

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 2/26/19
 Subject: Recap of the 2/20/19 Annual Meeting & Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob, Anita Simmons
 Board Absent: None
 Attendees: Julie Schaefer, CASI; Jeremy Madriz, Wildwood Courtesy Officer
 Homeowners: Sheila Harris, Josephine Cooper, 8 proxies were received regarding the Annual Meeting
 Called to Order: 6:34 p.m. (Following the security report and Owner's open forum)
 Adjourned: 7:54 p.m.

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
<p>1. It was determined that insufficient quorum was present by both persons present, and by proxy as required to hold the Annual Meeting. The Board questioned what terms may be expiring in 2019 – Agent will follow up. The Board of Directors therefore thanked the owners present for their attendance and asked for any questions/concerns/discussion. Requests were as follows:</p> <ul style="list-style-type: none"> • Assessment of the brick mortar/tuck-pointing as needed • Reseeding turf in the Fall • Concerns with illegal dumping and dumpster enclosure drainage. • It was suggested the Board reach out to the local City-County Councilor regarding the issues with shopping carts being dumped at Wildwood. 	<p>*No currently seated Board members terms were up for re-election in 2019, only vacant seats. *Agent will obtain assessment/estimates for seeding, tuck-pointing. *Agent will schedule time for inspection for issues with dumpster drains.</p>	N/A
<p>2. Jeremy provided the monthly security report. Parking issues have improved dramatically – officers are responding to issues as reported. Jeremy will attempt to identify the owner of the semi-truck parking on Chrysler and inform him the vehicle is not permitted.</p>	<p>Jeremy identified the owner of the semi-truck and advised they were not permitted to park in Wildwood Homes, the owner complied and stated the truck would be moved the next day. Agent followed up with AOC regarding van– this was not an AOC</p>	N/A

<p>Jeremy will also follow up on the vehicles that have been reported with flat tires, specifically those on Wildwood Ct. Tim expressed concern with an unmarked white van parked in the Wildwood clubhouse parking lot.</p>	<p>vehicle or that of any other known vendor. AOC has taken additional measures to secure the clubhouse garage, changed access code, etc.</p>	
<p>3. Homeowner Open Forum:</p> <ul style="list-style-type: none"> a. New items were discussed and recapped in previous Annual meeting information. b. One open item from previous month regarding tree root growing through patio crack, pending inspection in better weather 	<p>Julie Schaefer</p>	<p>Pending</p>
<p>4. The Board reviewed and discussed the January financial statement.</p> <ul style="list-style-type: none"> - 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. Transfer will process in February and appear on February statement. - Board inquired regarding the process to avoid future due to/from entries on balance sheet when funds are transferred. - Board executed liens for accounts that required additional collection action. - Board inquired about a third snow invoice. 	<p>Julie Schaefer/Karla McCullough *Providing we submit the appropriate documentation (minutes, etc.) to Karla – she will include when transfers are processed to remove the due to/from entries on the balance sheet at the time of transfer. *Liens notarized and returned to Attorney *Only two invoices submitted by vendor.</p>	<p>Done</p>
<p>5. The Board reviewed and estimate for installation of a larger cleanout at ██████ Oakwood Trail. Agent has requested a additional estimate to replace the sewer line as there have been issues with roots in the line historically. Board inquired if split invoicing would be possible due to the high cost of repair.</p>	<p>Julie Schaefer *Agent sent revised pricing, Board approved. Work is complete. AOC has agreed to split invoicing for this job over two months.</p>	<p>Done</p>
<p>6. The Board reviewed and unanimously approved an estimate for clubhouse cleaning services by Marine Clean Co. The initial cleaning cost with be \$130. Then</p>	<p>Approval sent to vendor, awaiting verification on start dates. Will notify Board.</p>	<p>Pending</p>

<p>\$85 monthly to include stocking of paper products and trash bags. Agent to request mid-week/mid-month cleaning schedule, to ideally coincide with regular Board meeting dates.</p>		
<p>7. Board discussed the addition of “No glitter or confetti type products” to the current clubhouse rental agreement. Agent will revise.</p>	<p>Will bring revised copies for posting at clubhouse at next meeting</p>	<p>Pending</p>
<p>8. 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 regarding items to be reviewed for proposal:</p> <ul style="list-style-type: none"> I. Re-siding one building II. Tree work III. Additional shed replacement (4) IV. Concrete jacking and/or replace V. Asphalt repair work, roots damage and potholes specifically VI. General maintenance and identifying satellite dishes that are no longer in use to be removed 	<p>Julie Schaefer</p>	<p>Pending</p>
<p>9. Board requested routine treatment/spraying for pests at the clubhouse. Agent will request visit from Orkin services</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>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.</p>	<p>Tim Lord</p>	<p>Ongoing</p>
<p>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</p>	<p>Julie Schaefer Alissa Holloway</p>	<p>Done</p>

be denied.		
12. Next Board Meeting: <u>March 20, 2019, 6:30 PM, Wildwood Homes Clubhouse</u>	ALL	Ongoing

Board of Directors

Date
