

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 5/24/18
 Subject: Recap of the 5/16/18 Board of Directors Meeting
 Board Present: Tim Lord, Anita Simmons, Kent Schwob
 Board Absent: None
 Attendees: Julie Schaefer, CASI; Jeremy Madriz, Jason Norman -Wildwood Courtesy Officers
 Homeowners: None
 Called to Order: 6:29 p.m. (Following the security report and Owner's open forum)
 Adjourned: 7:56 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"> - Issues with vehicle on Wildwood Ct with flat has been resolved (repaired). - Officers gave update on heavy traffic reported on Wildwood Court. Officers will continue to follow up. 	N/A	N/A
2. Homeowner Open Forum: No Homeowners present this month	N/A	Done
3. Board approved the recap of the April Board Meeting in lieu of minutes. Agent will provide the signed copy to Tim for posting to website.	Julie Schaefer	Done
4. The Board requested the "due date" of the financial report be moved back if possible for earlier availability. Agent will request from accounting.	Julie Schaefer Karla McCullough *Karla has submitted request to move date back to as early as possible.	Done
5. The Board discussed future Board Meeting dates and any need to modify the routine recurring schedule. The November Meeting was identified as needing to be moved due to the Thanksgiving holiday. The November meeting will now be held on November 28, 2018 at 6:30 PM.	ALL	Done
6. The Board discussed the owner appeal related to the clubhouse rental where carpet was left dirty, furniture out of place, and key not returned for 5 days. The Board unanimously elected not to return the deposit due to the violations of the	Julie Schaefer Traci Cross	Done

rental agreement, and furthermore restrict any future rentals for the owner for a minimum of 12 months. Agent will notify owner.		
7. Agent to arrange for cleaning of clubhouse carpets.	Julie Schaefer *Request submitted	Done
8. The Board reviewed an estimate to solve a flooding issue on the Georgetown Road side of the community close to the wooded area on the South side of the parking lot. Board would like location of any utilities or possible gas/oil pipelines in the vicinity, along with possible estimation utilizing a French drain style system.	Julie Schaefer *Discussed with contractor – French drain system not recommended due to the heavy brush in the area and potential for possible root invasion and clogging of the drains. Agent will discuss further at next meeting.	Done
10. The Board noted a light fixture that was hanging loose in the garage – this is likely due to storage of the fencing materials. Agent will ensure that contractor repairs the light fixture before completion of work	Julie Schaefer *Contractor has been notified	Done
11. Board discussed possibility of anchoring the picnic table in concrete somewhere in the vicinity of the clubhouse. Board will review locations and provide update on where to anchor at next meeting.	All Board	Pending
12. The Board requested additional information and details from BLC related to weeds and crabgrass treatments. Agent will notify Board	Julie Schaefer *Called BLC owner and requested additional details, applications have been completed, a significant improvement with board leaf weeds should be noted soon.	Done
13. Board and Agent discussed issue with exterior storage of vehicle on Wildwood Court. Agent to review documents to determine if owner can be sent letter.	Julie Schaefer	Done
15. Next regular Board Meeting: <u>*Wednesday, June 20, 2018 6:30 PM</u>	ALL	Ongoing

Board of Directors

Kurt Schuch
Anita Semino
Linn Lora

Date

6/20/2018
6/20/2018
6/20/2018