

# Woodlands of Livonia Homeowners Association

## Minutes of Board of Directors Meeting 9.25.07

Location: Arlis Olson residence  
 Convened: 8:00 p.m.  
 Adjourned: 10:45 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 8.02.07 by BMK. Second BMF. Carried unanimously.

### Treasurer's Update.

#### Information

- The Board reviewed the current status of overdue HOA dues cases.

Case	Status
Case 1	<p>The WHOA has completed the steps necessary to move on to do one of the following in order to collect dues and fees in Case 1:</p> <ul style="list-style-type: none"> <li>• Levy Bank Accounts</li> <li>• Garnish wages</li> </ul> <p>BMF described these different processes and the steps needed to complete each. The Board also received a proposed repayment plan from the HO. TO explained the details of the repayment proposal that included late dues, fees and interest.</p>
Case 2	<p>TO informed the Board that the home in Case 2 is undergoing foreclosure and that WHOA has a lien on the home for past due association fees according to the that the bylaws of the association.</p>

#### Discussion

- BMK chose to abstain from the discussion of Case 1. BMK and BMC agreed that the garnishment of wages option was the better of the two choices. BMF and BMC also discussed the repayment proposal and felt it to be fair assuming all the conditions of repayment were met on time and that all forthcoming dues are paid on time until the repayment is complete.
- BMF, BMC and TO will set up a meeting with the HO in case 1 to go over the details of the next steps.

- In case 2 the Board has decided to proceed by asking TO to send a letter to the attorney handling the foreclosure and inform him/her of the lien against the property.

### **Decisions**

- Motion by BMF to accept the HO repayment proposal in Case 1 with the conditions that all repayments are paid on time and that all future dues are paid on time until the point at which the balance is zero. Second by BMC, BMK abstained, motion carried.

## **Receipts for approval**

### **Information**

- Receipts for approval include:
  - \$221.35 to Robin Carlson for purchase of fall mums. This is 21.35 over the previously approved amount of 200.00
  - \$1300.00 for summer lawn weeding. This is the previously approved amount.
  - \$ 26.23 to BMC for breakers and fountain parts.
  - \$723.23 installment for annual insurance premium (email 10.9.07)
  - \$240.00 to Greenscape to blow out sprinkler system for winter (email 10.9.07)

### **Discussion**

- The Board discussed the amount of work and time taken in between meetings to hold email meetings in order to approve spending of small amounts of money (less than 100.00).

### **Decision**

- Motion by BMF to pay aged payables listed above. Second BMK, carried unanimously.
- Motion by BMK to allow Board members to spend or authorize spending in amounts up to 100.00 without Board prior approval. The receipts for these expenditures will be on the agenda for approval at the next meeting. Second by BMC, carried unanimously.
- Motion by email 10.09.07 by BMF to pay \$ 723.23 for insurance premium. Second by BMK, carried.
- Motion by email 10.09.07 by BMC to pay \$240.00 to Greenscape to blow out sprinkler system for winter Second by BMF, carried.

## **Website**

### **Information**

- Laurie Grasso, the new Webmaster, contacted Board members with questions as to what the agreements were with advertisers on the website. Laurie asked if there was a need to differentiate between a business listing and a real estate listing.

- All Board Members recall the agreement to be 100.00 for a real estate listing until it sells.

### **Discussion**

- Board members discussed Laurie's questions and concluded that there is a difference between a real estate listing and a business listing. Board members also discussed the possibility of a HO "garage sale" type listing. Board members reached the following conclusions:
  - At this time we would not offer a HO garage sale type listing as it could become an enormous amount of work for the webmaster.
  - We should continue to offer real estate listings for Woodlands properties only. The cost should be 100.00 per listing until the listing sells. The listing will be removed at the start of each new quarter (January 1, April 1, July 1, and October 1) unless the realtor contacts the webmaster that the property has not sold. If the realtor forgets to contact the webmaster, a re-listing fee of 25.00 will apply.
  - We should offer business listings as copy and paste items only. The cost for such listings should be 100.00/year, or 50.00/quarter, or 20.00/month. All business listing must first meet the approval of the WHOA Board.
- BMF agreed to contact Laurie Grasso to see if the above policies were reasonable from the webmasters perspective. BMF will also ask Laurie to put a counter on the site.
- BMK agreed to write up the advertising policy for the next meeting for formal approval and to post to the website.

## **Path Update**

### **Information**

- BMK had a meeting set up with Gary Wheaton of Bergman Co. to go through a formal contract for path repair, but Gary had to cancel. BMK will set up a new meeting this week.

### **Discussion**

- It was mentioned that in the sample work done by Gary Wheaton some of the patches were raised and Board Members wondered how this might impact plowing. BMK said that he would discuss this with Gary Wheaton when they met.

## **Tractor Repair and Maintenance**

### **Information**

- BMC said that the estimate for the John Deere tractor repair should be in soon. There will likely be a few routine maintenance items added to the estimate along with the repair amounts. As soon as the estimate is in BMC will ask for approval via email.

## **Trail Blowing and Snow Plowing**

### **Information.**

- Board members discussed the need to sweep the trails due to Fall debris. BMC agreed to contact Joel Rademacher regarding soliciting a volunteer to blow the trails.

- The Board examined the snow plowing contract for 2008-2010 presented by IDI.

### **Discussion**

- All board members agreed that the price for plowing was reasonable and that IDI does an excellent job

### **Decision**

- BMC moved to approve the 2008-2010 IDI plowing contract, second by BMK, carried unanimously.

## **Misc. Items**

### **Information**

- Lights are out at the main entrance and BMF and BMC agreed to examine these to see if they are on Woodland's property.
- Board members noted that fertilizer and crabgrass control is needed and that when blowing trails of lawn debris, sometimes it is blown on walkers. The current contract for lawn service goes through October 2007. Another vendor would like to bid on the lawn contract and BMK will provide them with a bid package before the next meeting.
- A bench is down near the covered bridge. BMC and BMF will lift the bench and BMC will look into the use of a glue for securing benches.
- There are broken/missing signs on 266<sup>th</sup> and 145<sup>th</sup>. The company that repaired a few signs in the past used the non-glossy paint. Board members have asked Joel to use the glossy version in future repairs.
- BMF will contact Joel Rademacher regarding December lighting project.

## **Warbler**

### **Information**

- Board members asked Jan to include thank yous to the following in the next Warbler: Fifth Addition Project Helpers, Brian Carley for trimming branches over paths, Dylan and Sarah Howard for providing skid loader work in the Fifth Addition, Treasurer Olson for his work relating to the Audit.
- Board members also asked to include in the Warbler the offer of two fountains that are in disrepair to any homeowner who would like them on a first come first serve basis.

## **Audit**

### **Information**

- Board members received a copy of the completed Audit. In summary the Auditors report concludes  
“ In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Woodlands of Livonia Homeowners Association as of December 31, 2006 and the results of its operations and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles.”
- Homeowners who would like to examine the complete audit may contact Treasurer Olson.

- The audit does suggest that for the future, the homeowners may want to consider an audit every third year and a review the other two years rather than an audit each year. It would save money and is what many other associations do.

#### **Decision**

- Email motion by BMF to pay 1250.00 for the Audit. Second by BMK , carried.

## **Budget for 2008**

#### **Information**

- Treasurer Olson provided Board members with data regarding 2007 actual expenses, 2008 projected expenses and 2008 projected income.

#### **Discussion**

- Board Members discussed possible projects for 2008. This included digging out and replacing mulch around shrubs in fifth addition, a fountain for the pond in the fifth addition, no swimming/ skating signs for some ponds.
- BMF asked the Board to think about the philosophy of how much work should be hired and how much should volunteers be doing for discussion at the next meeting.
- BMK asked the Board to think about additional projects that may need to be done next year and to bring ideas to the next meeting.
- BMK asked the Board to dedicate most of the next meeting to establish a budget for 2008.

Meeting Adjourned 10:45 p.m. 9.25.07

Minutes prepared by Jan Hewitt, approved on 12.14.07 by:  
Jim Katter  
Scott Fildes