

**APPROVED  
WOODLAND VILLAGE  
SPECIAL BOARD OF DIRECTORS MEETING MINUTES  
MARCH 11, 2010  
6:00 PM**

**BOARD MEMBERS PRESENT:** Fred England, President  
Bill Vanderslice, Vice President  
Robert Lissner, Treasurer Late  
Dan Jurkovics, Secretary  
Jacques Swain, Director

**OTHERS PRESENT:** Susan Toy, Provisional Manager  
Susan Keenan Associated Management, Inc.  
Gavin Silberschlag Associated Management, Inc.  
Jennifer Tennis, Maintenance Supervisor  
Lisa Finch & Jim Meyer Lifestyle Homes  
Homeowners per Attached Sign in Sheet

**CALL MEETING TO ORDER**

President Fred England called the Woodland Village Board of Directors meeting to order at 6:00 PM.

**ESTABLISHMENT OF QUORUM**

A quorum was established with three of the Woodland Village Board of Directors present.

\*Note to Minutes: R. Lissner and Dan Jurkovics arrived late.

**HOMEOWNERS COMMENTS**

None

**APPROVAL OF PREVIOUS MINUTES**

The Board reviewed the Minutes from the January 27, 2010 Board of Directors Meeting. J. Swain had a question on the fences; was the motion to remove the fences completely. He thought we were just going to let them rot. S. Toy advised the motion made per the recording of the meeting was to remove the fences. F. England stated he did not believe this was to remove the fences from the reserves not to remove the actual fences. We will put this on the next Board of Directors meeting to clarify the motion.

**J. Swain moved to approve the Minutes as written.**

**D. Jurkovics seconded.**

**Motion carried unanimously.**

**NEW BUSINESS**

**Review and Discussion of the Assessment for Phase 16.** F. England advised he received an email from Lifestyle Homes regarding payment of assessments by the Builder. In reviewing the CC&R's, we found that Lifestyle Homes has been paying assessments incorrectly. They are supposed to start to pay assessments on a phase when the first house is sold and closed. Since inception of the Association, we have been collecting assessments when the lots were recorded before anything has been built. We have collected quite a bit of money up front from the builder. What the proposal is and what has been discussed between our attorney and Lifestyle's attorneys is in Phase 16, the Builder will not pay assessments on bare dirt lots. The Builder has started foundations on approximately half the lots, the rest are bare dirt and will stay bare dirt. There will be no improvements until the rest of their inventory is sold. My recommendation and the attorneys are fine with this not collecting assessments on those lots that have nothing there. If they already poured the foundation or if they have done some work on a lot, they will still pay assessments. Those lots they have not started work on that are bare dirt, they are going to have to maintain themselves. There is not going to be a

fence, there is no common area attached to them so they will not pay assessments on these lots. So that's what the recommendation is, any questions from the Board. He opened it up to the homeowners and advised LSH had representatives there for any questions.

Lisa Finch from Lifestyle Homes asked about gray areas of maintenance. F. England advised we will do that when we go through the acceptance of Phase 16. He said he had not looked at it so we cannot talk about it. Lisa Finch stated this is something that really needs to be addressed. F. England said he had not heard about that specifically. Lisa Finch advised Peter Lissner emailed him about it. F. England stated he read the part about the assessments and if it was at the end of that, he did not read it. Lisa Finch stated it begins with "moreover, the issue of maintenance needs to be discussed." F. England stated he looked at it and said yes it needs to be looked at but he did not read it and it need to be on the agenda. Lisa Finch asked how they go about that. F. England advised it is not on the agenda so have Peter Lissner give me a call we will get this on the next agenda. We are not going to meet again for the next couple of months, at that time it is going to get voted on. R. Lissner said we need at least four weeks in advance as we need some lead time. F. England said a minimum of two weeks if I call a special board meeting. S. Toy stated our next regular meeting is end of April. R. Lissner stated it must be on the agenda. Lisa Finch stated she did not know how to get it going that is why she is asking. F. England said when Peter Lissner gets back tell him to give me a call. Lisa Finch stated Peter Lissner wanted her to address this issue. F. England said then give me a call tomorrow.

**F. England moved to suspend collecting assessments on lots that have no ground work done on them and no foundation until those lots have been started in Phase 16.**

**B. Vanderslice seconded.**

**Motion carried unanimously.**

Note to Minutes: J. Swain asked: "Not until the foundation is started?" F. England advised once the foundation is in, they are going to continue. In Phase 17, we will do it the way we are supposed to.

Review and Possible Acceptance of AMI Landscape Maintenance Contract for 2010. F. England advised he asked AMI to provide a contract for maintenance this year because he was supposed to get some paperwork completed and out for quotes but was unable to do so because of time constraints. So, he would like the Board's approval on AMI continuing their contract this year to do the landscape maintenance. Also, this includes weed control. They will not manage our maintenance staff this time, our staff will stay with us. This is specifically to do the landscape maintenance. The rip rap project would be a separate contract. If the Board does not want to do this, AMI is willing to do a week by week until we can get the bids out and back. Gavin from AMI is here to answer any questions about the landscaping.

J. Tennis asked what the contract covers. F. England advised the contract will cover mowing, edging, upkeep of the sprinklers and weeding. The Association will buy all the parts or supplies that are needed but AMI staff will do the work.

R. Lissner asked what the increase was from last year's contract. F. England advised it is approximately a \$20,000 increase from last year's contract but we budgeted for more staff and moved some things around.

J. Swain asked if we need more people will it be an additional fee. F. England said this is a flat fee that we will pay over the seven or eight months. If more people are needed, it will be included in the contract. It is a flat fee of \$66,000 divided by seven or eight months.

F. England also advised that our compliance staff will also be inspecting the common areas and we will let AMI know if there are any problems with these areas.

The contract is a flat fee this year but it may change next year when we go out to bid. However, AMI thinks they can get the work done for this amount. Outside of this bid, we have made arrangements with AMI to get the pre-emergent out next week. AMI advised that the pre-emergent is actually being done this week and this is a separate job.

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R. Lissner asked what staffing do you expect to need this year and didn't we have more staff last summer. F. England advised the staff we have right now, two maintenance staff is all we are going to use this year. Last year we hired 2 additional staff members a couple of times. R. Lissner stated this would have been easier if they had some sort of financials. F. England advised it would have but he did not have the time because of personal problems.

**R. Lissner moved to approve the AMI Landscape Contract for 2010.**

**B. Vanderslice seconded.**

**Motion carried unanimously.**

Review a Draft of the Fine & Amnesty Schedule and the Late Fees. F. England advised this issue was one that was very hard to hear on the recording from the last meeting. We talked to the Association attorney regarding the reduction of late fees and she advised that we cannot reduce the late fees as they are spelled out in the CC&R's. What we are trying to do is to put a push on compliance not to collect fines. The attorney advised that we could remove the fines after the homeowner becomes compliant as the purpose of the fining is not to collect fines but obtain compliance from the homeowners. The Fine and Amnesty schedule is ready to go out and we will mail this to all homeowners.

**J. Swain moved to approve the Fine and Amnesty Schedule as amended**

**B. Vanderslice seconded.**

**Motion carried unanimously.**

#### **TRANSITION**

Review and Possible Acceptance of Phase 16 Common Area Turnover Report from Declarant to Association provided by Resource 1. F. England explained that for Resource1 our inspector was supposed to be out today but because of the snow was not able to do the inspection. This item will have to be moved to the next meeting.

Acceptance of Phase 16 Common Area Landscape Map provided by G&G Nursery. F. England asked if we have the map from G&G Nursery. S. Toy advised we do have the map and it was reviewed at a previous Board of Director's meeting.

**Motion: F. England moved to accept the map as provided for the Common Area As-Built for Phase 16 Common Area Landscape.**

**B. Vanderslice seconded.**

**Motion carried unanimously.**

**Note to Minutes:** R. Lissner asked that it be noted that he did not vote on the above issues as he just arrived at the meeting. F. England stated he was 15 minutes late for the meeting.

Review and Possible Acceptance of Phase 15 Common Area. F. England explained that for Resource1 our inspector was supposed to be out today but because of the snow was not able to do the inspection. This item will have to be moved to the next meeting.

#### **HOMEOWNERS COMMENTS**

A homeowner stated they receive an annual letter about pre-emergent for weeds and they are doing our best. She said she would rather receive a letter from the IRS then to receive a compliance letter from the Association. It should not be that way and they should not live in fear. S. Toy advised the compliance staff does certain sections of the Village each week. F. England stated the staff is here to help you. We do not ask people to plant grass and those kinds of things right now. We put those items on a winter extension normally about October. There are people from last year that have dead weeds that are three feet high by their house. Those are the ones that we are trying to get compliant. Yes, you may get a letter or two and this is something that we don't want to send out. Normally, if you call and talk to the staff, we have had some people call and say look I have been on vacation, great not a problem, please get it done. The homeowner

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stated they had been away for six weeks. F. England said on something like that if you let the staff know that you are gone they will take care of it. You can also let security know that you are gone and they will do a special check on your house that would be paid for. So yeah, but we have to do things consistently, that's where the letters are at.

A homeowner asked if we could put trash receptacles at each entrance to the walkways throughout the community so she does not have to carry her pet waste back home with her. F. England advised we do supply mutt mitts but for the Association to put that many trash cans would probably take a staff person most of the week to take care of them. The cans would be vandalized or destroyed even if they are bolted down and it would be too expensive to supply these throughout the community. If you have a dog you have to take care of it. The only place we have a trash can is at the dog park. It is an ordinance that you clean up after you dog.

J. Tennis, Maintenance Supervisor, stated the Association has lost a lot of shrubs around Forest Park due to homeowners allowing their pets to urinate on the plants. Several homeowners have approached her to find out if these shrubs are going to be replaced because they have to replace shrubs in their yards. So when there are a bunch of shrubs that are missing in one spot, are those going to be replaced? Her take on it is that since people are not stopping their dogs from urinating on the plants, why should we put more plants in the park. F. England stated if they have a problem about plants not being replaced in the park, have them call the office and then it will come to the board. S. Toy asked if the people complaining live around Forest Park. J. Tennis replied they are from all over. S. Toy said there are people that live near the park that just let their dogs out and they run loose in the park and the owners are not even outside.

The homeowner also asked who plants the shrubs and trees. F. England stated the Builder/Developer hires someone to plant the trees and then if they need to be replaced, the Association replaces them. The homeowner commented that last year on New Forest, she is not sure when they did it but half of the trees died and she wanted to know if they were planted at the wrong time of year. F. England stated he did not know as the builder/developer planted the trees.

**ADJOURNMENT**

There being no further business the Board of Directors Meeting was adjourned at 8:15 pm.

Respectfully submitted,

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Susan Toy, Provisional Manager  
Woodland Village

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Dan Jurkovics, Secretary  
Woodland Village