

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 9/21/18
 Subject: Recap of the 9/19/18 Board of Directors Meeting
 Board Present: Tim Lord, Anita Simmons, Kent Schwob
 Board Absent: None
 Attendees: Julie Schaefer, CASI; Jeremy Madriz, Wildwood Courtesy Officer
 Homeowners: None
 Called to Order: 6:43 p.m. (Following the security report and Owner's open forum)
 Adjourned: 8:26 p.m.

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
1. Jeremy provided the monthly security report. <ul style="list-style-type: none"> - Parking issues have improved dramatically – officers are responding to issues as reported. - Officer informed of issue with owner/resident parking on Grass at the end of Wildwood Court- Officers will speak with residents (completed) - Officer will retrieve the shopping cart left on Oakwood Trail and return it to the Kroger store located at 71st & Georgetown Rd (completed) 	N/A [Informational]	N/A
2. Homeowner Open Forum: <ul style="list-style-type: none"> - No owners present at this meeting 	N/A	N/A
3. Board approved the recap of the August Board Meeting in lieu of minutes. Agent will provide the signed copy to Tim for posting to website.	Julie Schaefer	Pending
5. The Treasurer provided the financial report, detailing account balances as of 8/30/18, updates on significant receivables, and inquiry about credit on late fee charges. <ul style="list-style-type: none"> - The write-off to bad debt for uncollectable account #00106-6823 in the amount of \$3,433.38 will post to the September statement. - Board inquired the possibility of determining the total debt (bad and 	Julie Schaefer Ron Finin *inquiry sent to Ron for total	Done

<p>otherwise uncollected) that has accumulated regarding the highest delinquent account. Agent will inquire with Ron if this is possible as multiple settled accounts are associated with this unit.</p> <ul style="list-style-type: none"> - Owner whom inquired about possible settlement of debt regarding short-sale was discussed briefly. Agent will advise if the attorney suggests any such settlement, Board would prefer the owner negotiate this expense with the buyer. 		
<p>6. The Board reviewed the request to assign parking spaces on the Georgetown Road side of the property in a similar fashion as the spaces on Oakwood Trail. The Board also requested the clubhouse parking lot be striped in a similar fashion as previous years. The Board made a motion and unanimously approved Otto's being contracted to complete this work. Agent will communicate with Otto's and schedule. Agent will also note to review condition of parking stripes and markings in April 2019 for condition and assessment of updating.</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>7. The Board discussed issues with recent clubhouse rentals. The first rental left the thermostat below the degree required and posted, the second rental created a small stain on the carpet that was not cleaned. The Board unanimously approved to hold a "minor incident" fee of \$25 from the owner's deposit. This will require the owner either paying the minor incident fee, or deposit of the rental deposit, then refunding the remaining portion. Agent will discuss with Assistant Manager and advise to communicate with owners.</p>	<p>Julie Schaefer Traci Cross</p>	<p>Pending</p>
<p>8. Board discussed the proposals from landscaping renovations at the community signs. The Board unanimously approved Option #2 offered by Associa OnCall for installation of plastic edging. The Board did ask that additional plant material be added to fill the bed areas – so long as that it is uniform. The plant material will be an additional expense. Also, the Board prefers plant installation at the time of greatest plant availability (be it Fall 2018 or Spring 2019). Beds & edging, etc. can be completed at any time.</p>	<p>Julie Schaefer</p>	<p>Done</p>

Agent to instruct vendor of approval and additions.		
9. The Board reviewed the contracted service proposals for 2019 regarding both the landscaping contract and snow removal. Agent to discuss cost with BLC to negotiate possible options to lower the expense. The Board will communicate via email for formal decision regarding the response.	Julie Schaefer Board Members *response received, awaiting full Board decision	Pending
10. The updated shed assessment as provided by Associa OnCall was reviewed and discussed at this time. The Board unanimously approved to complete two sheds (1 & 2 on the assessment) located on Georgetown Road side of the property. Agent to instruct vendor of approval.	Julie Schaefer	Done
11. Revised Delinquency Policy was reviewed and approved unanimously. Agent will provide to accounting team for records and include in distribution of annual budget/assessment mailing. Also scan and send copy to Tim to upload to website.	Julie Schaefer	Pending
12. Issues with regard to the landscaping/dumpster clean up vendor were discussed. Agent is having two blocked lines cleared to alleviate blockage. Agent will also inform AOC and other vendors that dumpster gates should be closed when working in those areas.	Julie Schaefer	Pending
13. Board requested the area at [REDACTED] Oakwood Trail be re-seeded this fall. Agent to obtain estimate from landscaping contractor to return the area between units [REDACTED] and [REDACTED] Wildwood Ct back into turf area (remove existing overgrown beds).	Julie Schaefer	Pending
15. Development of a Wildwood Handbook was discussed further, Tim Lord volunteered to undertake the task over a period of several months/year and will provide updates as available.	Tim Lord	Ongoing
15. Next regular Board Meeting: <u>*Wednesday, October 17, 2018 6:30 PM</u>	ALL	Ongoing

Board of Directors

Date
