

# **Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 11.04.09**

Location: Arlis Olson residence  
Convened: 7:45 p.m.  
Adjourned: 10:05 p.m.

Present: Deb Anderson (President), Ken Grasso (Vice President),  
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 09.14.09 by BMG, 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 \$1,435.75 noting that it included various credits of \$502.00, therefore, the actual receivable amount that should be discussed was \$1,937.75 which included four HOs with outstanding dues and late fees.
- TO reviewed the only aged payable for Arlis Olson - \$389.20 (\$25.00 for a gas card for volunteer recognition, \$350 for September & October treasurer services and \$14.20 for gas for the tractor & blower).

### **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 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. If nothing is resolved on this situation in the near future, court action will be commenced. The other two situations will continue to be monitored and the standard past due notices will be sent.

### **Decision**

- Motion by BMA to approve payment to Arlis Olson - \$389.20; second BMG, carried unanimously.

## **Review of Request for Bids – 2010 Services**

### **Information**

- Board members had been revising the 2010 Request for Bid documents for the Gardening, Lawn Care and Irrigation services and copies of the latest versions were available for review.

### **Discussion**

- Suggestions for final modifications to the documents were made and BMG will make the changes. TO will send out the documents to vendors with a requested return date of November 30, 2009.

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

### **Information**

- TO distributed the latest draft of the 2010 HOA budget for further review and discussion by the Board. It is expected a final budget will be on the agenda for the December BOD meeting.

## **Information / Miscellaneous**

### **Information**

- a. Holiday lights services confirmation--TO indicated that based on BOD verbal direction in late October he contacted the vendor (Patrick Munro) that has put up the HOA holiday lights in past years and negotiated an agreement with him to put up the lights this season for the same labor costs as last year--\$1,100.00. TO felt the BOD should ratify that action with an actual motion.
- b. IDI inquiry regarding summer services—TO indicated that Dave Arvidson had called and asked if there might be any interest in him submitting a quote for summer services i.e. trail cleaning, tree & brush clearing along the trails and mowing along the trails.
- c. 2009 Audit status—TO reported that the January through September 2009 records/files have been delivered to the auditor such that work can begin on the 2009 audit. The October—December files will be delivered in early January 2010 so that, presumably, the audit report will be available for the annual meeting in March.
- d. 2010 Annual meeting—TO indicated that the 2009 Annual meeting was held in the latter part of March which worked out well in that the auditor was able to complete the 2008 audit by then and the report was available for the meeting. TO asked if the 2010 meeting could follow a similar schedule.

### **Decision**

- Motion by BMG to ratify the agreement with Patrick Munro for holiday light services in the amount of \$1,100 for the 2009 season; second by BMA, carried unanimously.
- Board members discussed the need for summer services and felt that at this time the work can be handled by volunteer efforts and that a spring project should be organized. Further, the current preliminary budget for 2010 vs. projected revenue does not allow for any additional services. Therefore, TO was directed to inform IDI that there is no interest in obtaining a quote for summer services at this time.
- Board members agreed that the March 2010 annual meeting could be held in the latter part of the month.

## **Email Motions**

- Motion by BMF on November 19, 2009 to involve our attorney in the collection of past due amounts relating to 26865 Woodlands Parkway; second by BMA, carried unanimously.

Meeting Adjourned 10:00p.m. 11-04-09

Minutes prepared by Arlis Olson, approved on 12-09-09 by:

Deb Anderson

Ken Grasso

Scott Fildes