

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 7/19/19
 Subject: Recap of the 7/17/19 Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob, Anita Simmons
 Board Absent: None
 Attendees: Julie Schaefer, CASI CAM; Jeremy Madriz & Jason Norman, Wildwood Courtesy Officers
 Homeowners: Linda Hendren & Guests (6921 WW Ct), Kenya Martin (TENANT, 6933 WW Ct)
 Called to Order: 7:47 p.m.
 Adjourned: 9:11 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 & Jason provided the monthly security report. Parking issues have improved dramatically – officers are responding to issues as reported. -Report of “loud music” on Wildwood Court – however music was at 11 AM on a Saturday, Officers explained volume was not prohibited at this time of day -Issues with dogs barking, loose dogs, and unattended dogs have become a larger issue. Jeremy has spoken with multiple dog owners regarding City ordinance in this regard and will begin calling Animal Control to issue citations. -Officers requested more towing signs be posted – several were present but removed or stolen. Agent will reach out to Last Chance Towing to request more.	Julie Schaefer – Call Last Chance Towing to request more signs	Pending
3. Open item from previous month regarding tree root growing through patio crack, pending inspection in better weather.	Julie Schaefer (Keeping open)	Pending
4. Owner ██████████ attended to discuss letter received regarding covenant matter.	CS Team will send document to BOD when received. * ██████████ called	Done

<p>Board advised owner to submit ACR form for any further consideration – [REDACTED]. [REDACTED] was provided the form.</p>	<p>the office/CS Team the following day to discuss and state she had been given permission. Agent instructed CS not to discuss with her any further, and to note account if she calls in again she must leave message and speak with Agent and/or wait for BOD decision, matter is not open for discussion with CASI staff.</p>	
<p>5. [REDACTED] <sp>, tenant, reported issue with dog at neighboring home which is being kept in the garage but escaped through the partially open garage door and attacked the dog of a person visiting her home. Board discussed and informed resident to call 911 and Animal Care & Control for any further issues. Resident believes the dog owner are tenants. Agent will send letter to owner informing them of issue and to properly house the dog. Agent will also send info to Jeremy for follow up.</p>	<p>Julie Schaefer Jeremy, Jason</p>	<p>Done</p>
<p>6. The Board reviewed and discussed the June financial statement.</p> <ul style="list-style-type: none"> - The Board requested another statement be sent to owners with any balance (late fees or those paying the incorrect amount) - Board requested an update on account 00106-6108 - Board discussed collection accounts and additional Attorney action: One account approved for proposed payment plan from Attorney. Second account was approved for foreclosure action. 	<p>Julie Schaefer (Communicate account information to Collections and Attorney)*Done</p> <p>Ron Finin (Process/mail balance statements)*Done</p> <p>***00106-6108 is paying attorney on payment plan as agreed</p>	<p>Done</p>
<p>7. The Board approved the new proposal from Edgar’s Tree Service for tree work to be completed in 4 phases, over 4 months, and to be invoiced at \$4,500.00 per month. Agent will work with vendor to coordinate and notify residents as needed.</p>	<p>Julie Schaefer Approval sent</p>	<p>*Done</p>
<p>8. The Board reviewed and discussed the proposal for camera installation by Flock Safety. The Board as in agreement that the installation may be very useful and would like the following questions answered:</p>	<p>Julie Schaefer *Questions all sent to Flock rep</p>	<p>*Done</p>

<ul style="list-style-type: none"> - Can the camera/system be moved to another location in the community after the first year? - Provide references, especially any local or similar communities? - Would Flock offer a trial installation? - How long is the data stored? 		
<p>9. Board requested an update on owner who was recently charged a minor incident fee for non-compliance of clubhouse rules. Agent will inquire.</p>	<p>Julie Schaefer *Owner sent in \$25.00 fee, Owners deposit check was destroyed per owner directive.</p>	<p>Done</p>
<p>10. Board discussed landscaping operations, requested to include hardscape maintenance (spraying weeds in cracks, curbs) in general contract. Agent will request from BLC.</p>	<p>Julie Schaefer *Request sent</p>	<p>Done</p>
<p>11. Agent discussed recent resident complaints regarding water retention area/pond. Agent will obtain estimates for regular service contract/treatments and request any additional suggested maintenance.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>12. Capital improvements and major repairs were discussed by the Board and Agent. Items identified during the walkthrough inspection with AOC were discussed and 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> <ol 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>Julie Schaefer, AOC *Asphalt milling and top last completed 06' WW Ct. Location near [REDACTED] with tree root that needs to be removed. *Multiple proposals requesting/pending with various vendors</p>	<p>Pending</p>
<p>13. 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.</p>	<p>Julie Schaefer *Information provided to new Associa Bid Manager 7.22.19</p>	<p>Pending*</p>

<p>14. 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>15. Next Board Meeting: <u>August 21, 2019, 6:30 PM, Wildwood Homes Clubhouse</u></p>	<p>ALL</p>	<p>Ongoing</p>

Board of Directors

Date

