

## Wildwood Homes, Inc. Follow-Up/Action Item Report

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Date: 11/1/17  
 Subject: Recap of the 10/18/17 Board of Directors Meeting  
 Board Present: Tim Lord, Kent Schwob  
 Board Absent: Teresa Brooks, Anita Simmons  
 Attendees: Julie Schaefer, CASI; Jeremy Madriz & Jason Norman, Wildwood Courtesy Officers  
 Homeowners: None  
 Called to Order: 6:32 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"> <li>- An abandoned vehicle has been confirmed in the community and is set to be towed.</li> <li>- Call on Chrysler was reported – false alarm.</li> <li>- Tim presented an Incident Report and Police run map obtained from the City of Indianapolis website. After review of the information, Agent will submit to management for consideration in lifting the security requirement for Associa OnCall.</li> <li>- Tim will send the link to obtain this information from the city website to the group.</li> </ul>	Julie – Information has been presented and management has agreed to life the security requirement with the provision that two technicians must be present while working.  Tim Lord – Provide link to other members, CO's, Agent	Done (Julie) Pending (Tim)
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
4. Tim provided the monthly financial report. <ul style="list-style-type: none"> <li>- Issue with the additional 10K transfer was discussed and has been resolved, will be present on the October Financial Statement</li> </ul>	- N/A	Done

<ul style="list-style-type: none"> <li>- It was suggested that no additional write-off's (bad debt) be approved for the remainder of 2017.</li> </ul>		
5. Tim presented the 2018 budget. Several items of interest were discussed, including the addition of a reserve budget line item of 40K for Fencing. The Budget was approved unanimously. Agent will submit to accounting for finalization and distribution.	Julie Schaefer	Done
6. The Board review the enclosure items for the annual coupon booklet/budget mailing. The cover letter, snow letter, and delinquency policy were all approved as submitted and will be included with the coupon booklet.	Julie Schaefer	Done
7. The Board discussed clubhouse cleaning and restocking, especially prior to a rental. Agent will inquire if a "reminder" is available to have the clubhouse serviced prior to rentals.	Julie Schaefer	Pending
8. As of meeting time the clubhouse did require a general cleaning and restocking – Agent to have service arranged before rental on 10/20.	Julie Schaefer	Done
9. The Board reviewed bid comparisons for 2018 landscaping and 2017/2018 snow removal – the proposals from BLC (current vendor) were approved unanimously. Tim Lord signed the contracts on behalf of the Board, Agent will send copies to the vendor.	Julie Schaefer	Done
10. Additional information regarding the estimate to repair the eave/overhang/"chicken ladder" at <del>Wildwood</del> Wildwood Court was reviewed. The board approved the estimate unanimously as submitted .	Julie Schaefer <ul style="list-style-type: none"> <li>- Provide approved estimate to AOC</li> </ul>	Done
11. The fall inspection report and list of time block items was reviewed by the Board. It was agreed unanimously to continue weekly visits until the list is completed. Agent will advise AOC.	Julie Schaefer	Done
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.	Board <ul style="list-style-type: none"> <li>- Review each item for any possible inquiry or modification</li> </ul> Julie Schaefer <ul style="list-style-type: none"> <li>- Follow up with Attorney regarding the table. Exterior doors and windows specifically has been questioned as a HOA resp items.</li> <li>- Follow up with the Attorney regarding the cover letter and completion of the table.</li> </ul>	Pending response



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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 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. Obtain additional address needed and send letters to neighbors.	Julie Schaefer	Pending
14. 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.	Kent Schwob	Pending
15. Next Board Meeting: Wednesday, November 15, 2018, 6:30 PM Wildwood Clubhouse	ALL	Ongoing

Board of Directors

Date

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