

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 8.19.10

Location: Ken Grasso residence
Convened: 7: 35 p.m.
Adjourned: 9:45 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 06.29.10 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 September.
- TO reviewed aged receivables of \$967.25 noting that amount included credits for prepayment of dues by two residents and overpayment of dues by two other residents. Therefore, the actual receivable amount over 90 days that needed to be discussed was \$1,465.25 which was comprised of three HOs with outstanding dues and late fees.
- TO reviewed the aged payables of \$592.91 which included Ken Grasso - \$40.90 for materials to repair the Signature Pond fill pump hose connection; Arlis Olson - \$42.01 (\$25.76 for paint & roller for the trail stenciling project and \$16.25 for gas for the tractor & blower) and Ultimate Sprinkler - \$510 (\$250 for five irrigation system checks, \$225 for equipment & labor for a new system controller for the County 4 entrance system & \$35 for a #6 nozzle for the County 4 entrance system). BMG also submitted a request for reimbursement in the amount of \$21.35 for replacement high pressure sodium light he replaced for the County 4 entrance garden area. Therefore, the Ken Grasso total was revised to \$62.25 and the total payable amount was \$614.26.

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. BMG has attempted to meet personally with the HO without success. Another HO paid the first quarter dues but not the assessed late fee and has not paid the second quarter dues and late fees—BMG met with the HO and they committed to bring their account current by the end of August. The other HO has also indicated the account will be paid by the end of August. TO will send an email to the HO who has suspended payments indicating the BODs frustration with the current situation and a meeting with BMG needs to occur.

Decision

- Motion by BMS to approve payments to Ken Grasso - \$62.25; Arlis Olson - \$42.01 and Ultimate Sprinkler - \$510.00, second BMA, carried unanimously.

Preliminary Review of services to be bid for 2011

Information

- TO reviewed that typically bids are taken for Gardening, Lawn Care and Irrigation System services on an annual basis. Copies of the bid documents for the 2010 services were provided to the BOD for review and modification.

Discussion

- Each set of bid documents were discussed and certain modifications were suggested that TO will incorporate into the documents for 2011 services and distributed to the BOD for further review and comment. The goal is to have the documents distributed to bidders and bids received by November 1, 2010.

Update on status of HOA Fountains

Information

- BMG reported that the fountain for the Signature Pond and the 5th Addition Pond are not working.

Discussion

- BMG has checked the power sources for both locations and it appears that the problem is not with the power sources. The Signature Pond fountain was recently repaired and he is concerned the unit may not have been properly sealed; therefore, that unit will be returned to the local repair shop and should be covered by warranty. The 5th Addition fountain was purchased in 2007 and may still be under warranty—if so, that unit will be returned to the manufacturer for warranty work. Considering the time of the year and the time that will be required to sort all of this out, once the fountains are pulled out they will not be placed back in operation until next spring.

Orrock Township Mailbox Ordinance

Information

- BMA reported that she had been contacted by Jerry Peterson of Orrock Township regarding the residential mailboxes in the Orrock Township portion of the 5th Addition. Orrock Township has adopted an ordinance regarding the placement, etc. of mailbox assemblies and Mr. Peterson indicated that the 5th Addition boxes do not comply with the ordinance. BOD members were previously provided with copies of the ordinance.

Discussion

- There was considerable discussion amongst the BOD regarding the ordinance i.e. when it was adopted, that it appears the ordinance is patterned after a state specification for roadways with speed limits over 40 MPH and the fact that the 5th Addition development, covenants, etc. had to be approved by Orrock prior to construction beginning and the covenants include our mailboxes.

Decision

- The matter will continue to be monitored, BMG will attend an Orrock Township meeting if necessary and TO will notify our mailbox contractor to be sure any replacements in the 5th Addition be placed at the proper height.

Yard Maintenance Policy

Information

- BMG reported that following the last BOD meeting where the maintenance of certain individual residential areas was discussed he did try to meet with the individual HOAs with some success. However, as was speculated, there are many differing opinions on what constitutes an appropriate level of maintenance.

Discussion

- 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 will prepare a draft policy for review.

Information / Miscellaneous

Information

- a. Surplus trailer & water tank—BMG reported that following the action at the last BOD meeting to list the items for sale on Craig's list, he did just that.
- b. Ron Bolin suggestion—Ron had suggested that the BOD may wish to consider a vendor he found online that offers less expensive fountains.
- c. Trail Brush Removal/Tree Trimming—TO indicated that another effort will be necessary this fall to clear the brush, etc. that continues to overgrow the trails to ensure the trails are clear for residents use and the snow plowing equipment.
- d. Golf Cart disposition—TO indicated he did try to charge the battery for the HOA golf cart but it may be beyond its useful life as the starter still will not engage. He also indicated a resident has a small engine/golf cart repair person they use and asked if he should pursue having that person look at the golf cart to see if it is worth expending funds on it.

Discussion/Decision

- a. Surplus trailer & water tank--BMG received three inquiries/responses on the trailer—two offers of \$200 but both contained conditions on the purchase—the third was an offer of \$175 with no contingencies. The trailer was sold for \$175. There were no inquiries on the water tank, therefore, he will try again in the spring and probably list it in another category.
- b. Ron Bolin suggestion—BMG reviewed the suggested web site and it is a possibility for consideration if/when we may replace a fountain; however the BOD felt we should continue to maintain the existing fountains at this time
- c. Trail Brush Removal/Tree Trimming—TO will prepare a notice to be included with the 4th Quarter dues invoices that will inform the residents of the pending project and will coordinate the effort.
- d. Golf Cart disposition—TO instructed to follow-up with the repair person to see what his opinion is on the feasibility or repairing the HOA golf cart.

Email Motions

- Motion by BMG on 09-06-10 to pay Ultimate Lawn Care \$146.34 for equipment rental and labor to cut back tall grass around the trails adjacent to the County 4 entrance; second by BMS, carried unanimously.
- Motion by BMA on 09-28-10 to pay Becker Greenhouse \$320.63 for furnishing & planting (28) 12 inch potted mums for fall color and Arlis Olson \$256.58 (\$189.59 for a drum unit & toner cartridge for the HOA printer, \$44.00 for stamps & \$9.39 for labels for HOA mailings and \$13.60 for gas for the HOA tractor & blower); second by BMS, carried unanimously.

Meeting Adjourned 9:45p.m. 08-19-10

Minutes prepared by Arlis Olson, approved on October 12, 2010 by:

Ken Grasso
Kate Steffens
Deb Anderson