

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

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Date: 4/19/18  
 Subject: Recap of the 4/18/18 Board of Directors Meeting  
 Board Present: Tim Lord, Anita Simmons  
 Board Absent: Elizabeth James, Kent Schwob  
 Attendees: Julie Schaefer, CASI; Jeremy Madriz, Jason Norman -Wildwood Courtesy Officers  
 Homeowners: None  
 Called to Order: 6:33 p.m. (Following the security report and Owner's open forum)  
 Adjourned: 8:15 p.m.

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
1. Jeremy and Jason provided the monthly security report. <ul style="list-style-type: none"> <li>- Issues with parking along Oakwood Trail have improved significantly.</li> <li>- Issue with vandalism on Wildwood Court has been investigated, likely young child is responsible – officers and neighbors will keep close watch of the area.</li> <li>- Additional reports of heavy traffic on Wildwood Court from anonymous callers, street parking that is blocking traffic, and questionable activity. Officers will follow up.</li> </ul>	N/A	N/A
2. Homeowner Open Forum: No Homeowners present this month	N/A	Done
3. Board approved the recap of the March Board Meeting in lieu of minutes. Agent will provide the signed copy to Tim for posting to website after next meeting as one additional signature is needed.	Julie Schaefer	Pending
4. Tim provided the monthly financial report. <ul style="list-style-type: none"> <li>• Unanimously approved to move forward with foreclosure action on the delinquent account with recently matured lien (00220-3724).</li> <li>• Board requested any available updates for continued collection efforts for out-of-state owner issue (00229-7934). Agent will</li> </ul>	Julie Schaefer Ron Finin	Done

request update and provide to Board as soon as received.		
5. The Board reviewed the estimate to replace the Coffman Road fence. After discussion, the Board unanimously approved the estimate with options to remove the brick pillars and install the PVC panel fence. Board also wants to fund the project with 10K from general fund, and remaining balance from reserve account. Board would like additional member opinion before proceeding, but would also like to expediate work as issues/complaints related to the fence have been received. Agent to notify contractor.	Julie Schaefer *Contact submitted, materials are on order and initial payment of \$17,026.00 approved. \$7,026.00 transfer ordered from reserve to general operating. \$10,000 of initial payment coming from general operating. Work pending	Done
6. The Board reviewed an estimate to resolve a drainage issue reported by the owner of 6913 Chrysler. The parking area nearest their unit pools water near the closest space – owner was using a pallet to cross the area, which management requested be removed. The Board approved the estimate unanimously with additional member input. Agent to notify contractor.	Julie Schaefer *Contact submitted, initial payment approved. Work pending	Done
7. The Board reviewed the estimate for address number signage. The Board approved unanimously with additional member input. Agent to notify contractor.	Julie Schaefer *Contact submitted, initial payment approved. Work pending	Done
8. The Board reviewed the estimate for hydro-jetting the street drainage system on Wildwood Court. After discussion the Board determined the cost to camera the line was not warranted in comparison to the overall cost of jetting. The Board approved unanimously with additional member input. Agent to notify contractor.	Julie Schaefer *Contact submitted, initial payment approved. Work pending for 5/1/18	Done
9. The Board reviewed the responsibility matrix and updated notification cover letter prepared by Steven Earnhart on behalf of the Board. The Board approved the changes unanimously with additional member input and notation that exterior door maintenance is owner responsibility. Agent to notify attorney and send communication to all members after additional input.	Kent Schwob Julie Schaefer *Kent will review language in detail and respond when available.	Pending
10. The Board discussed additional information regard the clubhouse rental on February 24, and subsequent rental on April 7. The Board agreed that the clean up after the reservation on Feb. 24 (the day after the rental) was fine, however the other gross violations would not permit for return of the deposit. The Board also discussed the later	Julie Schaefer Traci Cross	Done



rental on April 7, and agreed to return the deposit for that rental. The Board agreed not to prohibit future use or rental requests from owner providing they continue to meet all qualifications and do not violation use rules in the future. Agent to communicate with homeowner and process one return of deposit for clubhouse rental on 4/7/18.		
11. Board inquired about Phil's Lawn Service invoices and service. Agent to review most recent invoices received and to inform Phil that additional cleaning of debris is needed in and around the lot (wooded areas) on Georgetown Road.	Julie Schaefer *Phil recently submitted invoices for February and March at one time, both were paid on March 21. *Called Phil on 4/19/18 to request additional clean up along Georgetown – Phil will clean on Saturday 4/20.	Done
12. The Board requested additional information and details on BLC invoices – Agent to communicate with vendor	Julie Schaefer *Called BLC owner and requested additional details, they will accommodate.	Done
13. Board and Agent discussed potholes along Oakwood Trail – one at Coffman/Oakwood Trail intersection was reported to MAC during the meeting using the RequestIndy app – Agent to report additional holes that are along the seams to courts, etc.	Julie Schaefer	Done
15. Next regular Board Meeting: <b><u>*Wednesday, May 16, 2018 6:30 PM</u></b>	ALL	Ongoing

Board of Directors

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Date

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