

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 11.04.10

Location: Arlis Olson residence
Convened: 7: 05 p.m.
Adjourned: 9:40 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 10.12.10 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 December.
- TO reviewed aged receivables of \$1,676.00 noting that amount included credits for several residents that overpaid or prepaid their dues. Therefore, the actual receivable amount was \$2,055.00 and the major reoccurring receivable amount that needed to be discussed was \$1,816.00 which was comprised of three HOs with outstanding dues and late fees. There was also one other resident that had not paid their 4th quarter dues at the time of the meeting.
- TO reviewed the aged payables of \$6,984.45 which consisted of Anderson Law Office - \$78.00 for a letter sent to a HO concerning past due amounts; Becker Greenhouse - \$5,900.00 for gardening services for June—October; Arlis Olson - \$20.69 (\$15.15 for gas for the tractor & blower and \$5.54 for certified/return receipt postage for a letter sent to a HO) and Joe Rademacher - \$985.76 (\$818.00 for mailbox repairs/replacements & \$167.76 for the replacement of a stop sign).

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—an installment was recently received. Another HO paid the first quarter dues but not the assessed late fee; has not paid the second or third quarter dues and late fees and has not paid the fourth quarter dues—BMG previously met with the HO and they committed to bring their account current by the end of August which he subsequently revised to the end of

September. When no payment was received by the end of September, TO sent an email inquiring on the status of payment—no response was received. The HOA attorney has become involved and has sent a demand letter to the HO. The other HO had reduced his past due balance to \$13.25 when the 4th quarter dues were invoiced. The HO has been paying on a monthly basis but no payments have been received recently—BMA indicated she will talk to the HO. The remaining HO will be sent another past due notice that will include November late fees if payment is not received in the next few days.

Decision

- Motion by BMA to approve payments to Anderson Law Office - \$78.00; Becker Greenhouse - \$5,900.00; Arlis Olson - \$20.69 and Joel Rademacher - \$985.76; second BMS, carried unanimously

HOA Officers authorized to sign checks

Information

- TO reviewed that at the BOD meeting on June 6, 2010 the matter of which two HOA Officers authorized to sign HOA checks was briefly discussed and it was determined the then current authorized officers continue and that a change be deferred until a later meeting. TO then reviewed the process of changing the authorized persons and what would be involved with the bank to affect the change.

Discussion

- It was suggested that BMS and TO be the HOA Officers authorized to sign HOA checks inasmuch as BMS is in-line to become President following the annual meeting in March 2011.

Decision

- Motion by BMG that BMS and TO be authorized to sign HOA checks effective as soon as the process can be completed at the bank; second by BMA, carried unanimously.

Bids Received for 2011 services

Information

- TO reported that bid documents for 2011 Gardening, Lawn Care and Irrigation services had been sent out – Gardening (3), Lawn Care (4) and Irrigation (4). Two bids were received for Gardening, four bids for Lawn Care and three bids for Irrigation.

Discussion

- Gardening—The two bids received were from Mulch Renew (\$11,080 for specified services, \$1,022 alternate bid for plant materials, plus appropriate taxes) and KLS Companies (\$14,500 for specified services, no alternate bid for plants, plus appropriate taxes). TO indicated that he had contacted Mulch Renew to clarify two items on their bid and during that discussion he learned that their bid may have included work in some private property gardens. Mulch Renew acknowledged that if those gardens are not to be maintained, the bid cost would be adjusted down accordingly; however, that likely could not occur for several weeks as they are out-of-the-state on other business at this time. Board member consensus was that both companies appeared to have the necessary qualifications for the services, therefore, the contract should be awarded to Mulch Renew with the stipulation that if they did include maintenance of certain private gardens in their bid those costs will be deducted.

- Lawn Care-- The four bids were from Advantage Lawn-\$10,450; Jeremy's Lawn - \$14,108; KLS Companies-\$18,170 and Ultimate Lawn-\$12,504—all bids include tax or were adjusted to include tax for comparison purposes. There was considerable discussion regarding the spread in the bids, the qualifications of the four firms and the performance of the current service provider. Three of the lawn care bidders also submitted bids for the irrigation services and the benefits of having one firm provide both services was discussed and, inasmuch as the irrigation bids were from the three bidders with the lowest bids for lawn care, it was determined that those combined bids were the bids that would be given consideration.
- Irrigation—The three bids were from Advantage Lawn-\$3,850; Jeremy's-\$1,050 for specified system monitoring plus an hourly rate for spring installation and fall winterization (rate was listed in one spot as \$65 and \$75 in another) and Ultimate-\$1,300.
- Lawn Care plus Irrigation—All of the three bidders were considered capable of providing the lawn care services, however, Jeremy's was felt to be the provider that likely had the more comprehensive qualifications. BMG felt that the irrigation services are the critical component of the package since the irrigation systems basically determine the quality of the common area turf that is maintained by the lawn care services. Therefore the experience and responsiveness of the irrigation systems service provider is critical to the success of the package provider. Advantage Lawn is a relatively new firm in Big Lake that is building their business—concern was expressed about their understanding and experience with our type of irrigation systems. Jeremy's (Zimmerman firm) did not supply proper information that would allow an accurate comparison of their irrigation bid. Ultimate (Zimmerman firm) is the vendor that has been providing the irrigation services the past few years. It was felt more information was required from Jeremy's on their irrigation bid; BMG offered to contact them to discuss both their irrigation and lawn care bid. The lawn care and irrigation bids were tabled pending additional information from Jeremy's. BMG reported by email that he had contacted Jeremy's regarding their bids and while they were willing to make some adjustments to their bid price they remained the high bidder for lawn care and didn't seem to have a good understanding of the HOA irrigation systems. Therefore, after several emails between Board members a consensus was reached to proceed with the low bidder, Ultimate Lawn Care for both contracts in 2011 with the understanding an improved quality of service will be expected.

Decision

- Motion by BMS to award the 2011 Gardening services contract to Mulch Renew with the stipulation that the scope of work be reviewed to see if private gardens were included in their bid and if so those costs be deducted; second by BMA, carried unanimously.

2011 Annual Budget discussion

Information

- TO presented a 2011 Annual Budget that had been updated based upon discussion at the previous BOD meeting. Certain line items were adjusted but the budget cannot be finalized until a determination on the award of all of the 2011 services contracts is made.

Architectural Committee Review requirements

Information

- BMG reviewed that a situation is developing regarding a HO's construction of a shed that the Architectural Committee and the Board have determined did not follow proper procedures. The HO has been notified of the determination but does not agree. At this point it appears the matter cannot be resolved with the HO without going through the legal process.

Decision

- Motion by BMG to proceed with appropriate legal action to enforce the HOA covenants; second by BMS, carried unanimously.

Review of Yard Maintenance Policy

Information

- At the last BOD meeting BMS presented a draft yard maintenance policy and certain revisions were suggested. The revised policy was distributed for another review.

Discussion

- Board members reviewed the draft policy and suggested certain minor revisions. BMS will incorporate the latest suggestions. It is intended the policy be discussed at the annual meeting in March 2011

Information / Miscellaneous

Information

- a. Holiday lights—TO indicated that the vendor that has been responsible for the HOA lights the last few years will complete the work again this season for the same cost as last season--\$1,100. BMA has also gotten a bid from a different vendor in the amount of \$700; however it must be verified that the vendor is providing the same level of service.
- b. Garbage & recycling service— At the last BOD meeting, BMG reported that he had been contacted by a new resident who is the Division Manager of Allied Waste who inquired about the HOA's current vendor and agreement to see if he could improve on the service/cost. Board members felt that the service provided by ACE under the current contract has been good and the cost very reasonable but it doesn't hurt to explore other options. TO was instructed to contact ACE regarding the renewal process for the existing contract and report back to the Board.
- c. Fifth Addition signs—BMS indicated that during one of her walks she noted that there is a sign outlining the ownership and use of the HOA trails that is obstructed by bushes and that another similar sign has either fallen down or been vandalized.
- d. Fifth Addition Bridge—BMG reported that he had contacted the developer regarding the apparent problems observed with the walls on the bridge. The developer does not feel they are responsible any longer for the facility and basically only provided the name of the contractor that completed the work.

Discussion/Decision

- a. Holiday lights – BMA will follow up with the vendor and keep everyone advised by email. BMA subsequently advised that the new vendor, Heriberto Torres, will provide the same level of service, if not better. Board members concurred by email to proceed with Heriberto Torres for the holiday light services.

- b. Garbage & recycling service— At this point there has been no further contact from Allied Waste. TO reported he had contacted ACE regarding the process for continuing the existing contract. The ACE representative indicated that based upon his review of the existing contract and the levels of garbage & recycling generated by our development, he did not see any reason the contract could not be extended with no increase. Board members felt we should pursue that process. TO was instructed to contact ACE to get the necessary contract extension for the Board’s review.
- c. Fifth Addition signs—The obstructed sign will be relocated in the spring. TO will check out the damaged sign and report by email to the Board.
- d. Fifth Addition Bridge—Board members expressed some frustration with the response from the developer but with impending winter weather there is likely nothing that could be done “construction wise” at this point. The situation will be monitored and revisited in the spring.

Email Motions

- Motion by BMG on 11-13-10 to accept the Ultimate Lawn Care & Sprinkler System bid for both the 2011 lawn care & irrigation services (lawn care-\$12,504.36 and irrigation-\$1,300 basic services); second by BMA, carried unanimously.
- Motion by BMA on 11-20-10 to pay Heriberto Torres \$525 for the holiday lights installation; second by BMS, carried unanimously.

Meeting Adjourned 9:40p.m. 11-04-10

Minutes prepared by Arlis Olson, approved on November 30, 2010 by:

Ken Grasso
Kate Steffens
Deb Anderson