

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 5/16/19
 Subject: Recap of the 5/14/19 Annual Meeting & Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob, Anita Simmons
 Board Absent: None
 Attendees: Julie Schaefer, CASI CAM; Jeremy Madriz, Wildwood Courtesy Officer
 Homeowners: None
 Called to Order: 6:52 p.m.
 Adjourned: 7:52 p.m.

ACTION ITEM/ASSOCIATED NOTES	RESPONSIBLE PARTY AND NOTES/COMMENTS	STATUS
1. Action Item Report/Recap was approved unanimously in lieu of Minutes for the previous meeting. Agent will file in community records.	Julie Schaefer	Done
2. Jeremy provided the monthly security report. Parking issues have improved dramatically – officers are responding to issues as reported. Issues with flat tires still ongoing, Officer reported contact has been made with all owners reported having current issues, will continue to follow up. Matter regarding illegal dumping was discussed, Jeremy will speak with residents in locations near dumpsters and ask them to report any dumping activity – especially of building materials, furniture, etc. Board discussed sending a letter to all residents and also distributing by hand a letter of request to report any dumping activity. Agent will Draft letter and send to Board by 5/17 for review/edits and further distribution.	Julie Schaefer (draft letter, mail) Board (review/edit) Time (distribute by hand)	Done
3. Open item from previous month regarding tree root growing through patio crack, pending inspection in better weather	Julie Schaefer (Keeping open)	Pending

<p>4. The Board reviewed and discussed the April financial statement.</p> <ul style="list-style-type: none"> - Board approved write off of bad debt for 00106-5769 – Tim will email Agent with Board approval for processing. - Discussed accounts 00110-2813 and 00238-7404 – the Board would like both turned over to the Attorney for collection – Agent will advise Collections Dept. - Board discussed lowering the \$1000 threshold for reviewing accounts over for collection – the Treasurer will now begin reviewing accounts with a balance of \$500 and suggesting for further action. Agent will advise Collections as well. - Board noted several owners who have not paid increase amount and continue to pay 2018 rate– letter was sent in late April, will review again next month for additional balance issues. 	<p>Julie Schaefer (Communicate account information to Collections for additional action)*Done</p> <p>Ron Finin (Process credits/write offs, and turn-overs to collections)</p> <p>Tim Lord (Email for bad debt write-off, review over \$500 accounts monthly)</p>	<p>*Pending</p>
<p>5. The Board reviewed and approved the estimate for soft washing the buildings and agreed to a 50%/50% payment. Agent will inform AOC and request dates for scheduling as notices will be delivered.</p>	<p>Julie Schaefer *Approval given to AOC – awaiting information on schedule</p>	<p>*Done</p>
<p>6. The Board reviewed the updated estimate for tree work by Edgar’s Tree Service. Board would like break down of cost for items within the estimate (trimming, removals, fence line). Share email with link to Dropbox containing photos.</p> <p>Additionally the Board has requested that AOC submit the map/photos/breakdown for same in order for consideration.</p>	<p>Julie Schaefer *Requested from both vendors *Email with link sent</p>	<p>*Done</p>
<p>7. Board discussed volunteer trees growing near buildings, patios, etc. – Agent to obtain estimate to remove and treat with chemical to deter regrowth from BLC.</p>	<p>Julie Schaefer *Requested</p>	<p>*Done</p>
<p>8. Agent to notify BLC to remove seed mat near █████ Wildwood Ct and rework area where turf repairs are needed</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>9. Capital improvements and major repairs were discussed by the Board and Agent to determine areas of need in advance of the</p>	<p>Julie Schaefer *Tim willing to walk with mudjackers for assessment</p>	<p>Pending</p>

<p>construction season. The following items were prioritized regarding items to be reviewed for proposal:</p> <ol 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>*Asphalt milling and top last completed 06' WW Ct. Location near Anita with tree root that needs to be removed. *Multiple proposals requesting/pending with various vendors</p>	
<p>10. Board discussed potholes. Tim will reach out to the new Neighborhood Advocate with the City of Indianapolis regarding Oakwood Trail. Board approved work order to have AOC fill all potholes on Oakwood Trail with cold patch for the time being.</p>	<p>Tim Lord Julie Schaefer* W.O. submitted for cold patch</p>	<p>Pending</p>
<p>11. Board discussed obtaining a regular maintenance contract or the clubhouse HVAC. AOC does not offer this service. Agent will reach out to various HVAC contractors to inquire (ARD, ControlTech, etc.)</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>12. Battery for clock in clubhouse, print small sign regarding t-stat for wall, bring to next meeting.</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>13. Development of a Wildwood Handbook was discussed further, Tim Lord provided updates to the draft. All will review for suggestions, etc. and continued discussion at upcoming meetings.</p>	<p>ALL</p>	<p>Ongoing</p>
<p>14. Next Board Meeting: <u>June 19, 2019, 6:30 PM, Wildwood Homes Clubhouse</u></p>	<p>ALL</p>	<p>Ongoing</p>

Board of Directors

Date

