

# **Woodlands of Livonia Homeowners Association**

## **Minutes of Board of Directors Meeting 11.18.08**

Location: Arlis Olson residence  
Convened: 7:30 p.m.  
Adjourned: 9:37 p.m.

Present: Scott Fildes (President), Deb Anderson (Vice President),  
Arlis Olson (Treasurer), Jim Katter (Director) 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, BMA- Board Member Anderson, BMF- Board Member Fildes, BMK- Board Member Katter, TO- Treasurer Olson.

### **Review of Minutes**

#### **Decision**

- Motion to approve minutes of 9.17.08 by BMF, second BMA, carried unanimously.

### **Treasurers Report**

#### **Information**

- TO reviewed actual expenses through October comparing to the budget.
- TO reviewed checking account and money market account balances.
- TO reviewed current aged payables \$1664.00 including (\$ 1350.00 for holiday lights which will be paid in increments), Arlis Olson ( \$314.00 for treasurer services in Sept. and Oct., and gas for tractor and blower)
- TO reviewed aged receivables of 1995.00 noting that it included \$40.00 of dues overpayments by HO's, and three HO's with unpaid dues and late fees.

#### **Discussion**

- Board members reviewed the status of the three HO's with unpaid dues and late fees.
- After much discussion of the pros and cons of trying to recover late dues and fees in these three cases, the board concluded that in two of the cases (where ownership has been or will soon transfer to a bank or mortgage company) that the costs of trying to collect from these two HO's would be greater than the amount that could be recovered. The bank and/or mortgage company will become responsible for association dues in these two cases as soon as the foreclosures are complete. In the remaining case the board will continue with the standard procedures and BMF agreed to contact this third HO.

#### **Decision**

- Motion by BMF to pay aged payables totaling 314.00. (The \$1350.00 for holidays lights had been previously approved by email), Second BMA, carried unanimously.

- Motion by BMF to ask TO and HO Ron Bolin to gather information regarding billing of new owners (mortgage company or bank) of two foreclosed properties and to take no further action against the two former HO's of these properties, second BMK, carried unanimously.
- Email motion 11.26.09 by BMF to pay Deb Anderson for flowers and delivery of flowers for Arnie Erickson, second BMF, carried.
- Email motion 11.26.09 by BMF to pay IDI for December snow plowing in the amount of \$1,092 (consistent with his contract) second BMA, carried.
- Email motion 11.26.09 by BMF to pay the remainder of the 75% payment to Pat Munro for the holiday lights in the amount of \$762.50 second BMA, carried.
- Email motion 12.14.08 by BMF to pay Ken Grasso - \$109.19 for electrical repairs at the covered bridge, Joel Rademacher - \$500 for mailbox repairs— (painting of seven, 2 new posts & reassembly and repair of a broken door) and Arlis Olson - \$50.98 – (\$16.80 for file folders & envelopes, \$17.00 for 2 timers for 5<sup>th</sup> add'n lights, \$16.00 for copy/printer paper and \$1.18 for postage for the letters to the mortgage companies regarding Betzler & O'Neil past due amounts), second BMF, carried unanimously.
- Email motion 12.22.08 by BMK to pay Everyone—IDI in the amount of \$1,092 for January snow plowing consistent with his contract, second by BMF, carried
- Email motion 12.31.08 by BMF to pay Reliance Electric for the replacement of the timer at the County 4 entrance—it is in the amount of \$243.33 and Nov-Dec treasurer services in the amount of \$300, second by BMA, carried unanimously.
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## **Financial Review and Audit**

### **Information**

- TO shared that he had signed the engagement letter for the audit of 2007-08 as the BOD had previously approved.
- TO also shared the following information: At a previous HO annual meeting the Association by-laws had been changed by the HO's to call for an audit every two years. The current auditor (who specializes in non-profits and small businesses) said that it is not a usual accounting practice to conduct an audit that covers two years as our by-laws now state (2007 and 2008 for example). She said the usual practice is to do a financial review (about 75-85% of the cost of a full audit) in one year and an audit in the next, or to do an audit every year.
- While the auditor agreed to do this year's audit covering 2007 and 2008, she said that it would not really be necessary to audit 2007 since a financial review had been done that year.

### **Discussion**

- Board members discussed the pros and cons of an every year audit and alternating audit and financial reviews. They concluded that they would bring this issue to the annual meeting because any change would need to be a by-law change and approved by the HO's.

## **BIDS**

### **Information**

- One bid was received from Ultimate Sprinkler for irrigation services for 2009.
- Two bids were received for lawn care for 2009, one from Ultimate Lawn Care and the other from Exterior Greens.
- One bid was received from Exterior Greens for Gardening Services for 2009.

#### **Discussion**

- Board members discussed each of the bids looking at price, promptness of response, quality of work, and follow through. Board members concluded that Ultimate Sprinkler and Ultimate Lawn Care performed well on all four of these criteria. On the price criteria for lawn care, Exterior Greens was too high priced. For Gardening Services, board members wanted to gather additional information before making their final conclusions.

#### **Decision**

- Motion by BMF to accept bid from Ultimate Sprinkler for 2009, second BMK, carried unanimously.
- Motion by BMF to accept bid from Ultimate Lawn Care for 2009, second BMA, carried unanimously.
- Bids for gardening services was tabled, and BMA and BMF agreed to set up a meeting with Exterior Greens to gather additional information before making a decision.

## **Budget for 2009**

#### **Information**

- TO reviewed line by line the proposed budget for 2009 and Board members made a few changes.
- TO will make these changes and prepare the proposed budget document for posting to the website for HO review and for the annual meeting.

## **Misc.**

#### **Discussion**

- Board members discussed the pavilion area and the fact that it is weedy and many of the rocks are now in the pond. Board members agreed to begin to think about possible improvements that could be made to this area.
- A HO asked if he could remove fallen trees on common property. Board members agreed that he could and BMF said he would contact him and reiterate to be sure he asks if there is any possibility it is on private property.

#### **Decision**

- Motion by BMF to spend \$50.00 to send flowers to the family of Arnie Erickson, former Woodland's resident and devoted volunteer for many years, second BMA, carried unanimously. BMA volunteered to order them.

Meeting Adjourned 9:39 p.m. 11.18.08

Minutes prepared by Jan Hewitt, approved on 1.22.09 by:

Scott Fildes

Deb Anderson

Jim Katter