

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 09.12.11

Location: Arlis Olson residence
Convened: 7:05 p.m.
Adjourned: 8:00 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 07.12.11 Board meeting by BMR, second BMG, carried unanimously.

Treasurers Report

Information

- TO reviewed the January – August 2011 actual expenses and budget variances, status of checking and money market accounts and projections for cash flow through year end.
- TO reviewed aged receivables of \$26,151.75 noting that amount is considerably skewed as it includes the 4th Quarter dues that were just invoiced. Therefore, the actual past due receivable amount was \$2,951.50 which was comprised of two HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$560.91 which was comprised of Lake Restoration - \$379.00 for their fourth chemical treatment of HOA ponds and Arlis Olson - \$181.91 (\$100 for the gift card for Matt Timinski, \$22.70 for gas for the HOA tractor & blower, \$33.06 for trail stenciling paint and \$10.10 for printing costs for the notice included in the 4th Quarter invoice mailing).

Discussion

- Board members reviewed the status of the two HOs with 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. The other 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. It appears the HO has vacated the property.

Decision

- Motion by BMR to approve payments to Lake Restoration - \$379.00 and Arlis Olson - \$181.91; second by BMS, carried unanimously.

Informational / Miscellaneous items

Information/Discussion

- a. Architectural Committee Report—BMS reported that the Architectural Committee recently approved two HO requests to add a deck to their home.
- b. Fall Clean-up Day—BMS suggested that a clean-up day be organized to focus on trimming of trees, brush and other materials infringing on the HOA trail system. The date of October 22nd was selected and it was determined volunteers would be solicited for two groups—trimming and clean-up. The trimming teams would start activities early in the morning followed an hour or so later by teams to pick up the material generated by the trimming activity. Those materials would then be hauled to an onsite area for future disposal. BMS offered to create a flyer to be distributed throughout the development to announce the activity and solicit volunteers.
- c. Mailboxes—resident inquiry—BMS reported that she had been contacted by a resident inquiring about the carved “deer head” topper on the mailbox assemblies. They wanted to know if that component is going to continue to be a part of the whole assembly. TO and BMG offered that the component is no longer available from the original supplier and several inquiries have been made to other potential sources without success. There are now a few assemblies in the development that are without that component as it has been damaged beyond repair and several more are deteriorating to the point that replacement is in order. That, however, will not occur unless a new vendor can be located, an alternative method of creating the component developed or a totally different replacement component utilized. BMG will continue to explore the matter.

Confidential session regarding ongoing lawsuit

- Board members reviewed recent correspondence from our attorney concerning the ongoing lawsuit – 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 09-25-11 to approve payments to Ken Grasso - \$76.79 for light bulbs purchased for HOA buildings; Lake Restoration - \$379.00 for their final chemical treatment of HOA ponds for 2011 and Ultimate Sprinkler & Lawn - \$2084.06 for lawn care services for 08/15—09/15/11; second by BMS, carried unanimously with BMG abstaining on his payment.
- Motion by BMS on 10-11-11 to approve payments to Mulch ReNew - \$3,282.00 (\$1,080 for two months of weekly maintenance, \$1,750 for fall pruning, \$332 for 32 mum plants & \$120 to plant the mums); Brian Humphrey Construction - \$963.64 (\$621.05 for labor & materials to reconstruct three mailbox assemblies & replace a stop sign and \$342.59 for labor & materials to repaint four mailbox assemblies & complete repairs to five other locations); second by BMR, carried unanimously.

- Motion by BMS on 10-11-11 to approve payment to Black Moore Magnussen for September 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.
- Motion by BMS on 10-24-11 to retain Heriberto Torres to install HOA holiday lighting for a fee of \$1,300. Mr. Torres will install approximately 22,000 of his own LED lights by Thanksgiving and then remove them by spring of 2012. Motion seconded by BMR, carried unanimously.
- Motion by BMS on 10-27-11 to approve payments to Ken Grasso - \$42.50 (\$38.99 for electrical materials for the 5th Addition fountain power cord repairs & \$3.51 for spare keys for the 5th Addition storage building); Arlis Olson - \$702.54 (\$625.00 for 3rd Quarter treasurer services, \$20.45 for gas for the HOA tractor & blower, \$51.06 for two HOA printer cartridges & \$6.03 for file folders); IDI Bobcat - \$1,182.00 for November snow plowing and Ultimate Sprinkler & Lawn - \$2,706.06 (\$2,084.06 for lawn care services for 09/15—10/15/11, \$300 for irrigation system winterization, \$180.00 for irrigation system valves, replacement heads & a solenoid and \$147.00 extra services associated with the 5th Addition Zone 9 problem diagnosis and winterization); second by BMR, carried unanimously with BMG abstaining on his payment.
- Motion by BMS on 11-08-11 to approve payments to Brian Humphrey Construction – \$946.98 (\$580 for painting & various repairs to eight different assemblies, including five new posts & \$366.98 for materials); and Heriberto Torres - \$975 (75% payment of total fee of \$1,300 upon installation of the holiday lights); second by BMR, carried unanimously.
- Motion by BMS on 11-08-11 to accept a proposal in the amount of \$475 from Keith Yetzer to dispose of the downed trees adjacent to the HOA garage and the brush pile along 145th Street from trail trimming; second by BMR, carried unanimously.
- Motion by BMG on 11-27-11 to approve payments to IDI Bobcat - \$1,182 for December snow plowing and Elite Lift Truck - \$349.97 for preventative maintenance services on the HOA tractor & blower; second by BMS, carried unanimously.
- Motion by BMG on 11-27-11 to approve payment to Black Moore Magnussen for October 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.

Meeting Adjourned 8:00 p.m. 09-12-11

Minutes prepared by Arlis Olson, approved on December 13, 2011 by:

Kate Steffens
 Jim Roberge
 Ken Grasso