

Community Association Services of Indiana

To:

Wildwood Homes Board of Directors Julie Schaefer, Community Manager

From: Date:

4/25/17

Subject:

Recap of the 4/19/17 Board of Directors Meeting

Board Present:

Tim Lord, Kent Schwob, Anita Simmons

Board Absent:

Attendees:

Julie Schaefer, CASI; Jeremy Madriz, Wildwood Courtesy Officer

Called to Order: 6:35 p.m.

Adjourned:

8:45 p.m.

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
1. N/A	Jeremy provided the monthly security report, will follow up on report of loose dogs roaming the community	Done
 Kent will alter the proposed security contract to include terms, cancelation terms, and update language regarding communication. 	Kent Schwob (contract) -Done Julie Schaefer (send to Attorney) — Pending Jeremy response BOD (provide any additional input) - Done	Done
 Discuss plan regarding security/maintenance contractors with Associa leadership and possible terms for ending necessity. 	Julie Schaefer Annette Byrd	Pending
4. Discuss cost of mulch invoice with BLC.	Julie Schaefer	Done
5. Inquire with Collections regarding credits on settle accounts. Inquire with collections regarding recent activity on the collections resale.	Julie Schaefer, Ron Finin – Closing way May 3 but no resale paperwork has been received to date, this was a foreclosure so the likelihood that any past due funds were collected is slim. Will follow up next month.	Done
6. Instruct CASI accounting to write-off uncollectable baddebt for accounts: for \$6045.24 and for 8796.51. Motion was made by Tim, seconded by Kent and passed unanimously.	Julie Schaefer, Ron Finin – Pending signed	Pending
7. Approve estimate for tree work per Board. Motion made by Kent to accept estimate from AOC, seconded by Tim and passed unanimously.	Julie Schaefer	Done
8. Discuss parking lot painting plan with Otto's, approve proposed dates of 5/11,5/12 but request the rain dates be changed to 5/18, 5/19. Arrange for large (Yard Greetings) signs to be installed on Monday before work to begin.		Done
9. Inquire/discuss with Otto's the current layout of assigned parking lot spaces to confirm all lots will be marked with appropriate numbers (current system). Discuss with Jeremy his possible availability (or availability of additional officer for purpose of having vehicles moved/knocking or doors/towing.	/ Julie Schaefer	Done

10. Instruct AOC to remove the handicap parking sign located in the space nearest Chrysler, store sign in clubhouse garage for possible future use. Instruct Otto's NOT to mark this space handicap when painting done.	Julie Schaefer	Done
11. Approve estimate for shed replacement per AOC estimate for two locations on Chrysler (marked 9 and 13 on estimate). Motion to approve made by Tim, seconded by Kent and passed unanimously.	Julie Schaefer	Done
12. Send ongoing covenant violation issue to Steven Earnhart for legal remedy as owner has not responded to any request for needed repairs/maintenance. Motion made by Kent, seconded by Tim and passed unanimously.	Julie Schaefer	Done
13. Resale of Chrysler	Kent discussed the resale of 6918 Chrysler which has been finalized. Utilities have been transferred to the new homeowner.	N/A
14. Obtain estimate for repairs on storm drain/collar on Wildwood Court.	Julie Schaefer	Done
15. Clubhouse rental issues were discussed, Kent will obtain an estimate to repair/paint the areas that were damaged by previous rental, and obtain a paint match. Considering the cost of paint and hiring a contract to do repairs, the work will likely exceed the cost of repairs and that other infractions were committed (furniture taken outside)—the damage deposit will not be returned to the renter who caused damage and any future use of the clubhouse is denied.	Kent Schwob – Obtain estimate, have repairs made Julie Schaefer – Communicate with homeowner regarding deposit, future rentals, etc.	Done
16. Inform owner whom has requested their assigned parking space be moved that unfortunately the Board cannot grant this request due to the nature of the parking lot layouts — but that owner is welcome to park in any unmarked space if they so choose.	Julie Schaefer	Done
17. Issue payment for Spring installment of property taxes for property located on Georgetown Rd — arrange for Fall installment to be paid in advance of due date.	Julie Schaerer	Done
18. Discuss with AOC cleaning up of the clubhouse garage/office, keys for marquee sign.	Julie Schaefer – AOC has located the marquee sign keys – Agent has one copy, the second copy has been marked and is located in the clubhouse office. Also – Steve Roberts will have two technicians tidy up and clean the garage and office area at no charge to Wildwood.	Done
19. Conduct final review of "Board volunteer" letter included in the last Board Meeting packet and advise if ok to begin preparations to mail to all owners and copies for Homeowner who volunteered to distribute by hand.	ALL BOARD MEMBERS	Pending

Board of Directors	Date
Kent Schweb	
Vin Lord	
anta Summon	