

## Wildwood Homes, Inc. Follow-Up/Action Item Report

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Subject: Recap of the September 2023 Board of Directors Meeting  
 Board Present: Shelley Jones, Tim Lord, Kent Schwob, Dawn Warner  
 Board Absent: None  
 Attendees: Julie Schaefer CAM; Officer Jeremy Warman, CO; One Homeowner (Ms. Cooper)  
 Homeowners: None  
 Called to Order: 6:50 PM  
 Adjourned: 8:50 PM

ASSOCIATED NOTES	RESPONSIBLE PARTY NOTES/COMMENTS/ ACTIONS	STATUS
1. Action Item Report/Recap was approved unanimously in lieu of Minutes. Agent will file in community records	Julie Schaefer	Done
2. Security Report: <ul style="list-style-type: none"> <li>Officer Warman attended the meeting to provide the security report.</li> <li>Officer spoke with resident at 6915 Chrysler concerning the dogs being left outdoors unattended.</li> <li>Officers spoke with resident at 6907 Wildwood Court regarding footage of unloading what appears to be construction debris from vehicle. Resident stated their was their personal trash as they are renovating the unit due to back up issues with plumbing.</li> <li>Issues with parking on the grass have been addressed by officers and seem to be improving.</li> <li>Officer received report of theft from vehicles (parking lot areas) on Oakwood Trail closest to Coffman Rd.</li> <li>Board requested a welfare check on resident on Georgetown Rd side of property. Officer will follow up</li> <li>New Chrysler Solar Camera is installed and online, will need some adjustments for proper view – Tim will communicate this to the tech at 24-7Security.</li> </ul>	Jeremy Warman Sargent Anderson	Ongoing
3. Owner Open Session: <ul style="list-style-type: none"> <li>Ms. Cooper reported that her unit at 6910 Chrysler has an issue on the 1<sup>st</sup> story wall where bees were recently treated, the wall appears to be soft and downspout disconnected. Agent will submit a work order to inspect and repairs if Association responsibility.</li> <li>Ms. Cooper also reported an issue with the unit at 4809 Oakwood Trail having a disconnected downspout and an issue with the foundation. Agent will submit work order to inspect.</li> </ul>	Julie Schaefer	Done

<p>4. Treasurers Report: Report presented at this time.</p> <p>One lien executed in executive session; agent will send to attorney.</p> <p>CD set to mature on October 23, Agent has discussed with member of the banking team who has offered suggestions for products that the Board may be interested in for reinvestment. Agent will request call with Banking Team member at next meeting. *Email sent to banking team on 10/3</p>	Julie Schaefer	*Done
<p>5. The Board reviewed proposals for contracted services. After some discussion the following vendors were selected for the following services:</p> <p>Landscaping: BLC Outdoor, 2024-2026</p> <p>Snow: BLC Outdoor, 2024-2025/2026</p> <p>Pond Care: ASAP Aquatics, 2024-2026 + Prepay option</p> <p>Gutter Clean: BLC Outdoor, 2024-2026</p> <p>Time Block: AOC, 2025-2025</p> <p>Agent will notify vendors of contract selections. *Sent 9/27 &amp; 10/3</p>	Julie Schaefer	*Done
<p>6. The BOD reviewed and discussed the proposals related to the playground, renovation vs. removal. The Board elected to renovate the playground as needed for now due to cost. Agent will inform AOC to schedule work as soon as possible. *Sent 9/27</p>	Julie Schaefer	*Done
<p>7. Proposal to replace a leaning and cracked section of sidewalk was reviewed from Halls, approved unanimously. Agent will send approval to vendor. *Sent 9/27</p>	Julie Schaefer	*Done
<p>8. The Treasurer presented several documents utilized in helping him develop the 2024 Budget. After discussion and review the Board approved the 2024 Budget as presented which equates to a fee amount of \$190/unit/mo. Agent will input the budget into CASI system for processing.</p>	Julie Schaefer	Done
<p>9. The Treasurer presented information to be mailed with the 2024 Budget if possible. This included a 2 sided color newsletter, comparison chart for Association fees in Pike Township, and 2024 Dues breakdown sheet. Due to the unique nature of the budget mailing it is limited to 6 pages and color copies are not an option. After some discussion the Board decided that the Budget mailer will include the standard documents such as the cover letter (revised), delinquency policy, and standard one year budget. Will revise the cover letter to update fee amounts, dates, etc. and send draft to Board.</p> <p>Agent will inquire if the 2 page newsletter can be included in color or not. Will also inquire of cost to mail copies of the documents Tim drafted vs. printing and mailing. *Sent question to Karla 10/4</p>	Julie Schaefer	*Pending
<p>10. Board reviewed and signed multiple documents related to change in insurance policy and finalization of repairs to insurance claim for fire damage. Agent will save in community file and send out to appropriate parties.</p>	Julie Schaefer	Done
<p>11. Member reported issue with dead tree that was installed last year at 6939 Wildwood Court, has been hit by mowers/trimmers. Will send photo to agent. <i>*Photo sent, Agent sent to Owner of BLC with request for warranty replacement and additional info. Tree will be replaced,</i></p>	Julie Schaefer	*Done

<i>pending installation in the Fall.</i>		
12. Capital/Reserve Projects that may be considered for 2023: a. Shed Replacements – Request updated list from AOC (most severe should be captured on time block inspection work) b. Concrete work – Request a price per lineal ft (if possible) and associated cost per 1 building.	Julie Schaefer/Vendors	Pending
13. Next Board Meeting: October 18, 6:30 PM Location: Wildwood Clubhouse	ALL	Ongoing

Board of Directors

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Date

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