

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

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Date: 1/23/19  
 Subject: Recap of the 1/16/19 Board of Directors Meeting  
 Board Present: Tim Lord, Kent Schwob, Anita Simmons  
 Board Absent: None  
 Attendees: Julie Schaefer, CASI; Jason Norman & Jeremy Madriz, Wildwood Courtesy Officer  
 Homeowners: Tammy Hunter, 4923 Oakwood Trail  
 Called to Order: 6:56 p.m. (Following the security report and Owner's open forum)  
 Adjourned: 8:45 p.m.

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
1. Jason & Jeremy provided the monthly security report. Parking issues have improved dramatically – officers are responding to issues as reported. Agent reported various vehicles of concern and will send photos to officers for follow up. Officers will follow up with tenant who made threatening statements to CASI office staff over the telephone, continue to have issues with unattended dogs, and refuse to move the basketball goal stored on the patio area.	N/A [Informational]	N/A
2. Homeowner Open Forum: <ol style="list-style-type: none"> <li>a. One owner present inquired regarding maintenance responsibility related to the outside water spigot, and also concerns regard a tree root that has broken the patio concrete. Agent provided information related to the maintenance issues and will have the tree/patio issue inspected when the weather permits.</li> </ol>	Julie Schaefer	Pending
3. Board made a motion that was seconded and passed unanimously that no basketball goals are permitted within Wildwood	Tim Lord	Pending

<p>Homes, this includes permanent and portable devices. Tim will add this rule to the community handbook once processed</p>		
<p>4. The Board reviewed and discussed the December financial statement.</p> <ul style="list-style-type: none"> <li>- Board approved a transfer from General Operating to Reserves in the amount of \$31,706.00 to replenish the funds that were transferred at year end to clear the due to/from. Agent to submit to accounting for processing.</li> <li>- Board inquired regarding several accounts for additional information and made motions regarding the following:</li> </ul> <p>00106-6108: Board made a motion which passed unanimously to proceed with foreclosure action as soon as possible on this account in response to question on report.</p> <p>00211-5533: Is foreclosure possible?  00229-3378: Board questioned settlement amount of \$660?  00234-7813: Why settled?  00106-5769: Settled credit balance?  00106-6399: Settled credit balance?</p>	<p>Julie Schaefer  *Send questions and directives to accounting team for processing and assistance.</p>	<p>Done</p>
<p>5. The Board reviewed drafts of the Annual Meeting notice and accompanying documents. Agent will update portion regarding return of proxy method to coincide with changes in law and submit to Assistant Manager for processing and mailing. Board discussed number of owners needed for quorum, Agent will verify.</p>	<p>Julie Schaefer  Alissa Holloway</p> <p>*Quorum for the annual meeting is 10% of owners (in person or by proxy).</p>	<p>Done</p>
<p>6. The Board discussed issues with snow removal. Agent discussed problems and expectations with vendor and will restate importance of improvement in advance of next snow event.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>7. Capital improvements and major repairs were discussed by the Board and Agent to determine areas of need in advance of the construction season.  The following items were prioritized</p>	<p>Julie Schaefer</p>	<p>Pending</p>

<p>regarding items to be reviewed for proposal:</p> <ul style="list-style-type: none"> <li>I. Re-siding one building</li> <li>II. Tree work</li> <li>III. Additional shed replacement (4)</li> <li>IV. Concrete jacking and/or replace</li> <li>V. Asphalt repair work, roots damage and potholes specifically</li> <li>VI. General maintenance and identifying satellite dishes that are no longer in use to be removed</li> </ul>		
8. Board discussed obtained routine cleaning services for the clubhouse – Agent will seek estimate for service.	Julie Schaefer	Done
9. Board requested routine treatment/spraying for pests at the clubhouse. Agent will request visit from Orkin services	Julie Schaefer	Pending
10. 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
11. The Board discussed the most recent clubhouse rental and associated issues. The Board voted unanimously to treat the infractions as a minor incident, resulting in \$25 of the deposit being held to cover damages, also any subsequent rentals must be conducted in order, and all guidelines followed or future rentals by the owner will be denied.	Julie Schaefer Alissa Holloway	Done
12. Next Board Meeting: <b>February 20, 2019, 6:30 PM – ANNUAL MEETING</b>	ALL	Ongoing

Board of Directors

Date

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