

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 6/27/19
 Subject: Recap of the 6/19/19 Board of Directors Meeting
 Board Present: Tim Lord, Anita Simmons
 Board Absent: Kent Schwob
 Attendees: Julie Schaefer, CASI CAM; Jeremy Madriz, Wildwood Courtesy Officer
 Homeowners: None
 Called to Order: 7:01 p.m.
 Adjourned: 8:11 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. -Brown/tan colored vehicle that was towed on Wildwood Ct is now back – but has been plated and is operable. -Tim reported a limo/bus service has been parking various limousine type vehicles in Wildwood, which are too large for space – Jeremy will follow up and request they park in another location. -Jeremy reported there is an IMPD Chaplin (Muslim faith) now residing in Wildwood, █████ Oakwood Trl, in case his resources were ever needed. -4 th of July holiday and weekend coverage was discussed. Jeremy & Jason will not be available to add patrols as they are	Julie Schaefer – Hire private firm for July 4 th patrols (Coraz Security)	Done

<p>required on-duty by IMPD. Agent will follow up with a private security firm for coverage.</p>		
<p>3. Open item from previous month regarding tree root growing through patio crack, pending inspection in better weather</p>	<p>Julie Schaefer (Keeping open)</p>	<p>Pending</p>
<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 (Huntington Bank) – Tim will email Agent with Board approval for processing. - Discussed account 00211-5553 (██████) – the Board would like an update if available. - Board discussed 00238-7404 (██████) – Tim sold this unit and thinks the owner lives in Chicago. Provide info to Collections and Attorney. - Review accounts listed as CAM hold and change status as needed. 	<p>Julie Schaefer (Communicate account information to Collections for additional updates)*Done</p> <p>Ron Finin (Process credits/write offs, statuses)</p> <p>Tim Lord (Email for bad debt write-off, review over \$500 accounts monthly)</p>	<p>*Pending</p>
<p>5. The Board reviewed the updated proposals for tree work throughout the community and voted unanimously to approve ½ for 2019 and ½ for 2020 as proposed by Edgar’s Tree Service. Agent will work with contractor to develop a plan to “split” the work then present to the Board before any work begins.</p>	<p>Julie Schaefer *Waiting for update from Edgar’s Tree regarding locations</p>	<p>*Done</p>
<p>6. The Board reviewed several proposals for landscaping items from BLC Outdoor and unanimously approved the following items. Agent will notify vendor of approval.</p> <ul style="list-style-type: none"> - \$3,875 (less \$975 expense for ██████ WW Ct – Agent will send to Steve Earnhart to notify owner if not completed, Association will complete and invoice owner). - \$2,640 (cut and treat volunteer growth (trees, etc at foundations and treat) - \$4,800 to repair areas at entry with standing water (grading) and similar work behind playground 	<p>Julie Schaefer</p>	<p>*Done</p>
<p>7. Capital improvements and major repairs were discussed by the Board and Agent. Items identified during the walkthrough inspection with AOC were discussed and</p>	<p>Julie Schaefer, AOC *Asphalt milling and top last completed 06’ WW Ct. Location near ██████ with tree root that needs to be</p>	<p>Pending</p>

<p>noted. The Board approved completing general items on the Time Block contract. Agent will provide approval to AOC.</p> <p>The following items have additional estimates pending, Agent will provide as soon as available for Board consideration:</p> <ul style="list-style-type: none"> I. Re-siding one building II. Additional shed replacement (4) III. Concrete jacking and/or replace IV. Asphalt repair work, roots damage and potholes specifically 	<p>removed. *Multiple proposals requesting/pending with various vendors</p>	
<p>8. Board reviewed owner request for reimbursement for plumbing issue at home on Georgetown Rd. Owner called plumber as the issue occurred after hours and was causing unit to back up. Board agreed unanimously to reimburse the owner, [REDACTED] for the total expenses of \$508.00. Agent will process and notify homeowner.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>9. 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>10. 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>11. 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>12. Next Board Meeting: <u>July 17, 2019, 6:30 PM, Wildwood Homes Clubhouse</u></p>	<p>ALL</p>	<p>Ongoing</p>

Board of Directors

Date

