

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 4.07.10

Location: Arlis Olson residence
Convened: 7: 05 p.m.
Adjourned: 9:05 p.m.

Present: Deb Anderson (President), Ken Grasso (Vice President), Kate Steffens (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 03.18.10 by BMA, second BMG, carried unanimously.
- Motion to approve minutes of March 2010 Annual meeting by BMG, second by BMS, carried unanimously.

Designation of President & Vice President

Decision

- Motion to designate Ken Grasso as President and Kate Steffens as Vice President made by BMA, second BMG, 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 June.
- TO reviewed aged receivables of \$3,233.75 noting that amount included credits for prepayment of dues by two residents. The actual receivable amount over 90 days that needed to be discussed was \$1,934.75 which included four HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$673.09 which included Arlis Olson - \$625.00 for his first quarter treasurer services and Ziebarth Vinyl Graphics - \$48.09 for a mail box address sign.

Discussion

- Board members reviewed the status of the HOs with unpaid dues and late fees. One home has gone through the foreclosure process and dues are being billed to the mortgage company which had been paying and then stopped—correspondence will continue to be sent to them—our attorney is of the opinion that once the house sells the dues will then be brought to current status even though it is frustrating for us until that happens. Another 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. Another HO has also committed to pay the past due amount in the near future. Another HO paid the first quarter dues but not the assessed late fee. TO will continue normal follow up regarding collection processes.

Decision

- Motion by BMA to approve payments to Arlis Olson - \$625.00 and Ziebarth Vinyl Graphics - \$48.09; second BMS, carried unanimously.

Approval of 2010 Street Sweeping Contract

Information

- TO reported that a quote for the 2010 street sweeping services had been received from Astech in the amount of \$3,200, which is a \$50 increase from last year. Astech has been completing the street sweeping for the past several years and doing a good job.

Discussion

- BMG questioned why the HOA is incurring costs for sweeping the streets when Livonia Township is responsible for street maintenance and were the ones that applied all of the sand. TO responded that he understood that the township's position is that they do not sweep any streets within their jurisdiction—they simply wait for rainstorms to wash the sand off the streets. However, in our case, our streets have curbs and the sand does not simply wash off. If we want the sand removed we have to do it ourselves. After some discussion, Board members felt we should proceed with this year's project but we should explore the township's position further and also see if the service is available from other sources. It was felt the sweeping should be scheduled after the clean-up/mulching effort.

Decision

- Motion by BMS to accept the quote from Astech in the amount of \$3,200 for the 2010 street sweeping; second by BMA, carried unanimously.

Review of 2010 Annual Meeting

- Clean-up/Mulching event
 - Scope of work—BMG reported he had samples of mulch colors from Sylva Corporation in Princeton where we can buy mulch at basically wholesale prices, plus delivery and that he had surveyed certain areas to determine the quantity of mulch we might need (assuming an approximate 2" depth of new mulch). Discussion ensued regarding the areas to be covered, the color of mulch to be placed, the amount of volunteers & equipment that is needed and refreshments. It was determined to stay with the brown mulch (acorn) as that color has been in use for the past few years, changing colors would reintroduce the problem of having the bottom color come through when the top was disturbed and our budget does not provide for enough mulch to change out all areas. The areas to be covered will depend on the number of volunteers and may initially be focused on areas close to the volunteers so they see the benefits of their labor. After that the focus will be on high visibility areas. The work period will be from 8:00am to noon or a little later. We will start with coffee, doughnuts & a brief organizational meeting and finish with a lunch at the pavilion. TO will send out an email announcement to HOA members in an attempt to increase the volunteer participation.
- Electrical costs—wind generator
 - There were some questions at the meeting regarding the HOA's total electrical costs and if there were any ways to reduce the costs. Subsequent to the meeting Jim Hall suggested that the HOA may wish to explore the feasibility of installing a wind generator that would basically provide an income stream that would offset the electrical costs being incurred. Board members felt it was an intriguing idea that

bears further investigation as it is likely a complex issue that will involve several issues such as possible covenant changes, where it could be situated, permit concerns, costs, coordination with Connexus Energy, etc. TO will contact Jim to see if he would explore the matter further and report back to the Board at a subsequent meeting.

- Pavilion—camera
 - At the annual meeting it was suggested that a camera be installed at the pavilion in an attempt to identify the vandals. BMA also indicated that a HO had contacted Connexus about improving the lighting in the area and had some costs for that effort. Due to time constraints this item was deferred to a later meeting.

Information / Miscellaneous

Information

- a. County Road 4 entrance & 5th Addition flags—TO reported that the flags for the two locations were taken down last fall they were not in very good shape and most of them likely need replacement.
- b. County Road 4 entrance pond—TO reported he had contacted IDI regarding a quote to fabricate a cradle to support the end of the irrigation system pump's suction line so that it isn't lying on the bottom of the pond. If the pump isn't taking in so much silt we hopefully will not have to replace so many system heads. The cost would be \$95 for the cradle.
- c. Pond treatment chemicals—BMG indicated he has researched various treatments for our ponds to reduce the amount of weeds, etc. in the ponds and will be obtaining the necessary chemicals shortly—he will begin treatment at the Signature Pond to verify the success prior to treating the other ponds.

Decision

- a. Motion by BMA to authorize TO to purchase the necessary flags for the County Road 4 entrance & the 5th Addition; second by BMS, unanimous approval.
- b. Motion by BMG to have IDI fabricate a cradle for the County Road 4 entrance pond irrigation system suction line; second by BMA, carried unanimously.

Email Motions

- Motion by BMS on April 12, 2010 to pay Auto-Owners Insurance \$3,137.68 for the annual property & general liability insurance premium (\$267.60 discount for full payment); second by BMG, carried unanimously.
- Motion by BMG on April 20, 2010 to pay Sylva Corporation \$1,305.00 for the delivery of 52CY of mulch for the April 24th mulching efforts; second by BMA, carried unanimously.
- Motion by BMA on April 25, 2010 to pay IDI \$95.00 for the fabrication of a cradle for the entrance pond irrigation system suction line; Ken Grasso \$183.72 for pond treatment chemicals and Arlis Olson \$389.50 for flags for the front entrance & 5th Addition; second by BMS, carried unanimously.
- Motion by BMS on May 5, 2010 to pay Ultimate Sprinkler \$1079.95 for the spring start up of three irrigation systems, installation of three pond fill pumps, replacement of 27 irrigation system heads and other miscellaneous repairs; second by BMA, carried unanimously.
- Motion by BMA on May 13, 2010 to pay Ziebarth Vinyl Graphics \$261.84 for a street sign, two mailbox signs & trail stencils; second BMS, carried unanimously.
- Motion by BMA on June 1, 2010 to pay Joel Rademacher \$661.51 for mailbox repairs and materials; second by BMS, carried unanimously.

- Motion by BMG on June 23, 2010 to pay Deb Anderson \$15.92 for refreshments for the mulching event; Becker Greenhouse \$3,960.27 (\$960.27 for 150 Raspberry Blast Supertunias for the spring plantings and \$3,000 for their May gardening services); Sylva Corporation \$89.72 for the tax on the mulch that was inadvertently left off the original invoice; and Ultimate Sprinkler \$193.00 (\$150 for three sprinkler system checks, \$28 for replacement of two pop-up heads and \$15 to raise two heads in a flower bed); second by BMA, carried unanimously.

Meeting Adjourned 9:05p.m. 04-07-10

Minutes prepared by Arlis Olson, approved on June 29, 2010 by:

Deb Anderson

Ken Grasso

Kate Steffens