

# Wildwood Homes, Inc.

## Action Item Report | October 2016

ACTION ITEM	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
Draft Meeting Minutes	Anita Simmons	Pending
Post signed minutes to website.	Tim Lord	Pending
Draft Action Item Report	Julie Schaefer	Done
Monitor the IPL meter in the clubhouse to note any anomalies.	Tim Lord	Ongoing
Obtain revised estimates for new HVAC (furnace/AC) in the Clubhouse. The estimates should be for 3.5 & 4.0 ton units, Bryant and Carrier (or comparable) brands. Request variable stage unit.	Julie Schaefer	Pending
Submit documentation approving write-off of delinquent account for ██████████ (██████) in the amount of \$7880.76. Board Minutes or email from Board Officer will be sufficient.	Anita (Minutes) or Any Board Officer	Pending
Inform BLC Outdoor the Board has approved their proposals for 2016/2017 snow removal, and 2017 landscaping services. Send thank you (and decline services) message to additional contractors whom submitted proposals.	Julie Schaefer	Done
Proceed with necessary paperwork (when available) to obtain to permits for signs.	Tim Lord	Pending
Communicate with homeowner at ██████ Wildwood Court in regard to issue of bricks/grade along the side of this building. Also communicate pest control measures if needed.	Julie Schafer	Pending
Inform Homeowner of approval for window replacement on Chrysler.	Olga Hunt/Julie Schaefer	Done
Inform Homeowner of approval for installation of privacy fence on Wildwood Court once all necessary documents have been submitted by owner.	Olga Hunt/Julie Schaefer	Pending
Follow up on information regarding estimates for re-stripping the parking areas, including repainting of the parking numbers	Julie Schaefer	Pending