

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 09.14.09**

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

Present: Deb Anderson (President), Ken Grasso (Vice President),  
Scott Fildes (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, BMG- Board

Member Grasso,  
TO- Treasurer Olson.

## **Review of Minutes**

### **Decision**

- Motion to approve minutes of 07.28.09 by BMF, second BMA, carried unanimously.

## **Treasurers Report**

### **Information**

- TO reviewed the 2009 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 \$20,108.01 noting that it included a credit of \$243.00 for prepaid dues by a HO and 4<sup>th</sup> Quarter dues that will not become past due until October 1<sup>st</sup>. TO indicated that the actual receivable amount that should be discussed was \$1,115.01 which included four HOs with outstanding dues and late fees.
- TO reviewed current aged payables of \$1649.84 which includes Becker Greenhouse - \$298.20 for 28 Minnesota mums; CrystalTech - \$16.95 for web site hosting services; Michael Fildes - \$130.00 for street sign painting; Ken Grasso - \$51.18 for electrical materials utilized for HOA repairs; Imagine Images - \$20 for web site hosting transfer assistance; Arlis Olson - \$983.51 (\$32.48 for printer toner cartridge, \$350 for July & August treasurer services, \$62.99 for light bulbs for HOA buildings, and \$538.04 for street sign painting---\$170.54 materials & \$367.50 labor) and Ultimate Sprinkler - \$150 for three irrigation system checks in August.

### **Discussion**

- Board members reviewed the status of the HOs with unpaid dues and late fees. One of the homes was in the foreclosure process and was sold – the dues and late fees from the date of the sheriff's sale were paid but the amounts prior to the sheriff's sale (\$211.26) were not –TO had requested those amounts also be included for payment at closing without success. It was felt the process involved to track down the former owner and pursue legal action against them would not be cost effective. Another home has gone through the foreclosure process and dues are being billed to the mortgage company which

had been paying until the third quarter—correspondence will continue to be sent to them. Another HO had proposed a repayment plan that was accepted, however, the most recent information from the HO indicates bankruptcy is being considered. The final situation involves minimal amounts at this time and will be monitored.

- Payables--TO indicated the Becker Greenhouse, CrystalTech and Ultimate Sprinkler amounts are consistent with their contracts and the board previously gave TO authority to pay invoices consistent with approved contracts. The payables requiring payment approval are Michael Fildes, Ken Grasso, Imagine Images and Arlis Olson. TO further indicated that he had requested additional information from Michael Fildes on the amount of hours he invoiced as TO expected a larger amount of hours. Apparently Michael estimated his hours and was told to estimate on the conservative side. TO stated that Michael painted between 30-35 signs and based on TO's personal experience on painting the remainder of the signs Michael had to have put in at least 18 hours of time.

### **Decision**

- Motion by BMA to write off the \$211.26 of outstanding dues and late fees; second by BMF, carried unanimously.
- TO was instructed to contact the HOA attorney regarding the potential bankruptcy filing and have the attorney proceed with previously authorized collection efforts.
- Motion by BMG to approve payments to Imagine Images - \$20 and Arlis Olson - \$983.51; second BMF, carried unanimously.
- Motion by BMA to approve payment to Ken Grasso - \$51.18; second by BMF; BMG abstained.
- Motion by BMA to approve adjusted payment to Michael Fildes - \$180.00; second by BMG; BMF abstained.

## **Status of 26865 Woodlands Pkwy property**

### **Information**

- BMA reported that she has had continuing conversations with the owner's representative concerning the major remaining element of work -- the roof which currently has two different colors of shingles. Bids to correct that matter are apparently in the \$8,000 range which is of concern to the owner. Activity at the site has slowed considerably. There also apparently have been discussions of selling the property.

### **Discussion**

- Board members were concerned about the recent events and completion of the repairs. BMA to convey the Board's concerns to the owner's representative.

## **Letter of Engagement – 2009 Audit**

### **Information**

- TO indicated that he had contacted the HOA's audit firm regarding the 2009 audit and a letter of engagement for the work was received. The letter is in the same format as previous years and the cost range is \$850 - \$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 2010.

## **Decision**

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

## **Preliminary Draft – 2010 HOA Budget**

### **Information**

- TO distributed a preliminary draft of the 2010 HOA budget for further review and discussion by the Board.

## **Transfer of Web Site hosting services**

### **Information**

- BMG reported that we now have the necessary codes to transfer to a new web site hosting service provider. Final evaluation of potential sites is being completed and a decision on a provider will be made shortly.

## **Information / Miscellaneous**

### **Information**

- a. County Road 4 Entrance Pond tree treatment—TO reported that Matt Timinski recommended that the trees be cut down and the stumps be immediately treated/coated with Ortho Brush Killer. The stumps will absorb the chemical and the roots should die. This treatment should be done prior to the trees dropping their leaves. TO also noted that the area where the work needs to be done is heavily infested with poison ivy. BMF asked if the same result could be obtained by just spraying the trees while they are leafed out.
- b. Trail tree / brush trimming—TO reported that he and his wife, Ken Grasso, Dixon Anderson and Dave Arvidson (IDI Bobcat) spent several hours on September 12<sup>th</sup> working on the trees and brush along the trail system, but there is still a lot of work to be done.
- c. Dead Tree removal—BMA indicated that the individual who has been doing the garden maintenance offered to provide a cost for removal of dead trees in the common areas. Board members were concerned about whether he had proper insurance and didn't believe there were that many trees to be removed, therefore his offer will not be pursued.
- d. Matt Timinski recognition—TO & BMA reported that WOL resident Matt Timinski spent many hours earlier in the month trimming all of the County Road 4 entrance median trees and then hauling away the debris. His efforts saved the association considerable expense over having the work contracted out. It was suggested that a \$25 gas card be purchased and sent to Matt along with a letter of appreciation. BMG offered to write the letter.
- e. BMA indicated that the spirea plants in the common area gardens should be cut back this fall and she would coordinate that work with the gardening services provider.
- f. BMF discussed the increased golf cart activity he has been observing on the streets by both adult and minor operators. Golf carts are not licensed for street use and are not compatible with other larger, heavier vehicles. He will contact the users, explain the concerns/dangers and indicate such use is not allowed.

**Decision**

- Motion by BMG to purchase a \$25 gas card as a token of appreciation for Matt Timinski; second by BMA, carried unanimously.

**Email Motions**

- Motion by BMG on 09-24-09 to approve payments to Anderson Law Office - \$78.00 for demand letter sent to HOA resident and Joel Rademacher - \$2,864.83 for mailbox repairs / painting; second by BMF, carried unanimously.
- Motion by BMA on 11-01-09 to authorize expenditure up to \$750 for repairs & oil change on JD tractor; second by BMF, carried unanimously. Note—actual costs were \$191.95.

Meeting Adjourned 9:05p.m. 09-14-09

Minutes prepared by Arlis Olson, approved on 11-04-09 by:

Deb Anderson  
Ken Grasso  
Scott Fildes