

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 4.07.08**

Location: Arlis Olson residence  
Convened: 8:15 p.m.  
Adjourned: 10:35 p.m.

Present: Jim Katter (President), Scott Fildes (Vice President),  
Deb Anderson (Director)  
Arlis Olson (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, BMF- Board Member Fildes, BMK- Board Member Katter, TO- Treasurer Olson.

## **Review of Minutes**

### **Decision**

- Motion to approve minutes of 2.26.08 and WHOA Annual Meeting March 2008 by BMF. Second BMK. Carried unanimously.

## **Designation of President & Vice President**

### **Decision**

- Motion to designate Scott Fildes as President and Deb Anderson as Vice President of the HOA by BMK. Second by BMA. Carried unanimously.

## **Signatures on HOA Checks**

### **Decision**

- Motion by BMF that Jim Katter and Arlis Olson remain the two HOA Officers authorized to sign checks on behalf of HOA. Second by BMA. Carried unanimously.

## **Authorization to Conduct Financial Review**

### **Information**

- TO indicated that the 2008 Budget contains an item for a financial review of HOA records on off-audit years and that this was discussed at the annual meeting in March. TO asked for authority to contact the audit firm and proceed with the review within the cost parameters identified by the audit firm of \$675 to \$800.

### **Decision**

- Motion by BMK to proceed with the financial review within the cost parameters identified. Second by BMF. Carried unanimously.

## **Street Sweeping**

### **Information**

- TO indicated that a quote from Astech in the amount of \$3,150 had been received for the 2008 street sweeping which includes the 5<sup>th</sup> Addition and the Board had previously voted to accept the proposal by email. TO indicated that Astech wants to coordinate our project with work for the City of Zimmerman and has asked for our desired time frame for the work.

### **Discussion**

- It was agreed that TO would contact Astech and schedule the street sweeping for the week of May 5<sup>th</sup>.

### **Decision**

- Email motion on 5.12.08 by BMF to pay Astech \$3150.00 for street sweeping. second by BMA, carried.

## **Trail Crack Repair**

### **Information**

- TO indicated that the Trail Committee recommendation to utilize Astech for the crack repairs on the HOA trail system was previously approved and the work was to be completed in the spring of 2008.

### **Discussion**

- It was agreed that TO would contact Astech and schedule an onsite meeting to review the scope of work to be accomplished and obtain a specific quote for the work that the Board can review.

### **Decision**

- Email motion by BMF 5.18.08 to hire Astech for trail crack repairs, second by BMA, carried.

## **Gardening / Common Area Services**

### **Information**

- Robin Carlson, chair of the HOA Gardening committee, appeared before the Board to report that she has located a firm that would provide various gardening services for the HOA common areas. The firm is Clear Perspective and they were the firm that removed the plantings from the County Road 4 entrance center island last year. Robin had a tentative work scope/schedule that she presented along with a cost proposal of \$15 per hour.

### **Discussion**

- The Board reviewed the work scope and was concerned that there were additional areas and/or activities that needed to be included. They also questioned whether an hourly rate was the best approach for the work. It was suggested by BMF that a better approach to contracting for the work would be on a month-to-month basis at the budget amount of \$600 per month. That way the costs would be controlled and adjustments to the services could occur on a monthly basis, if needed. It was agreed that BMF would contact Robin to relay the Board's thoughts and have Robin obtain a revised work scope / proposal from Clear Perspective for the Board's consideration.

## **John Deere Tractor Repairs**

### **Information**

- At the last BOD meeting, the concept of repairing the tractor was approved, however, the cost needed to be more accurately defined. The intent was to have the tractor repaired and modified such that it could accommodate the HOA's blower and be used by volunteers to keep the trails clear of debris. BMK presented the estimate received for repairs in the amount of \$1,500-\$1,600. BMK also indicated that there are other tractor attachments that could be used on HOA property, such as, a mower deck and snow blower/plow. The tractor can also be utilized in watering applications for HOA planting beds.

### **Discussion**

- There was considerable discussion regarding the need for the tractor and would it actually be used for the various applications. The end result was that the tractor repairs should be accomplished and its use monitored. If it turns out that the tractor and attachments are not being utilized to their full capacity, selling the equipment would be considered. The repair costs should only enhance the equipment package values.

### **Decision**

- Motion by BMK to have the tractor repaired at a cost of \$1,500-\$1,600. Seconded by BMF. Carried unanimously.
- Motion by email on 5.07.08 by BMF to pay Elite Lift Truck \$1448.41 for repairs to the John Deere tractor. Second by BMK, carried unanimously.

## **5<sup>th</sup> Addition Concerns**

### **Information**

- BMF indicated that Jim Hall has been actively investigating issues in the 5<sup>th</sup> Addition—pond water level, flag pole, status of planting beds and electrical power in the center island. Jim will likely attend the next BOD meeting to present his findings on the pond and flag pole.
- 4.15.08 HO Jim Hall has inspected the pond and has met with the individual that originally put the liner in. Jim believes our problem is holes in the liner and would like to patch the holes. The individual who originally installed the liner has provided Jim with some liner material for patching free of charge. Jim would need to rent a pump to lower the pond and do a complete inspection and then patch the holes. We would have to purchase the adhesive for patching. At this time Jim does not have a total cost, but believes he can do it for a very reasonable price, \$200-\$300.00

### **Discussion**

- BMF suggested that he arrange a meeting between himself, Robin Carlson and Jim Hall to discuss the planting beds. He also suggested he could contact Reliance Electric to see if they would come out to review the electrical problems and provide an estimate for repairs. The Board felt those actions would be appropriate.

### **Decision**

- BMF made an email motion on 4.30.08 to allow Jim Hall to rent a pump to pump out the pond for further inspection and to purchase adhesive for the patching with a limit of \$500.00 for the pond repair at this time. Second by BMA. Carried unanimously.

## **Lawn & Irrigation System Services for 2008**

### **Information**

- BMK reported that at the last Board meeting Ultimate Lawn Services was hired for 2008 and that he followed up with them to clarify the details of sprinkler replacement costs and

crabgrass control applications. He passed out correspondence from Ultimate outlining unit prices for various sprinkler system repairs and a quote for one application of pre-emergence crabgrass and broadleaf preventer.

#### **Discussion**

- The information was reviewed by the Board and the unit costs for sprinkler repairs and crabgrass/broadleaf preventer were deemed to be reasonable.

#### **Decision**

- Motion by BMK to accept the quotes from Ultimate for the sprinkler system repairs (unit prices) and the crabgrass/broadleaf preventer (\$360). Seconded by BMF. Carried unanimously. TO was authorized to send a letter to Ultimate that would amend the existing contract consistent with the 2008 proposals approved by the Board.
- Email motion by BMF to pay Ultimate Sprinkler \$1973.00 for work as described below. Second by BMA, carried unanimously.

*replacement of 17 Hunter heads @ \$35 each, 12 Pop up heads @ \$14 each, installation of the three irrigation pumps at \$75 each, 2 sand point well extensions @ \$200 each, repair of suction pump line at the Stoney Bridge for \$200, 2 timers and check valves for pond fill pumps - \$223, replacement of PVC connections and installation of fill pump at the Signature Pond - \$75 and repairs to low pressure on Zone 5 for \$75. The total is \$1973.*

## **Treasurer's Update.**

#### **Information**

- TO reviewed the 2008 expenses to date and budget variances, status of checking and money market accounts and projections for cash flow for the next three months, accounts receivable and accounts payable.
- TO reported that in addition to the existing home in foreclosure, it appears there are two more homes either in foreclosure or pre-foreclosure status. The 2<sup>nd</sup> Quarter dues on all three of the homes are currently outstanding. Also, a Notice of Chapter 7 Bankruptcy pertaining to one other individual has been received.

#### **Discussion**

- The Board expressed concern about the trend developing with foreclosures and the impact that may have on association finances. It was suggested that the standard late notices be sent for the outstanding dues, and to also send a copy of the late notice to the mortgage company for the original foreclosure home. All of the foreclosure situations should continue to be monitored.
- It was felt the bankruptcy filing should not have an affect on the association.

## **Flagpole in the Fifth Addition and Flags at Front Entrance**

#### **Information**

- WHOA received a bid and insurance information from the American Flagpole and Flag Company to fix the 5th addition flag pole. The Estimate was in the amount of \$215.66.
- Country Flag left a message that their costs for 3'x5' flags would be the same as the 2006 cost of \$19 plus tax.
- Both the Country Flags and the identified Internet vendor of flags, sell flags manufactured in the USA.

#### **Decision**

- Email motion 4.22.08 by BMF to accept the flagpole bid, seconded by BMK, carried unanimously.
- Email motion by BMK on 5.07.08 to purchase new flags from Country Flags. Second by BMA, carried unanimously.
- Email motion 5.11.08 by BMF to amend the previous motion regarding flags to purchase new flags from the least expensive vendor. Second by BMA, carried.

## **Lights at South Entrance and Bridge**

### **Information**

- Ken Grasso was able to find the matching light for the Woodlands entrance at Home Depot. It's a very nice Lithonia high pressure sodium fixture that retails for \$70. A new AC2 support and accessories will add \$5-\$10. The underground locates will be completed by Tues-Weds and Ken said he can finish repairs next week. The total for bridge lights and the entrance lights should be \$200 or less.

### **Decision**

- BMF made an email motion on 4.26.08 to approve up to \$200.00 in costs associated with all the repairs of the lights at the south entrance, second by BMK. Carried unanimously.
- BMA made an email on 5.07.08 to pay Ken Grasso the final cost of \$165.98 for completion of the above described work. Second by BMF, carried unanimously.

## **Irrigation Systems and Wells**

### **Information**

- TO spoke with Jason of Ultimate regarding his efforts on getting the irrigation systems up and running. The 5th Addition is done, but not turned on as rains are predicted for the next few days. There were 9 sprinkler heads on that system that had to be repaired/replaced. He probably won't get to the other two systems until next week, assuming the predicted rains come. He has checked the sand points at the Stony Bridge and County 4 pond. Both measure 6'-7' of water now. He indicated that level of water available is pretty marginal. If we get regular rains, maybe OK, if it is dry again like last year—problems as we know. He thought both wells could be extended another 5' and then should provide adequate water. He made a verbal quote over the phone of \$150—200 per site to extend the wells. It all depends on how difficult it will be to drive the pipes down.

### **Decision**

- BMK made an email motion on 4.30.08 to ask Ultimate to extend each of the 2 sand point wells an additional 5 feet as proposed for the cost proposed. Seconded by BMF. Carried unanimously.

## **Treasurer Compensation and Locks and Keys**

### **Information**

- The cost of keys for the garage and sprinkler key box was \$8.20 and the cost for the services of TO for March and April 2008 is \$300.00.

### **Decision**

- Motion by email on 5.07.08 by BMA to pay \$308.20 for the March- April Treasurer services and keys. Second by BMF, carried unanimously.

## **Irrigation Systems Update**

### **Information**

- The 5th Addition system is activated—9 heads had to be replaced.
- County Road 4 entrance system is activated and the sand point extended to provide 10' – 12' of water for the fill pump.
- Stony Bridge system—the sand point has also been extended to provide 10' – 12' feet of water for the fill pump. The pump ran for about 4 hours and it worked great—a solid stream of water from a 1" pipe. There is a problem with the irrigation pump in that Jason cannot get it to suck water from the pond. There were holes chewed (squirrels or gophers) in the suction line at the pump end that he repaired but the pump is still sucking air. He believes that there are similar holes in the underground pipe that runs from the pump location to the pond. It is about 35' of PVC pipe that is approximately a foot underground. Jason quoted \$150-\$200 to repair it.
- Jason did comment that the fill pumps, once activated, will run continuously. He suggested they be put on timers, which could likely be purchased at Menard's or somewhere. Each time they shut off they lose their prime as there is no check valve on the line.

### **Decision**

- Motion by BMK by email on 5.07.08 to hire Ultimate to repair the piping that runs from the pond to the irrigation pump at the Stony Bridge for the quoted cost and to put the fill pumps on timers. Second by BMA, carried unanimously.

Meeting Adjourned 10:35p.m. 4.07.08

Minutes prepared by Arlis Olson, and Jan Hewitt approved on 5.28.08 by:

Scott Fildes

Deb Anderson

Jim Katter