

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 04.28.11

Location: Arlis Olson residence
Convened: 7:00 p.m.
Adjourned: 8:35 p.m.

Present: Ken Grasso (President), Kate Steffens (Vice President), Jim Roberge (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 03.30.11 Board meeting and Annual Meeting of 03.31.11 by BMS, second BMR, carried unanimously.

Designation of President & Vice President

Decision

- Motion to designate Kate Steffens as President and Jim Roberge as Vice President made by BMG, second BMR, carried unanimously.

Treasurers Report

Information

- TO reviewed the January – April 2011 actual expenses and budget variances, status of checking and money market accounts and projections for cash flow through June.
- TO reviewed aged receivables of \$1,982.50 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 \$2,440.00 which was comprised primarily of two HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$1,237.64 which was comprised of Connexus Energy - \$1,226.64 for electrical usage and Arlis Olson - \$10.38 for HOA mailing envelopes. However, the only payable requiring action is the Arlis Olson amount as Connexus Energy is an autopay item.

Discussion

- Board members reviewed the status of the two HOAs with the majority of the unpaid dues and late fees. At the last meeting the use of a collection agency was authorized and BMG offered to research the matter. That will be discussed in the next agenda item. TO reported that one of the HOAs did make a payment since the last meeting such that the use of a collection agency likely would not be appropriate now. There were other smaller receivable accounts that will continue to receive the standard past due notices.

Decision

- Motion by BMG to approve payment to Arlis Olson in the amount of \$10.38; second by BMR, carried unanimously.

Review Use of Collection Agency

Information

- BMG reported that he had contacted River Collection & Recovery Service, Inc., a collection agency in Elk River, regarding using their services for collection of delinquent association dues and late fees. Copies of their standard agreement and terms were reviewed.

Discussion

- BMR inquired if it was intended that this method of collection would become the standard method. BMG indicated that this method was being explored as an alternative to the conciliation court process as even though a judgment is granted through the court process, collection of the judgment amount is still the responsibility of the HOA. If the defendant chooses not to pay the amounts, the HOA would then have to pursue a wage garnishment process. In the particular case at hand, the HO is self employed and a wage garnishment process would likely not be successful. Therefore, it was thought the use of a collection agency would be the most expedient way to achieve some results. Future instances would be evaluated on a case-by-case basis.

Decision

- Motion by BMR to utilize the services of River Collection & Recovery Service for collection of certain outstanding HOA dues & late fees; second by BMS, carried unanimously.

Status of Legal Process – Shed Construction

Information

- BMG reported that the attorney is drafting the complaint and it should be served soon.

Review of 2011 Annual Meeting items

Information/Discussion/Decision

- a. Pond Water quality – BMG reported that he had visited Lake Restoration, Inc. offices in Rogers and they are preparing a proposal for professionally treating three HOA ponds. Once the proposal is received, he will distribute the information by email.
- b. Yard Maintenance Policy – BMS distributed a copy of the policy that had been revised based on comments at the meeting. A few other suggestions were made for further revisions. She will bring another draft to the next meeting.
- c. Pavilion area – BMG suggested that some selective brush clearing & grubbing could be accomplished in the area that would open up the area somewhat and promote a more

maintained appearance. We will also pursue discussions with our new gardening services provider to see if he has any suggestions for the area.

- d. Woodlands Parkway/145th “T” intersection boulevard irrigation – BMS will contact the HOA whose system was extended to the area to check on the status of the system and report back. If the “HOA” portion of the system requires maintenance we will have our irrigation vendor perform the work.

Informational / Miscellaneous items

Information/Discussion/Decision

- a. Trail Stenciling—TO inquired if there was an interest in trying to refresh the Residents Only, etc. messages on the trail system. The consensus was that it should be done. TO will proceed with getting some spray paint and then arrange for a painting outing.
- b. Cul-de-sac Signs – BMS reported that she had received a resident’s complaint regarding semi-trucks causing damage to boulevards when attempting to navigate through the HOA cul-de-sacs and wanted to know if the HOA could put up signs prohibiting semi trucks from the cul-de-sacs. Board members were sympathetic to the situation, however, the streets are township streets and it was felt the HOA would not have any authority to install any regulatory signage. TO will pass the residents concern on to the township and BMS will notify the resident of the Board’s position.
- c. Architectural Committee reviews – BMG updated the Board on two applications that are currently being reviewed---Grunewald & Kisch. Both applications are pending at this time.

Email Motions

- Motion by BMS on 05-03-11 to approve payment to Yetzer Tree Service in the amount of \$825.00 for chipping the brush pile and removal of certain trees; second by BMR, carried unanimously.
- Motion by BMG on 05-03-11 to accept the proposal from Lake Restoration in the amount of \$1,895 (5 applications at \$379 each) for chemical treatment of four HOA ponds; second by BMR, carried unanimously.
- Motion by BMR on 05-26-11 to approve payment to Lake Restoration in the amount of \$379 for the first chemical application in (4) HOA ponds; second by BMS, carried unanimously.
- Motion by BMG on 06-14-11 to approve payment to Black Moore Magnussen for 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 8:35p.m. 04-28-11

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

Kate Steffens
Jim Roberge
Ken Grasso