



Wildwood Homes Inc.
11711 North College Ave. Suite 100
Carmel, Indiana 46032
(317)-875-5600
www.livinginwildwood.com

Dear Wildwood Neighbor:

The Board of Directors worked diligently to maintain costs and provide quality services in 2018, and to prepare a budget that will provide the same level of services and fund reserves at a competitive rate in 2019. A copy of the 2019 Budget is enclosed for your review. You will notice a \$1 increase in the monthly per unit fee, making the total fee \$166.00 per month.

Also enclosed are your payment coupons and envelopes, unless you pay assessments electronically. If you're interested in paying electronically, please contact Julie Schaefer with Community Association Services (Associa). It is every homeowner's responsibility to pay the correct amount of assessments in full and on time. It is also your responsibility to contact Community Association Services if you need to set up a payment plan due to financial hardships, such as job loss. Please review the Association's delinquency policy (also enclosed).

Also, included is the Association's snow removal policy and winterization tips for vacant units. If you rent out your unit, please provide a copy of the snow removal policy to your tenants.

The Board of Directors maintains a community website which allows homeowners to access valuable community information 24/7 – please visit the website at www.livinginwildwood.com.

Please mark your calendar for the 2019 Annual Meeting which will be held on Wednesday, February 20, 2018 at 6:30 PM, at the Wildwood Clubhouse. Regular Board Meetings are held on the third Wednesday of each month. The Board encourages members to become active in the community, and also serve on the Board. If you are interested in becoming a Board Member – please speak with any current Board Member or our Community Manager.

Don't hesitate to contact the Community Manager, Julie Schaefer, at Community Association Services of Indiana at 317-875-5600 or jschaefer@cas-indiana.com if you have any questions or community concerns.

Any questions that you might have concerning payment of your Association fees or account balance may be directed to the Community Association Services of Indiana (Associa) Accounting Department at 1-888-397-9210, Monday through Friday 8:00 a.m. to 5:00 p.m.

The Board of Directors wishes you a happy holiday season and a wonderful New Year!

Sincerely,

Wildwood Homes Board of Directors

Enclosures: Proposed 2019 Budget, Snow letter, Delinquency policy

Budget Summary Report
Wildwood Homes Inc
Dept: 49 - General Operating

	<u>2019 Budget</u>
Assessment Income	
4001 - General Operating	284,544.00
4020 - Bad Debt	(24,000.00)
4025 - Reserve Fees	26,208.00
Total Assessment Income	286,752.00
Rental Income	
4400 - Room Rental Fees	300.00
Total Rental Income	300.00
Collections Income	
4705 - NSF Service Fees	0.00
4710 - Late Fees	9,000.00
4720 - Legal Reimbursements	9,600.00
Total Collections Income	18,600.00
Investment Income	
4900 - Interest Earned - Operating Accounts	60.00
Total Investment Income	60.00
Total General Operating Income	305,712.00
Administrative	
5015 - Bank Charges	60.00
5030 - Coupon Costs	500.00
5045 - Dues & Subscriptions	300.00
5090 - Office Supplies	180.00
5100 - Records Storage	300.00
5115 - Web Site Maintenance	120.00
5195 - Other Administrative Services	1,000.00
Total Administrative	2,460.00
Communications	
5200 - Community Events	180.00
5210 - Printing & Copying	1,500.00
5215 - Postage	750.00
Total Communications	2,430.00
Payroll & Benefits	
5310 - Custodial Salaries	18,000.00
Total Payroll & Benefits	18,000.00
Insurance	
5400 - Insurance Premiums	36,000.00
Total Insurance	36,000.00
Utilities	
6000 - Electric Service	5,500.00
6005 - Gas Service	500.00
6025 - Water Service	900.00
6030 - Sewer Service	2,400.00
6035 - Trash and Recycling Service	1,080.00
Total Utilities	10,380.00
Landscaping	
6100 - Grounds & Landscaping - Contract	31,300.00

Budget Summary Report
Wildwood Homes Inc
Dept: 49 - General Operating

	<u>2019 Budget</u>
Landscaping	
6160 - Tree Maintenance	5,800.00
6199 - Landscape Other	5,500.00
Total Landscaping	<u>42,600.00</u>
Contracted Services	
6414 - Fire Prevention & Protection	900.00
6440 - Safety & Security	10,700.00
6442 - Snow Removal Services	15,000.00
Total Contracted Services	<u>26,600.00</u>
Repair & Maintenance	
6515 - Building Repair & Maintenance	35,586.00
6525 - Clubhouse Repair & Maintenance	3,000.00
6530 - Common Areas Repair & Maintenance	30,000.00
6620 - Gutter Repair & Maintenance	5,000.00
6690 - Pest Control Supply/Repair & Maintenance	600.00
6725 - Roof Repair & Maintenance	4,200.00
6740 - Sidewalk/Concrete Repair & Maintenance	8,000.00
6745 - Signage Repair & Maintenance	1,200.00
Total Repair & Maintenance	<u>87,586.00</u>
Professional Services	
7000 - Audit & Tax Services	500.00
7025 - Legal Services - Collections	18,000.00
7040 - Management Fees	32,021.00
7095 - Other Professional Services	1,800.00
Total Professional Services	<u>52,321.00</u>
Taxes	
9015 - Property/Real Estate Tax	1,127.00
Total Taxes	<u>1,127.00</u>
Other Expenses	
9105 - Reserve Contribution Expense	26,208.00
Total Other Expenses	<u>26,208.00</u>
Total General Operating Expense	<u>305,712.00</u>
Total General Operating Net Income / (Loss)	<u>0.00</u>

Budget Summary Report
Wildwood Homes Inc
Dept: 49R - Reserves

	<u>2019 Budget</u>
Investment Income	
4905 - Reserve Contribution Income	26,208.00
4910 - Interest Earned - Reserve Accounts	500.00
Total Investment Income	<u>26,708.00</u>
Total Reserves Income	<u>26,708.00</u>
Reserve Expenses	
9908 - Misc Expenses	20,000.00
Total Reserve Expenses	<u>20,000.00</u>
Total Reserves Expense	<u>20,000.00</u>
Owners Equity - Prior Years	
3000 - Owners Equity - Prior Years	(172,850.00)
Total Owners Equity - Prior Years	<u>(172,850.00)</u>
Total Reserves Equity	<u>(172,850.00)</u>
Total Reserves Net Income / (Loss)	<u>179,558.00</u>
Total Association Net Income / (Loss)	<u><u>179,558.00</u></u>

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Carmel, IN 46032 ~ 317-875-5600

Snow Removal

It is nearing that time of year again! Many of us like to see snow, but few of us like the problems that can follow. Once again every effort will be made to remove the snow with as little inconvenience to you as possible. There typically will not be any removal considered until 3.0 inches of snow has fallen. Snow will be removed from the **STREETS, DRIVEWAYS, and SIDEWALKS**. At that time, the following factors will be considered concerning removal:

1. *Time of day*
2. *How much additional snow is expected*
3. *How hard the wind is blowing and/or is expected to blow*
4. *Contractor scheduling*

The contractor is expected to remove snow, not ice. Occasional ice melt or sand application may be done at dangerous intersections. We suggest you keep a bag or two of sand or ice melt (not salt) to use on your own sidewalk and driveway when it is covered with ice. Salt will damage the concrete. If the snow is marginal, the Board will make the call as to whether to plow or not.

The removal crew will NOT be able to come back to clear the streets where cars were parked during the initial removal, so please park in your garage, driveway and common parking areas

If the snow removal contractor does inadvertently damage anything on your property, the first thing to do is call Community Association Services of Indiana (Associa) immediately at 317-875-5600 to report the incident. Community Association Services will contact the contractor to take appropriate action. The Association will not be responsible for any expenses you initiate on your own with the approval of Community Association Services or the Association Board of Directors.

Plumbing

Remember: Your plumbing is your responsibility, not the Association's.

The Association's master insurance policy normally will not provide coverage for ruptures in water lines due to freezing. Even if coverage is available, it is subject to the Association's \$5,000.00 deductible; therefore, it is in everybody's best interest to do everything possible to prevent such a loss. As with any insurance, if the loss experience is too high, our premium will increase and/or it may become more difficult for the Association to obtain insurance. Please take necessary steps to avoid frozen pipes this winter, which includes leaving water running and sink cabinets open when the temperature is forecasted to be in the single digits or below, particularly if there is going to be substantial wind chill factor.

If a pipe freezes and/or ruptures, it will be your responsibility to thaw it out and stop the water to prevent further loss. In the event of any type of claim on the Association's master policy, you will need to report the loss to Community Associations Services of Indiana (Associa) immediately at (317) 875-5600 for procedural instructions

Sincerely,

The Wildwood Homes Board of Directors

Wildwood Homes HOA

DELINQUENCY PROCEDURES POLICY EFFECTIVE January 1, 2019

1 st of Month	Monthly Assessment fee due and payable.
15 Days	<u>"REMINDER NOTICE"</u> is sent to homeowner requiring full payment. A \$30.00 late fee is added to the account at this time.
45 Days	<u>"OVERDUE NOTICE"</u> is sent to the homeowner requiring full payment.
75 Days	<u>"FINAL NOTICE"</u> is sent to homeowner requesting payment in full within 15 days. If payment is not received within the allotted 15 days, the account is turned over to the Association Attorney for immediate legal action and filing suit, and a \$95 property management company collection cost will be added to the homeowner's account.
90 days	Delinquent account turned over to the Association's attorney to begin pursuing collection at the owner's expense.

HOMEOWNERS WILL BE RESPONSIBLE FOR ALL ATTORNEY FEES, COLLECTION FEES AND COURT COSTS!

NOTE: Legal action may result in the Association filing suit to seek a judgement, attachment of assets, garnishment of wages, a lien upon the property and foreclosure. If the Association has to send a homeowner's account to the Attorney for collection: all of the Association fees remaining for the fiscal year may be accelerated if provided for in your documents. The owner will be responsible to pay all HOA fees, late fees, court costs, attorney fees, the company collection cost administrative fee, and all other fees/costs billed by the management company, such as hourly billing for court appearances, as outlined in exhibit A of the management contract.

Approved by the Board of Directors on 9/19/18