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 Community Association Services of Indiana

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 9/25/17
 Subject: Recap of the 9/20/17 Board of Directors Meeting
 Board Present: Tim Lord, Anita Simmons
 Board Absent: Kent Schwob, Teresa Brooks
 Attendees: Julie Schaefer, CASI; Jeremy Madriz & Jason Norman, Wildwood Courtesy Officers
 Homeowners: None
 Called to Order: 6:51 p.m. (Following the security report and Owner's open forum)
 Adjourned: 8:05 p.m.

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
1. Jeremy & Jason provided the monthly security report. <ul style="list-style-type: none"> - One person cited for parking on grass (after being warned previously) - Follow up on issue of loose dog – dog owner resides on Wildwood Court, has been sent notice and contacted by Jeremy in person. - Tim provided information from the City of Indianapolis in regard to dog ordinances and policies. Tim will also post the information to Wildwood's website. - Tim reported a blue cart parked on the grass near the fence behind the homes on Wildwood Ct – Jeremy will inquire with Kroger to determine if this cart belongs to them. - The need for a "run report" was discussed with the officers. Jeremy indicated the old style of report was no longer available due to privacy issues and changes in recent law. It was discussed that additional reports may be available via the publicly accessible website – Jeremy will investigate further and provide reports to the Board and Agent if available. The goal is to provide a one month report ASAP, then provide another report one month later to measure and gauge crime in the area. 	Jeremy/Jason Tim Lord	Pending
2. Homeowner Open Forum: No Homeowners present this month	- N/A	Done
3. Minutes of previous meeting approved and signed by the members in attendance. Agent will bring minutes to the next meeting for additional member signatures.	Julie Schaefer	Done

<p>4. Tim provided the monthly financial report.</p> <ul style="list-style-type: none"> - Issue with the additional 10K transfer was discussed, Agent will work with CASI Accounting to correct the issue. - It was suggested that no additional write-off's (bad debt) be approved for the remainder of 2017. - Question regarding account ██████████, need to inquire if this is in collections, if not – why/turn over. 	<p>Julie Schaefer</p> <ul style="list-style-type: none"> - Work with Karla to return 10K transfer and document appropriately. 	<p>Done</p>
<p>5. Tim presented the first draft of the 2018 budget. Several items of interest were discussed, including the addition of a reserve budget line item of 40K for Fencing. Additional review of the budget was tabled until the next meeting so that all Members may review and discuss other possible modifications.</p>	<p>All</p> <ul style="list-style-type: none"> - Review for possible modifications 	<p>Pending</p>
<p>7. An estimate to repair the eave/overhang/"chicken ladder" at ██████████ Wildwood Court was reviewed. The board tabled any further action until additional members were available to review and photos made available.</p>	<p>Julie Schaefer</p> <ul style="list-style-type: none"> - Agent has obtained photos of the issue from AOC <p>Board</p> <ul style="list-style-type: none"> - Board please review photos, etc. 	<p>Done (Julie) Pending (Board)</p>
<p>8. An estimate for drainage solution at ██████ Oakwood Trail was reviewed. Tim made a motion to approve the estimate, Anita seconded. Agent will provide the AOC with the approval to begin scheduling work.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>9. An estimate for a gutter repair and drainage solution for ██████ Oakwood Trail was reviewed. Tim made a motion to approve the estimate, Anita seconded. Agent will provide AOC with an approval to begin scheduling of work.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>10. An estimate for replacement of a damaged sewer drain was reviewed. It was determined that tree roots over time had damaged the existing sewer line and will likely continue to do so due to breaks and damage in the line. Tim made a motion to approve the estimate, Anita seconded. Agent will provide AOC with approval for scheduling of the work.</p> <p>It was also requested the Agent obtain an estimate to remove the tree which has caused the damage, (that estimate will be included with this report).</p>	<p>Julie Schaefer Board</p>	<p>Done (Julie) Board (Pending tree decision)</p>
<p>11. Progress on the walkthrough inspection list was reviewed. The Board will continue weekly visits and review again at the next meeting.</p>	<p>All</p>	<p>Done</p>

<p>12. 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.</p>	<p>Board</p> <ul style="list-style-type: none"> - Review each item for any possible inquiry or modification <p>Julie Schaefer</p> <ul style="list-style-type: none"> - Follow up with Attorney regarding the table. Exterior doors and windows specifically has been questioned as a HOA resp items. - Follow up with the Attorney regarding the cover letter and completion of the table. 	<p>Pending response</p>
<p>13. Agent presented an issue regarding 3 invoices from Rocklane Roofing – Rocklane audited their records and found three invoices from 2016 that were not paid. Agent has been unable to locate any previous payment or any records of receipt of the invoices, however the work was approved and completed. Tim suggested we request a 20% discount for full payment, or the invoices will be paid in installments from October-December. Agent will communicate with Rocklane.</p>	<p>Julie Schaefer</p>	<p>Done *Awaiting response</p>
<p>14. Information was provided in regard to the dumpster that was recently destroyed on Oakwood Trail – Ray’s trash has invoiced Wildwood for replacement of the dumpster. The Board discussed and has agreed to pay. Agent has also been working with Shawn Brock of the City of Indianapolis, and Susie Denton of Ray’s trash to possibly obtain larger dumpsters – Susie and Shawn inspected the property and have agreed to provide larger dumpsters. The new dumpsters should be installed sometime mid-October, until that time Ray’s will also add on additional pick up per week to assist with the large amount of waste. There should be no additional cost to Wildwood for this service or dumpsters.</p>	<p>N/A</p>	<p>Pending</p>
<p>15. Two invoices for recent sewer cleanings were presented to the board along with requests for reimbursement. One receipt clearly indicates roots were removed from the line (for owner Fosterson), this invoice will be reimbursed. The second invoice did not state the cause of the blockage – the Board tabled any decision on reimbursement of this invoice until the line can be inspected via camera to determine if damage from roots caused the blockage or if another issue. Agent will obtain inspection report for board review. Agent will also submit reimbursement for Fosterson.</p>	<p>Julie Schaefer</p>	<p>Pending</p>

<p>16. 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 and cost estimates for fencing options. Contacting neighbors on Coffman if necessary will be next step, then obtaining an estimate for a "Simtek" style fence.</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>17. Painting of the damaged beams in the clubhouse is pending. A new can of paint has been purchased for the work, any additional will be stored for future use.</p>	<p>Kent Schwob</p>	<p>Pending</p>
<p>18. It was noted a fence was recently installed at [REDACTED] Oakwood Trail – Agent to investigate if any ACR was submitted.</p>	<p>Julie Schaefer - No ACR on file. A letter has been sent (along with a blank ACR)</p>	<p>Done</p>
<p>19. The Board discussed 2018 contracted services, Agent has requested proposals for landscaping and snow removal and add will present for consideration at the next Board meeting.</p>	<p>Julie Schaefer - Pending receipt of additional estimates</p>	<p>Pending</p>

Board of Directors

Date

