

Woodlands of Livonia Homeowners Association

Minutes of Board of Directors Meeting 12.09.09

Location: Arlis Olson residence
Convened: 7:10 p.m.
Adjourned: 8:45 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 11.04.09 by BMA, second BMG, 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 \$26,285.75 noting that amount included the 1st Quarter 2010 dues that were just invoiced; therefore, the actual receivable amount that needed to be discussed was \$2,952.75 which included four HOs with outstanding dues and late fees.
- TO reviewed the aged payables which included Arlis Olson - \$34.86 (\$10.62 for mailing envelopes, \$15.55 for copy paper & \$8.69 for mailing labels) and Patrick Munro - \$275.00 (remainder of holiday lights fee). The only payable that needed a motion was for Arlis Olson as the Munro amount will not be paid until the lights are taken down in early 2010.

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—if there is no response soon, the next step will be to involve our attorney. Another HO has been sent several letters with no response; therefore, the most recent correspondence indicated garbage service will be suspended and that we will be proceeding with obtaining a court judgment for the amounts due. The other two situations will continue to be monitored. An email follow-up will be sent to one HO indicating that if payment is not received by year end, the next step is to bring our attorney on board for collection. The other HO will be sent a letter indicating that garbage service will be suspended and court action commenced if we do not receive a response by year end. TO was asked to contact our attorney to obtain information regarding the merits of obtaining judgments vs. filing liens on property.

Decision

- Motion by BMF to approve payment to Arlis Olson in the amount of \$34.86; second BMA, carried unanimously.

Review of Request for Bids – 2010 Services

Information

- TO reported that bid documents for 2010 Gardening, Lawn Care and Irrigation services had been sent out –Gardening (3), Lawn Care (5) and Irrigation (6). One bid was received for Gardening, two bids for Lawn Care and one bid for Irrigation.

Discussion

- Gardening---the one bid was from Becker Greenhouse (2009 vendor) in the amount of \$8,900. Board members felt that the service provided for the 2009 season started out a bit rough but improved considerably after an on-site meeting was held mid-way through the season. Over all the service was acceptable and BMA indicated that she has received compliments on the appearance of the common areas. TO pointed out that there appeared to be an oversight in the bid in that one work element was not recited from the bid document. It was felt the bid should be accepted, provided the missing work element was if fact included. A follow up telephone call verified the work was included in the bid.
- Lawn Care & Irrigation—the two bids received for lawn care were from Ultimate Lawn Care (2009 contractor) and Advantage Lawn Care (new contractor in Big Lake). The bids were Ultimate-\$12,506.34 and Advantage-\$10,900.00. Discussion ensued regarding the difference in cost, that Advantage is a relatively new company, is in the process of building their business, has very little commercial background and would likely require a certain level of supervision if awarded the contract. A further impact on the lawn care bid item was that the only bid for the irrigation services was from Ultimate Sprinkler which stated that there would be no service charge on any sprinkler repair if Ultimate Lawn Care has the lawn care contract. The bid from Ultimate Sprinkler for the basic services—Spring system start-ups, weekly or bi-weekly system monitoring & fall blow-outs was \$900; unit costs for individual sprinkler head and valve replacement were also received. After considerable discussion, BMF offered to call Ultimate Lawn Care to try to negotiate a better lawn care cost to reduce the difference in the bids such that any difference would offset the potential of service charges on the irrigation services. Any action on these bids could be handled by email.

Decision

- Motion by BMG to accept the bid from Becker Greenhouse in the amount of \$8,900 for the 2010 Gardening services; second by BMA, carried unanimously.

Final Draft – 2010 HOA Budget

Information

- TO distributed the latest draft of the 2010 HOA budget for further review and discussion by the Board. Board members made some adjustments but could not adopt a final budget pending resolution of the lawn care bids. Once that issue is resolved TO will make the necessary adjustment to the budget and distribute the final budget by email.

Information / Miscellaneous

Information

- a. TO indicated that during the course of preparing the lawn care bid documents there were questions raised regarding the amount of boulevard mowing that was being done on the north side of 271st Avenue in the 5th Addition. TO contacted Charlie Cremers to see if there were any commitments made during the construction of that phase of the development. Charlie's response indicated that there were no commitments made to maintain anything on the north side of the street even though certain improvements were made when the 5th Addition was developed. He did indicate though that when the trail connection was made from the 270th Avenue cul-de-sac, a portion of the trail had to be constructed across a neighboring property owners land and they were given permission to use the trail system.
- b. Trail Repair Fund Reserve—BMF suggested that considering the anticipated year end balance for the money market account, it may be appropriate to make an additional \$5,000 contribution to the fund. The 2009 budget included a \$5,000 contribution to the fund which brought the total in the fund to \$23,200; an additional contribution would increase the fund to \$28,200. The 2010 budget continues the annual \$5,000 contribution.

Decision

- Motion by BMF to make an additional \$5,000 contribution to the Trail Fund Reserve at year-end; second by BMA, carried unanimously.

Email Motions

- Motion by BMF on December 10, 2009 to accept a revised bid for 2010 lawn care services from Ultimate Lawn Care in the amount of \$11,905 and the bid from Ultimate Sprinkler in the amount of \$900 for basic services, plus stated unit prices; second by BMA, carried unanimously.
- Motion by BMA on December 23, 2009 to pay Joel Rademacher \$87.00 for mailbox repairs and Arlis Olson \$350 for November-December treasurer services; second by BMF, carried unanimously.
- Motion by BMA on December 28, 2009 to adopt the 2010 WOL HOA Budget in the amount of \$94,600; second by BMG, carried unanimously.

Meeting Adjourned 8:45p.m. 12-09-09

Minutes prepared by Arlis Olson, approved on 01-20-10 by:

Deb Anderson

Ken Grasso