

## **Community Association Services of Indiana**

Wildwood Homes Board of Directors To: Julie Schaefer, Community Manager From:

8/21/17 Date:

Recap of the 8/17/17 Board of Directors Meeting Subject: Tim Lord, Kent Schwob, Anita Simmons, Teresa Brooks Board Present:

None Board Absent:

Julie Schaefer, CASI; Jeremy Madriz & Jason Norman, Wildwood Courtesy Officers Attendees:

Homeowners:

Called to Order: 6:51 p.m. (Following the security report and Owner's open forum)

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
<ol> <li>Jeremy &amp; Jason provided the monthly security report.</li> <li>Reported vehicle theft/burglary was determined to be an "inside job" – a family member of the victim committed the act</li> <li>Domestic issue previous month, Officers have reached out to the victim to no response</li> <li>Dumpster #7 was allegedly set fire and destroyed, Officers have spoke with several residents and children in WW who reported a young man by the first name "William" set the fire. Officers will follow up with additional information if available.</li> <li>An issue with a van parking on the grass near the first building as you enter from Georgetown was reported. Photos were provided to the Officers.</li> <li>Additional vehicles parking on grass was reported to as well, officers will follow up.</li> </ol>	Jeremy/Jason	Done
Homeowner Open Forum:     No Homeowners present this month	- N/A	Done
3. Minutes of previous meeting approved and signed and	Julie Schaefer	Done
<ul> <li>4. Tim provided the monthly financial report. <ul> <li>Inquiry regarding lack of payments from the HOA Attorney this month (collections)</li> <li>Issue with coding for landscaping services (6100) that was mis-coded to snow removal (6442)</li> <li>Question regarding Huddleson unit – if occupied and if HOA could make offer to forgive debt in exchange for unit.</li> </ul> </li> </ul>	Julie Schaefer  - Submit recode request for \$2250 from 6442 to 6100  - Huddleson unit does appear to be occupied per Officer Norman. Attorney also reports Ms. Huddleson's adult son resides in the unit and that is the reason she is attempting to keep the unit, she lives out of State. Attorney has retained a law office in NC to assist with pulling the unit from the recent bankruptcy.	Done
5. Board inquired about any timeline/expiration for further litigation regarding the pool removal lawsuit.	Julie Schaefer - Submit inquiry to Attorney	Done
6. The Board reviewed the estimate for repairs to the wheelchair ramp located at Georgetown Rd – Board determined this is an owner add-on, and therefore a Homeowner responsible item. Agent to inform owner and send copy of estimate.	Julie Schaefer	Done

An estimate to repair the eave/overhang/"chicken ladder" at Mildwood Court was reviewed. The board wants to further evaluate the issue before proceeding with the location (if one side, or both).	ulie Schaefer  - The estimate was for one side only rebuild of the area – an updated estimate is attached.  Board  - Board please review estimate and structure to decide.	Done (Julie) Pending (Board)
8. An estimate for tree pruning and removal was reviewed. The Board approved unanimously and asked that two locations be identified and be included, low limb in front of Time Lords unit to be removed for view of the clubhouse. Pine on Ct near Anita & Kent's units – remove the dead, bare, lower limbs so that children can no longer climb on the tree. Agent will provide approval to contractor.	Julie Schaefer	Done (Julie) Board (Pending)
<ol><li>An estimate to change two parking space locations was approved unanimously by the Board, agent will provide approval to the contractor.</li></ol>	Julie Schaefer	Done
10. Instruct Attorney Steve Earnhart to draft a cover letter for the responsibility table to be distributed to all homeowners. Board to review in detail and send any questions or possible additions to agent for communication to the attorney.	Julie Schaefer Board	Done (Julie) Board (Pending)
11. The Board discussed 2018 contracted services, Agent will obtain estimates for both landscaping and snow removal and add into the specifications that spring shrub trimming should occur no later than May 16.	Julie Schaefer	Pending
12. Agent will research where association payments for Oakwood Trail are originating from.	Julie Schaefer  - Payments appear to be coming in via an online banking service – the check numbers for all payments since 2015 are "777777" – this is typical of an "push" payment where the owner has it setup to pay automatically from their financial institution to WW on a set date.	Done
13. The fence on the NE side of the community was discussed again and possible replacement or maintenance options. Agent will obtain estimate for a survey to determine the exact location of the property line for Board review and moving forward. Contacting neighbors on Coffman if necessary will be next step, then obtaining an estimate for a "Simtek" style fence. Tim will send Julie contact information for survey.		Pending (Julie) Done (Tim)
14. Painting of the damaged beams in the clubhouse was discussed. The contractor will return to complete additional prep work, and completely repaint the beams. A new can of paint will be purchased for his work. Kent will communicate with Dan Gushee (vendor) regarding the work and pricing.	Kent Schwob	Pending
15. It was noted a fence was recently installed at Oakwood Trail – Agent to investigate if any ACR was submitted.	Julie Schaefer - No ACR on file. A letter has been sent (along with a blank ACR)	Done
16. It has been reported the dumpster #6 metal plate has	Julie Schaefer	Done

fallen – Tim will send photo, Agent will have AOC repair on	- Plate was reset on 8/18/17	,
next visit.		
Board of Directors	Date	