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 Community Association Services of Indiana

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 5/25/17
 Subject: Recap of the 5/17/17 Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob
 Board Absent: Anita Simmons
 Attendees: Julie Schaefer, CASI; Jeremy Madriz, Wildwood Courtesy Officer
 Called to Order: 6:35 p.m.
 Adjourned: 8:31 p.m.

| ACTION ITEM/ASSOCIATED NOTES | RESPONSIBLE PARTY AND NOTES/COMMENTS | STATUS |
|---|--|---------|
| 1. Jeremy provided the monthly security report. <ul style="list-style-type: none"> - 1 call for voluntary detention - 1 warrant arrest - Instructed to provide unit check at [REDACTED] Chrysler - [REDACTED] Chrysler – Owner removed Jeep as requested (inoperable) | N/A | N/A |
| 2. Homeowner Open Forum: 1 owner present to report concerns: <ul style="list-style-type: none"> - Oakwood Trail ([REDACTED]) - Resident children are not placing trash in the dumpster, requested we report to parent as she believes she is unaware. - Oakwood Trail ([REDACTED]) - Report of suspicious activity (multiple short visits, different vehicles) at unit (Address provided). | Jeremy Madriz <ul style="list-style-type: none"> - Will speak with adult resident about children/trash issue Julie Schaefer <ul style="list-style-type: none"> - Will send letter to resident about children/trash issue Jeremy Madriz <ul style="list-style-type: none"> - Will monitor area reported with suspicious activity | Pending |
| 3. Minutes of previous meeting approved and signed. Will scan and submit to accounting for processing of action items (write-offs) and return to next meeting for final member signature. | Julie Schaefer | Done |
| 4. Kent will follow up with contractor Dan Gushee regarding painting estimate for clubhouse (related to the damage by rental party). | Kent Schwob | Pending |
| 5. Tim provided the Treasurer's report and financial update. Tim has not added pre-paid assessments to his reporting as this is a liability and useful to track. | N/A | N/A |
| 6. Follow up with Attorney Steve Earnhart regarding the owner maintenance responsibility table update to include the addition of the "reporting policy". | Julie Schaefer | Done |
| 7. Inquire with Collections regarding notes on account 00106-5798 and resale/possible collection of past due amounts. | Julie Schaefer, Ron Finin <ul style="list-style-type: none"> - Waiting on resale information from title company, no payments have posted thus far regarding any resale. Will continue to monitor. | Done |
| 8. Instruct CASI accounting to write-off uncollectable bad-debt for accounts: [REDACTED] for \$6045.24 and [REDACTED] | Julie Schaefer, Ron Finin <ul style="list-style-type: none"> - Signed minutes have been provided to | Done |

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| for 8796.51. Motion was made by Tim, seconded by Kent and passed unanimously at previous meeting. | CASI Accounting to process write-off's. | |
| 9. Approve estimate for removal of limbs and debris was approved unanimously. Agent to authorize AOC to begin work. | Julie Schaefer | Done |
| 10. Estimate for replacement of retaining wall at ██████ Oakwood Trail was reviewed. Board inquired about possibility of using the existing timbers instead of replacement. Agent will inquire with AOC. | Julie Schaefer, AOC - AOC reports the existing timber condition would not allow for re-use but will provide a new estimate using new material of the same type as existing. | Done *Pending estimate from AOC |
| 11. Estimate to replace the remaining siding on building located at ██████, ██████ Chrysler with the caveat that all siding much match the newly installed siding on ██████ Chrysler. | Julie Schaefer | Done |
| 12. Request additional estimate for the cost to replace all siding (4 units) of the same style as the building located at ██████, ██████, ██████, ██████ Chrysler, | Julie Schaefer | Done *Pending estimate from AOC |
| 13. Instruct AOC to remove the handicap parking sign located in the space nearest ██████ Chrysler, store sign in clubhouse garage for possible future use. Instruct AOC to install the STOP sign that is currently located in the garage at the exit of Oakwood Trail closest to ██████ | Julie Schaefer | Done |
| 14. Estimate from BLC Outdoor for misc. landscaping items as requested by various homeowners approved unanimously. Agent to provide approval to vendor. | Julie Schaefer | Done |
| 15. Request BLC Outdoor provide more details on invoices. | Julie Schaefer | Done |
| 16. Inquire with BLC regarding item that was provided on estimate as nothing found. | Julie Schaefer - BLC had incorrect address, the issue is located at ██████ Oakwood Trail, BLC will revisit to evaluate. | Done |
| 17. Obtain revision to estimate for repair of area around storm drain collar on Wildwood Court to be installation of asphalt square 6'-8' around the collar. | Julie Schaefer | Done |
| 18. Board reviewed the inspection report provided by AOC, items to be completed on the biweekly time block report for now. Board will review what items are being completed and how quickly over the next two months (June and July) and revisit the frequency for the visits. Agent will review the list for items already completed (such as the timber removal), and missing pages for Oakwood Trail and Wildwood Court. | Julie Schaefer - The full list was provided but did not transfer over to the management report, the full list is include (without my edits for duplicate or completed items). | Done |
| 19. Security related to Board Meetings and service work was discussed and tolls to document and measure activity. The possibility of having the Courtesy Officers provide a report was discussed. Another item that could be used would be a "beat or call" report. | All - Discuss with officers at next meeting the possibility of developing a report. Kent Schwob - Kent will investigate what reports might be available from the City/Mayor's website. | Pending |
| 20. 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 | ALL BOARD MEMBERS | Pending |



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| Homeowner who volunteered to distribute by hand. | | |
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Board of Directors

Date
