

**Woodlands of Livonia Homeowners Association
Minutes of Board of Directors Meeting 6.4.07**

Location: Jim Katter residence
 Convened: 8:00 p.m.
 Adjourned: 10:20 p.m.

Present: Jim Katter (President), Scott Fildes (Vice President),
 Tom Crippes (Director), Arlis Olson (Treasurer) Jan Hewitt (Secretary)

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, BMC- Board Member Crippes, BMF- Board Member Fildes, BMK- Board Member Katter, TO- Treasurer Olson.

Review of Minutes

Decision

- Motion to approve minutes of 4.26.07 by BMF. Second BMK. Carried unanimously.

Treasurer’s Update

Information

- TO reviewed current budget, expenses to date, accounts payable, accounts receivable.
- TO reviewed current status of overdue HOA dues cases.

Case	Status
Case 1	Court date is 6.5.07. TO will be present on behalf of HOA. If HO does not appear at court or if judgment is for the HOA, this will be recorded in court documents and will impact HO credit score if not paid within 20 days. Next step is to file paperwork (30.00) to docket judgment which will allow HOA to begin process to garnish wages. If HO decides to sell property the HOA will need to put a lien on the property.
Case 2	HO has received written notice from HOA regarding overdue HOA dues. BMC has been attempted but so far been unable to personally contact HO. BMC Will continue to try to personally contact HO.
Case 3	HO has received written notice from HOA regarding overdue HOA dues. BMC has been attempted but so far been unable to personally contact HO. BMC Will continue to try to personally contact HO.

- TO reviewed that a letter and invoice has been sent to the person who destroyed a sign post. Amount owed is 410.00. If this amount is not paid the next step will be to contact the insurance company of the signpost destroyer. BMF has insurance company information.
- TO reviewed the Letter of Engagement from the person who will do the Audit. The fee will be between 750.00 and 1000.00 plus perhaps a few minor expenses.

A HOA board member will need to sign the Letter of Engagement to begin the Audit process.

Decisions

- Motion by BMF to docket judgment in overdue HOA dues Case 1 if not paid within 20 days. Second BMC. Carried unanimously.
- Motion by BMF to contact attorney to send letter in overdue HOA dues to Case 2 and Case 3. Second BMK. Carried unanimously.
- Motion by BMK to hire auditor. Second BMF. Carried unanimously. BMK will sign Letter of Engagement.

Receipts for approval

Information

- BMK reviewed that 2600.00 was allocated for 2007 common areas gardening projects. At the last meeting the Garden club had been authorized to spend money on plantings. HO Robyn Carlson has requested reimbursement of \$1472.55 for plantings.

Discussion

- BMK acknowledged that huge amounts of labor were donated by Robyn Carlson and Garden Club members to do the work related to planting and to cleanup of the areas where shrubs were removed. BMF requested that Robyn and Garden Club members be recognized in the Warbler and all Board Members agreed.

Decision

- Motion by BMK to reimburse Robyn Carlson for plantings. Second BMC. Carried unanimously.

Mulch

Information

- BMK spoke with provider of Mulch services. The project is still in process. More Round Up is being applied and more coloring is scheduled.

Discussion

- BMF noted Pavilion area has not been done at all and Mulch provider needs to be made aware of this. TO made a suggestion that when additional charges are added to a bid that the Board must approve them before the work can begin. BMK also noted that colorant will be approximately 1 and ½ inches deep and if HO's stir up areas with colorant the Mulch provider will not re-spray for free. BMF said the weeds in the rocks in the Pavilion area are a problem. Board members agreed and volunteered themselves to try to clean up this area on 6.7.07.

Keys

Information

- TO informed the Board that new locks and keys have been purchased for entrance buildings and maintenance shed.
- BMC provided Board Members with keys for existing locks.

Discussion

- TO noted that a resident suggested that perhaps the existing locks could be re-keyed for less than purchasing new ones. Board members agreed that time and travel expense had already been incurred to purchase the new ones and additional

time and travel expense should not be spent to investigate re-keying. TO will coordinate installation of the new locks.

Fifth Addition Items Information

- BMC noted that the flag needs replacement and location of the old flag is unknown.
- All Board Members were contacted by Sarah from Howard Homes to request work be done on pond area, mailbox, and weeds.
- TO contacted Orrock and Livonia townships about street sweeping in the fifth addition. Livonia informed TO that the area is in Orrock. Orrock said they do not provide sweeping services in their township.
- BMC presented a brief history of the problems and attempted resolution of the 5th Addition Pond area. Current thought is that the pond will not hold water due to the slope. Adding rock down to the water line was investigated but the cost was high.

Discussion

- BMC volunteered to investigate what type of flag needs to be used, possible vendors and costs.
- BMK noted that the Astech sweeping company contracted to do the same area this year as last and that was why fifth addition was missed. The Board will need to add fifth addition to the Aztec contract for next year.
- BMF noted that there is a long stretch of Pines in the fifth addition along County 1 that has mulch and lots of weeds growing in it. A decision will need to be made about maintaining this large area. BMF also noted that HO Larson was willing at their own expense to extend their irrigation system into a common area close to their home to keep this area looking good.
- All board members agreed that more information was needed in order to progress in decision making regarding the Pines area along County 1 and the 5th Addition Pond area. Board Members agreed to meet at 6:00 a.m. on 6.9.07 to gather data regarding these areas.
- BMF volunteered to organize a fifth addition clean-up morning on 6.16.07. BMF will request that Skip use the John Deere with brush attachment to do sweeping this year.

Mailboxes

Information

- TO said that mailbox replacement cost from current provider Ken Do is 465.00 for a complete box with winter installation. HO Joel Rademacher has contacted the Board regarding providing this service.
- TO said that the carved section of the mailbox is not done by Ken Do. There has been a surplus supply of these until now and a decision will need to be made about continuing to use them. TO did some initial investigation of the costs of hand carving this part.
- Joel Rademacher has the current list of mailboxes in need of repair and the Board needs to request this list.

Discussion

- Board Members agreed that it would be nice to have mailbox services provided by a HO. BMK pointed out that there is always an issue with liability if a private individual is hired for services. Board members discussed that Ken Do does not have an exclusive contract and perhaps they might still need to be used for winter installations. BMC agreed to contact Joel Rademacher to see if he had checked into his costs for liability insurance and if he were to be hired by the HOA whether or not this changed his price quoted to the HOA. TO agreed to try to get a firm quote for the cost of the carved mailbox section. All Board Members agreed that they would like to see this carved section continued to be used.
- BMF noted that if Howard Homes inquired again about mailbox repair they can be told that they are on the list and the HOA is investigating repair providers.

Decision via email 6.19.07

Motion by BMF to hire Joel Rademacher for mailbox maintenance.
 Second by BMK. Carried unananimously.

Website

Information

- TO has some password information regarding current website.

Discussion

- Board Members agreed that some changes need to occur with website. BMC agreed to ask HO Lori Grasso to come to the next meeting to share her ideas of what she would be willing to do with the website.

Maintenance of Gardens

Information

- \$1300.00 remains in the gardening maintenance allocation for 2007.
- A resident has expressed willingness to be hired at the rate of 15.00/hour to do summer weeding.

Discussion

- Board members agreed again that it would be nice to be able to hire a resident (college student) for garden maintenance. Once again the issue is liability.
- BMC agreed to contact the resident to see if he had checked into his costs for liability insurance and if he were to be hired by the HOA whether or not this changed his price quoted to the HOA.

Fountains and Pumps

Information

- BMC summarized where fountains and pumps were located and the status of each area.

Area	Fountain?	Pump?	Status
Front Entrance	1	2	The fountain has been rewired so that it can be plugged in rather than hardwired. The fountain pump and the irrigation pump are both functioning.
5 th	0	1	The fill pump is running off a well.

Addition Pond			
Signature Pond	1	1	The fountain is not running and is in need of replacement.
Stony Bridge	0	2	There is a fill pump and an irrigation pump neither of which is running due to lack of water.

- Residents Dick Hanson and Ron Bolin are working on getting the fountain and pump repair/upgrade work completed.

Decision by email 6.20.07

We received a bid from Reliant Electric to correct some electrical issues we have at the time with the corner lot (i.e., 268th and Woodlands Pkwy) and the front pond at the entrance. The following costs and services were specified:

At 268th and Woodlands Pkwy - \$575 to install a 220 volt circuit and complete rewiring of the irrigation pump. When complete the wiring for the irrigation pump will be to code and will be wired to 220 which will prolong its service life. In addition, the keep-fill pump for the pond at the stony bridge will also be wired to 220 to increase its service life as well. Both pumps will have plugs so that they can simply be plugged in like an electric dryer.

Front entrance pond - \$275 to rewire the breaker box so that the fountain and the fountain lights can be simply plugged in similar to the irrigation and keep – fill pumps described above.

In addition, they would seal the control boxes so as to keep the ants and other insects out of them and avoid issues with the breakers and electrical wiring.

Motion by BMC to approve spending for the above named improvements. Second by BMK. Carried unanimously.

Standard Contract for Subs

Information

- HOA currently does have a contract that is used for subs, but it is quite detailed. BMK will work on creating a simplified version.

Surveillance System (addition to agenda)

Information

- Board believes our current surveillance system needs upgrading.
- There are 6 entrances to Woodlands property.

Discussion

- BMC and BMF will begin to gather information about other types of systems with hard drives that are available. BMF noted that an important feature in making any new system effective is camera quality.

Path Committee (addition to agenda)

Information

The Path Committee is currently working on a recommendation regarding path repair. They hope to be ready to report at the next Board Meeting

Meeting Adjourned 10:20 p.m. 6.4.06

Minutes prepared by Jan Hewitt, approved on 8.02.07 by:

Tom Crippes
Jim Katter
Scott Fildes