

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 10.12.10**

Location: Arlis Olson residence  
Convened: 7: 05 p.m.  
Adjourned: 9:00 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 08.19.10 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 \$2,315.00 noting that amount included credits for several residents that overpaid or prepaid their dues. Therefore, the actual receivable amount over 90 days that needed to be discussed was \$1,818.00 which was comprised of three HOs with outstanding dues and late fees. There were also four other residents/lot owners that had not paid their 4<sup>th</sup> quarter dues at the time of the meeting.
- TO reviewed the aged payables of \$1,127.01 which included Arlis Olson - \$627.01 (\$625.00 for 3<sup>rd</sup> quarter treasurer services & \$2.01 for Private Property and No Snowmobiling signs) and Ultimate Sprinkler - \$500 (\$200 for four irrigation system checks, \$75 for removal of three pond fill pumps & \$225 for winterization of three irrigation systems. TO also indicated that BMG had previously sent an email raising the question of mileage reimbursement for delivering and picking up two HOA fountains to Prescott, WI and Plymouth, MN for warranty work (158 miles each way).

## **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 however the next one was not made—the HO indicated that demands by the IRS and State of MN for taxes preclude him making any payments on the past due amount for approximately three months. 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 other HO had reduced his past due balance to \$13.25 when the 4<sup>th</sup> quarter dues were invoiced. The HO has been paying on a monthly basis and TO expects that to continue and the full amounts paid.
- Board members recognized the one HO has been keeping current with quarterly dues as invoiced and that he is experiencing financial difficulties but progress needs to be made on the past due. TO was directed to contact the HO to relay the Board's concern about the past due amount, express the need to resume payments and obtain a realistic repayment plan.
- Board members felt that the HO that has not followed through on previous payment dates has been given ample consideration and it is now time to involve the HOA attorney in the collection process.
- BMS & BMA reviewed the mileage request of BMG related to the fountain warranty repairs. TO indicated that the IRS mileage rate for 2010 business purposes is \$0.50 per mile. Both board members felt that rate was appropriate for this matter considering the time BMG expended on the issue and that the HOA would have incurred considerable costs to have the fountains shipped to & returned from the dealers.

## **Decision**

- Motion by BMS to involve the HOA attorney in the collection process for the HO outlined above, second by BMA, carried unanimously.
- Motion by BMS to approve payments to Arlis Olson - \$627.01, Ultimate Sprinkler - \$500.00 and Ken Grasso - \$158.00, second BMA, BMG abstained.

## **Status of services to be bid for 2011**

### **Information**

- TO provided a list of contractors that were mailed the bid documents for 2011 Gardening, Lawn Care and Irrigation System services along with a copy of the final bid documents for each bid category. Bids are to be returned by November 1<sup>st</sup> for BOD review.

## **Letter of Engagement - 2010 audit**

### **Information**

- TO indicated that he had contacted the HOA's audit firm regarding the 2010 activity audit and a letter of engagement for the work was received. The letter is in the same format as previous years and the estimated cost \$1,000. TO also stated that the goal is to have the audit completed in time to have the audit report available for the annual meeting in March 2011.

### **Decision**

- Motion by BMA to accept the letter of engagement as submitted; second by BMG; carried unanimously.

## **Review of Yard Maintenance Policy**

### **Information**

- At the last BOD meeting BMG suggested that possibly a Yard Maintenance Policy could be adopted by the BOD that could be on the agenda for the HOA annual meeting and then ultimately be posted on the HOA web site. It was his intention that the policy be general in nature but still convey basic parameters that would ensure the Woodlands development continues to be one of the premier developments in the area. BMS volunteered to prepare a draft policy for review. BMS presented the draft policy.

### **Discussion**

- Board members reviewed the draft policy and suggested certain revisions. BMG was pleased the draft policy was concise and basically cited issues that residents should already be doing but just may need to be reminded of. BMS will incorporate the suggestions and bring another draft to the next meeting.

## **Preliminary Draft – 2011 HOA Budget**

### **Information**

- TO distributed a very preliminary draft of the 2011 HOA budget for further review and discussion by the Board. It was distributed basically to initiate the process and establish a platform from which to proceed as the services bids to be received by November 1<sup>st</sup> are a significant portion of the budget.

## **Information / Miscellaneous**

### **Information**

- a. County Road 4 Entrance Flags & Flagpoles—TO reported that he will be taking down the HOA flags in the next few weeks. Typically the flags have to be replaced each year and based upon the condition of the flagpoles when they were put up this spring he believed it will be necessary to replace several of them when they are put up next year. An online source for the flagpoles has been found and the cost is about \$12 each if purchased in quantity. TO suggested that the purchase of the necessary items be done this year as the overall HOA budget can accommodate the expenditure. TO indicated that he can update the BOD by email of the anticipated expenditure once the flags are taken down and actual conditions known.

- b. Stop sign—BMS inquired about the status of the replacement stop sign for the intersection of 143<sup>rd</sup> St. & 265<sup>th</sup> Avenue. TO advised that a 12 foot post had to be acquired to allow the proper above ground height and below ground depth. The post was acquired and actually earlier that day TO assisted with cutting the decorative grooves and pointed top on the post. A new high reflective stop sign was also obtained from the township. The post will be painted and the assembly installed in the next few days.
- c. Missing Benches—BMS inquired if there were plans to replace the benches in certain locations along the trail system. TO indicated that a couple of years ago vandals broke several benches and tipped others over. Some were replaced and adhesive was used on others in an attempt to make it more difficult for the vandals. There has not been a reoccurrence of the vandalism up to this point. Bench components were previously purchased from a vendor in St. Cloud.
- d. Fifth Addition bridge issues—BMG reported that the side walls on the bridge on the east side of the 5<sup>th</sup> Addition pond appear to be “moving” and cracking. He is concerned that the situation will only get worse with time. He felt that the developer/contractor should review the matter and be held accountable for the necessary repairs.
- e. HOA Garbage/Recycling service—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. TO indicated the current contract with ACE runs through the end of January 2011.

### **Discussion/Decision**

- a. County Road 4 Entrance Flags & Flagpoles –Board members agreed that the necessary materials should be purchased this year once more definitive information is available.
- b. Stop sign—BMS appreciated the information and effort involved to complete the replacement.
- c. Missing Benches—Board members agreed that the 2011 Budget should include the cost to replace at least one bench—probably near the intersection of 265<sup>th</sup> Avenue & 145<sup>th</sup> Street.
- d. Fifth Addition bridge issues—Board members agreed that the developer should be contacted regarding the situation developing with the bridge walls and made aware of the Board’s opinion on who should be responsible for necessary repairs. BMG will attempt to contact the developer.
- e. HOA Garbage/Recycling service—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. At this point nothing has been received from Allied Waste. TO was instructed to contact ACE regarding the renewal process for the existing contract and report back to the Board.

### **Email Motions**

- None

Meeting Adjourned 9:00p.m. 10-12-10

Minutes prepared by Arlis Olson, approved on November 4, 2010 by:

Ken Grasso  
Kate Steffens  
Deb Anderson