

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 07.12.11**

Location: Arlis Olson residence  
Convened: 7:05 p.m.  
Adjourned: 8:15 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, TO-Treasurer Olson.

## **Review of Minutes**

### **Decision**

- Motion to approve minutes of the 04.28.11 Board meeting by BMR, second BMG, carried unanimously.

## **Treasurers Report**

### **Information**

- TO reviewed the January – June 2011 actual expenses and budget variances, status of checking and money market accounts and projections for cash flow through September.
- TO reviewed aged receivables of \$3,086.00 noting that amount is skewed somewhat as it includes credits for two residents that have prepaid some of their quarterly dues. Therefore, the actual past due receivable amount was \$2,936.75 which was comprised primarily of three HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$1,043.93 which was comprised of Lake Restoration - \$379.00 for their second chemical treatment of HOA ponds and Arlis Olson - \$664.93 (\$625.00 for 2<sup>nd</sup> Quarter treasurer services, \$20.85 for gas for the HOA tractor & blower and \$19.08 for printing costs for the notice included in the 3<sup>rd</sup> Quarter invoice mailing.

### **Discussion**

- Board members reviewed the status of the three HOs with the majority of the unpaid dues and late fees. One HO has been in the foreclosure process and the six month period for him to redeem the property and stop the foreclosure action expired; he has vacated the property – at some point the property will be sold by the bank and then we typically will be able to recover the past due amounts back to the date the bank acquired the property via the Sheriff's sale. Another HO 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 other HO has not responded to any communications sent; a draft letter to the HO was reviewed indicating if payment is not received by the end of the month further action will be initiated.

### **Decision**

- Board members instructed TO to send the letter to the HO regarding past due amounts. (Update following letter being sent—a settlement was negotiated and past dues were paid).
- Motion by BMG to approve payments to Lake Restoration - \$379.00 and Arlis Olson - \$664.93; second by BMS, carried unanimously.

## **Status of Collection Agency efforts**

### **Information**

- TO reported that there have been several telephone conversations between agency personnel and the HO but there has been no progress on obtaining payment. The file has now been forwarded to the agency legal department for review and appropriate action. The delinquency has been reported to the credit bureaus and is now on the HO's record. The agency representative indicated they are only two months into the process, that they will continue their efforts and remain optimistic that progress can be made.

## **Report on Center Median Trees**

### **Information/Discussion**

- TO reported that a large tree in the Woodlands Parkway center median (north of the County Road 4 entrance) came down during the July 1<sup>st</sup> storm. This was the second tree to come down in recent years and others are listing to one side. Matt Timinski (our resident tree expert) believes the trees were initially planted too deep which has caused the roots to basically deform the trunk underground—it resembles a pencil point. Obviously this creates a very weak point in the tree structure and it fails in high wind conditions. Matt indicated that it typically takes 10 to 15 years for this condition to become evident. There really is no cost effective method of treatment to correct the situation. Thinning out the tree canopy to allow the wind to blow through will help and is recommended.
- Board members concurred that we should do whatever we can to preserve the trees as long as possible but also recognized that a major replanting effort will be required in the coming years

## **Informational / Miscellaneous items**

### **Information/Discussion**

- a. Trail Stenciling—TO reported that at the last meeting he had indicated would proceed with getting some spray paint and then arrange for a painting outing. He admitted that he has not gotten to it yet but would make it a higher priority.
- b. Livonia Township assistance – TO reported that he had contacted Livonia Township and asked for their assistance in dealing with two items—the disposal of the large tree identified in the previous agenda item and needed repairs to a bituminous spillway near the “T” intersection of Woodlands Pkwy. & 145<sup>th</sup> Street. The spillway is on the north side of the HOA trail adjacent to the street and primarily handles the street drainage that

comes across the trail and travels down to the low land. The spillway had failed/broken up and the underlying ground had eroded back towards the trail such that the integrity of the trail would soon be compromised. The Township promptly removed the tree and also placed a load of concrete rip-rap in the spillway void. The Board appreciated the Township's efforts and cooperation.

- c. Matt Timinski recognition—TO reported that following his conversation with Matt concerning the Woodlands Parkway center median tree issues, Matt spent several hours trimming/thinning out the trees in an attempt to mitigate the loss of additional trees in high wind conditions. He hauled at least five pickup loads of debris to the Zimmerman disposal site. TO requested an invoice for the work as monies were budgeted for such services but Matt refused. TO suggested that the Board consider some sort of recognition for Matt's efforts.
- d. Mailbox/Stop sign repair—BMS expressed concern regarding the progress being made on the needed repairs and the number of assemblies that need work. TO indicated that he has spoken to the person (a HOA resident) that has been providing the service the past few years and he acknowledged the project is becoming too much work for him to fit into his schedule with his job and family responsibilities. He indicated he will complete as much as he can this year but feels the HOA would be better served if someone else was found to provide the service. BMS suggested that everyone think about possible options for the service and review the matter at the next meeting.
- e. Gardening service—BMS asked members if they had any concerns about the service being provided by the vendor this year as she was frankly disappointed with how the gardens look. TO indicated that former Board member Deb Anderson had expressed similar concerns, had telephone conversations with the vendor and had met with him to discuss the HOA's expectations. Board members felt it would be appropriate for the Board to meet with the vendor to discuss the contract requirements and BMS offered to set up the meeting.
- f. Lawn care—former Bauer residence—BMG reported that the boulevards and at least the front yard are being mowed at this time.
- g. 5<sup>th</sup> Addition fountain status—BMG reported that it appears there is an electrical problem with the fountain as when the fountain comes on the breaker trips out. BMG will contact Princeton Electric and have them come out to diagnose the problem.
- h. Damage to trees—TO reported that apparently a lawn care vendor that provided services to certain HOA residents used a weed control product (Imprelis) that is harmful/deadly to pine trees. One of the residents provided a web site that outlines the problem in greater detail. Board members thought this information should be distributed to the HOA email distribution list. TO will follow up on that.

#### **Decision**

- Motion by BMR to purchase a \$100 gas gift card for Matt Timinski to reflect the Board's appreciation for his considerable effort in trimming the center median trees; second by BMG, carried unanimously.

#### **Confidential session regarding ongoing lawsuit**

- Motion by BMS to approve payment to Black Moore Magnussen for June 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.

## **Email Motions**

- Motion by BMG on 08-07-11 to approve payments to Lake Restoration in the amount of \$379 for the third chemical application for HOA ponds and Mulch ReNew in the amount of \$3,480 for gardening services (\$1,080 for weeding & fertilizing and \$2,400 for the mid-summer pruning & fertilizing); second by BMS, carried unanimously.
- Motion by BMG on 08-07-11 to approve payment to Black Moore Magnussen for July 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 BMR on 08-16-11 to retain Brian Humphrey Construction for HOA mailbox repair/reconstruction services; second by BMS, carried unanimously.
- Motion by BMS on 08-26-11 to approve payment to Ultimate Lawn Care in the amount of \$2,084.06 for 07/15—08/15/11 lawn care services; second by BMR, carried unanimously.

Meeting Adjourned 8:15p.m. 07-12-11

Minutes prepared by Arlis Olson, approved on September 12, 2011 by:

Kate Steffens  
Jim Roberge  
Ken Grasso