

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 6.29.10**

Location: Arlis Olson residence

Convened: 7: 05 p.m.

Adjourned: 8:45 p.m.

Present: Ken Grasso (President), Kate Steffens (Vice President), Deb Anderson (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, BMG- Board Member Grasso, BMS- Board Member Steffens, TO- Treasurer Olson.

## **Review of Minutes**

### **Decision**

- Motion to approve minutes of 04.07.10 by BMA, second BMS, 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 September.
- TO reviewed aged receivables of \$10,285.25 noting that amount included a credit for prepayment of dues by one resident and that the majority of the amount is related to 3<sup>rd</sup> Quarter dues that will not become past due for several more days. The actual receivable amount over 90 days that needed to be discussed was \$1,093.00 which was comprised of two HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$2,300.19 which included Connexus Energy - \$1,638.57 for monthly electrical services and Arlis Olson - \$661.62 (\$625.00 for second quarter treasurer services, \$15.20 for gas for the tractor & blower, \$11.04 for the mulching event supplies and \$10.38 for mailing envelopes for HOA material). BMG also submitted a request for reimbursement in the amount of \$110.99 (\$58.80 for pond treatment chemicals and \$52.19 for mulching event refreshments). The Connexus payable is an autopay and does not require any action.

### **Discussion**

- Board members reviewed the status of the HOs with unpaid dues and late fees. One 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; the first installment on the past due balance was received and the next one isn't due until early July. The other HO paid the first quarter dues but not the assessed late fee and has not paid the second quarter dues and late fees—they have not responded to correspondence. TO will continue normal follow up regarding collection processes.

### **Decision**

- Motion by BMA to approve payments to Arlis Olson - \$661.62 and Ken Grasso - \$110.99; second BMS, carried unanimously.

# HOA Officers authorized to sign checks

## Information

- TO reviewed that currently he and Deb Anderson are the two HOA Officers authorized to sign HOA checks. Typically the two officers are the Treasurer and President; however that hasn't always been the case. Inasmuch as Ken Grasso is now President, TO asked if the Board wished to go through the process of changing the authorized persons and reviewed what would be involved with the bank to affect a change.

## Discussion

- BMG indicated that he was comfortable with the current status as long as BMA didn't mind continuing signing checks. BMA stated that she could continue until later this fall. Further discussion resulted in this item being deferred until a BOD meeting this fall when a change will likely be made to BMS and Treasurer.

# Information / Miscellaneous

## Information

- a. Surplus trailer & water tank—BMG noted that utility trailer and water tank currently located outside and adjacent to the HOA garage haven't been moved or used for several years. The trailer doesn't appear to be road worthy and is deteriorating quickly. He suggested that we list the items on Craig's List for "Best Offer" to see if there is any interest in them. BMG offered to list the items.
- b. Concerns from Marvin Miller—BMS indicated that she had received a telephone call from Marvin regarding three issues:
  - When it rains he feels there is an unusual amount of sand & debris that accumulates in the street drainage area across his property and wondered if the BOD would consider having the streets swept more than once a year.
  - He reported that someone had cut several tree limbs from trees between his property and the property immediately to the west and wondered who had done it.
  - He wanted to share that he had installed a "Rid-of Rust" system to address the high iron concentrations in his well water and he has had positive results with the system. If anyone else has similar problems it may be an option for them.
- c. Maintenance of certain areas in Woodlands—BMS indicated she was concerned with the maintenance or lack thereof, of the garden areas at the Woodlands "T" and the intersections of 265<sup>th</sup> & 143<sup>rd</sup> and 265<sup>th</sup> & 145<sup>th</sup>. All of the areas are on private property and are the responsibility of the homeowner, but was wondering how the rest of the BOD felt and what could be done.
- d. Painting timeline for trail system—BMS & Christine Imbra have volunteered to repaint the messages on the trail system. TO has had the stencils made and will help with the initial set up.
- e. Gardening—BMA indicated that she feels that she is having to spend too much time monitoring the current service provider and is concerned that while the on-site persons are working hard there doesn't appear to be appropriate upper management involvement.
- f. Brush pile—BMG indicated that there has been discussion the last couple of years about burning the brush pile that has accumulated in the vicinity of the garage. If we actually are going to do that we should try to move the material to the burn site this fall so that it can be burned this winter.
- g. Signature Pond fountain—BMG reported that the fountain for the Signature Pond is not operational and he has contacted the distributor regarding the potential problem. A periodic maintenance/reconditioning of the fountain will likely cost between \$200-300 and we will have to deliver the fountain to their shop in Prescott, WI.

## **Discussion/Decision**

- a. Surplus trailer & water tank--Motion by BMG to list the trailer & water tank on Craig's List for "Best Offer"; second by BMS, unanimous approval.
- b. Concerns of Marvin Miller:
  - BMG will inspect the area to see if there is a reason for the accumulation of sand & debris. There was discussion regarding the quality of the street sweeping this year and the fact that the chip seal done on the streets by the township and the amount of sand spread each winter seems to make the sweeping a more difficult operation. There was also concern that the rocks added to the drainage strip actually slow the flow of the water from the street which allows the sand & debris to accumulate rather than being carried away.
  - No one was aware of any tree limb cutting being accomplished in the area via HOA authorization. It was mentioned that the township has previously trimmed trees that were overhanging the street but no one knew of anything in his area. He may want to contact the township to see if they may have been in the area.
  - The BOD appreciated the information.
  - BMS will contact Marvin to relay the BODs discussion.
- c. Maintenance of certain areas—Discussion ensued regarding differing individual opinions on the level of maintenance that should be accomplished on private property and that the covenants do not specifically address the issue. BMG offered to contact the individual HOs and discuss the matter with them. It was suggested that if the HOs need assistance in maintaining the areas possibly local teens could provide assistance and earn community service credits.
- d. Trail stencils—BMG indicated that there was a special stencil brush that is typically used for applications like this. TO will see if he can locate the special brush along with the appropriate paint. BMS will contact TO in order to set up a time to begin the project.
- e. Gardening—Discussion regarding the quality of service being provided occurred along with the fact that getting bids for this service has been difficult. TO indicated that he noticed an ad in a local paper for a firm that may be a candidate for the next bidding cycle and offered to contact them to see if they have any interest. In the mean time, we will continue to work with the current firm and express our concerns.
- f. Brush pile—BMG will explore options for equipment to move the brush pile to the burn site. Our snow removal firm is an option too.
- g. Signature Pond fountain—we will have to explore options to get the fountain to Prescott. TO will also see if the Princeton Golf Course maintenance supervisor has a local fountain repair service as they also have several fountains in operation.

## **Email Motions**

- Motion by BMG on July 29, 2010 to approve payments to Rike-Lee Electric in the amount of \$206.90 for repairs to the County 4 entrance irrigation system motor control equipment and Dulcet Fountains in the amount of \$281 for maintenance/repairs to the Signature Pond fountain; second by BMS, approved unanimously.

Meeting Adjourned 8:45p.m. 06-29-10

Minutes prepared by Arlis Olson, approved on August 19, 2010 by:

Ken Grasso  
Kate Steffens  
Deb Anderson