

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 9/25/19
 Subject: Recap of the 9/18/19 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: 6:30 p.m.
 Adjourned: 9:15 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.	Julie Schaefer	N/A
3. Open item from previous month regarding tree root growing through patio crack, pending inspection in better weather.	Julie Schaefer (Keeping open)	Pending
4. The Board reviewed and discussed the August financial statement. <ul style="list-style-type: none"> - Discussed possible upcoming expenses. - Delinquency is up slightly from previous month but still at low rate for community. - Collection accounts that are settled/near settlement were questioned for write-off to bad debt, 00106-5235 and 00229-7934. Agent will inquire with attorney and CASI collections. - Board inquired about balance of retainer paid to N.C. legal firm to assist with collections case – if exhausted or any refund due. 	Julie Schaefer *Inquiries sent	*Done

<p>- Board requested Account 00106-6577 be turned over for collection action ASAP.</p>		
<p>5. The Board reviewed multiple drafts of the 2020 Budget. After discussion, it was unanimously decided to approve the proposed budget Draft +2 which is based up \$168 per month/per unit in income. This will equate to an increase of \$2 per month/per unit from 2019 to 2020. Tim Lord will make minor final adjustments to expense items as discussed and provide the final copy at the next regular Board Meeting.</p> <ul style="list-style-type: none"> • Agent will review 6515/6530 accounts in detail before year end for any possible reallocations needed. 	<p>Tim Lord Julie Schaefer</p>	<p>Pending</p>
<p>6. The Board discussed possible use for reserve funds for future capital expense items. Agent will request proposals for Reserve Studies to be considered for early 2020 to assist with planning.</p>	<p>Julie Schaefer *Requested</p>	<p>*Done</p>
<p>7. The Board discussed mailing on the 2020 Budget – this should take place in late October or early November to provide notice of the increase in fees. Agent will draft accompanying documents in advance of next meeting for Board consideration. The 2020 Annual Meeting date of February 19, 2020 will also be mentioned briefly in the notice as with previous years to include mention of returning the proxy if an owner cannot be present.</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>8. Agent to send Tim Lord a copy (digital) of the Annual Meeting proxy sometime before year end to distribute to known investor owners.</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>9. Board reviewed and discussed the previously proposed Flock Safety Camera and associated items. The Board voted unanimously to approve the 24-month contract for one camera with the extended post, initial installation to take place near the community building. Agent will work with Flock Representatives to manage payment, installation, etc.</p>	<p>Julie Schaefer *Contract sent, invoice submitted. Awaiting additional information regarding installation dates, etc.</p>	<p>*Done</p>

<p>10. Capital improvements and major repair items still pending. Tim Lord offered to investigate possible mud-jacking vendors as he has some contacts through real estate sales operations, etc.</p> <p>The following items have additional estimates pending, Agent will provide as soon as available for Board consideration:</p> <p>I. Concrete mudjacking and/or replacement</p>	<p>Tim Lord Julie Schaefer</p> <p>*Tim sent contact information for Howells Slab Jacking Company **Julie has submitted a "RFP" through the website with request for contact and inspection.</p>	<p>*Done</p>
<p>11. The Board discussed the ACR submitted by owner Linda Hendren. The Board agreed the storage shed must be removed as it is not permitted per the community documents. Agent to send communication to owner that the shed it to be removed no later than October 31, 2019 and that failure to do so will result in the matter being turned over to the Association's legal counsel.</p>	<p>Julie Schaefer CASI Customer Service</p> <p>*Agent inspecting location on 9/26 to confirm shed still in place before sending communication</p>	<p>Pending</p>
<p>12. The Board reviewed proposals for 2020 snow removal and landscaping with the current vendor, BLC Outdoor. Board requested agent inquire regarding increase in cost and request reduction.</p>	<p>Julie Schaefer</p> <p>*Discussed cost with owner Bryan Rutledge – due to increase in cost for weed treatments, etc. price could only be reduced slightly. Bryan reduced the cost of sidewalk edging (\$1200 ea), fertilizations (\$1325 ea), and sidewalk weed control (\$350 ea), for total reduction of \$1,700.00 from previous total with the final amount of contract resulting at \$47,500.00</p>	<p>Done</p>
<p>13. The recent issues with the clubhouse HVAC T-Stat were discussed again. Agent took photo of T-Stat again and will follow up on issues.</p>	<p>Julie Schaefer</p> <p>*Sent photo to AOC and confirmed it was cleaned on 9/24/19.</p>	<p>Done</p>
<p>14. Board discussed two recent issues with storage sheds that have deteriorated more aggressively than others. The Board elected to approve escalating the replacement if the quality of the most</p>	<p>Julie Schaefer</p>	<p>Pending</p>

recent replacement is to the expectation and if the invoicing can be split for each over a period of two months each. Agent will inspect most recent replacement and report back.		
15. Issues at clubhouse which need attention: <ul style="list-style-type: none"> - Apparent leak in shop restroom - Smoke alarm in main area is beeping and needs new battery - Check on last service/cleaning date as there are issues such as staining in the mens urinal, Lysol sitting on stall floor, and tissue re-wrapped and placed on top of holder in mens room. 	Julie Schaefer *Work order issued for toilet and battery. *Message sent to Marine Clean regarding mens rr issues.	*Done
16. Board discussed obtaining a regular maintenance contract or the clubhouse HVAC.	Julie Schaefer *Information provided to new Associa Bid Manager 7.22.19	Pending*
17. 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.	ALL	Ongoing
18. Next Board Meeting: <u>October 16, 2019, 6:30 PM, Wildwood Homes Clubhouse</u>	ALL	Ongoing

Board of Directors

Date

