3,140.00 (\$2,300.00 for April/May gardening services, \$700.00 for annual plants and \$140.00 for additional labor associated with clean-up day preparation); second by BML, carried unanimously.
- Motion by BMR on 05-23-12 to approve payment to Black Moore Magnussen for mid-April to early May legal services; second by BML, 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 BMR on 06-17-12 to approve payments to Brian Humphrey Construction - \$640.00 ( \$527.50 to repaint seven mailbox assemblies, including repairs to one of the seven and \$112.50 to repair/reinstall five street signs); Lake Restoration - \$387.00 for chemical treatment in HOA ponds and Arlis Olson - \$75.62 (\$26.78 for clean-up day lunch items, \$23.40 for gas for the HOA tractor & blower, \$9.89 for interim trail repair materials and \$15.55 printing costs for HOA notice included with 3<sup>rd</sup> Quarter invoices); second by BML, carried unanimously.
- Motion by BML on 06-25-12 to approve payment to Advantage Lawn Care - \$1,870.31 (\$1,200 for lawn care services from 05/15 – 06/15/12; \$550 for weed n feed application and \$120.31 tax), second by BMR, carried unanimously.
- Motion by BMS on 07-08-12 to approve payments to Black Moore Magnussen - \$756.25 for May post trial legal services; Brian Humphrey Construction - \$821.17 (\$777.81 for repainting & repairs to seven mailbox assemblies, \$43.36 for street sign repairs & \$10.69 tax); Laurie Grasso - \$1,500.00 for June gardening services; Lake Restoration - \$387.00 for HOA pond chemical treatment and Arlis Olson - \$638.36 (\$625.00 for 2<sup>nd</sup> Quarter treasurer services & \$13.36 for erosion repair material), second by BMR, carried unanimously.

Meeting Adjourned 9:00 p.m. 04-17-12

Minutes prepared by Arlis Olson, approved on July 16, 2012 by:

Joel Rademacher  
Eric Lindell