

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 10/23/19
 Subject: Recap of the 10/16/19 Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob, Anita Simmons
 Board Absent: None
 Attendees: Julie Schaefer, CASI CAM; Jeremy Madriz and Jason Norman, Wildwood Courtesy Officers
 Homeowners: None
 Called to Order: 6:45 p.m.
 Adjourned: 8:04 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 been addressed as needed. Vehicle on Wildwood Court leaking fluid into parking space to be sent letter (6907 Chrysler) Two Burglaries were reported, Officers have followed up with residents. One domestic issue, Officers followed up with resident.	Julie Schaefer	Done
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 September financial statement. - Discussed possible upcoming expenses. Agent will review previous expenses listed to determine if paid. - Delinquency is up slightly from previous month but still at low rate for community. - Four owners are still paying the incorrect (2018) monthly amount – Agent will send another notice to those	Julie Schaefer	Pending

owners.		
5. The Board approved the 2020 Budget as Drafted for +\$2 per unit/per owner. The fee for 2020 will be \$168 per owner/unit, per month.	Tim Lord Julie Schaefer	Done
6. The Board reviewed the draft enclosure documents for the annual assessment and coupon book mailing. All documents were approved as drafted. Agent will submit to CASI Accounting for processing and mailing.	Julie Schaefer	Done
7. The Board reviewed proposals for a Reserve Study. The Board elected unanimously to hire RSI to complete the study in 2020 with no “add-on” items at this time. Agent will send the signed engagement letter and inform RSI of the desired timeline. The Board may wish to have RSI present the study at the 2021 Annual Meeting	Julie Schaefer	Done
8. The Board reviewed and discussed a lien suggested by the Association’s attorney. It was agreed unanimously to sign and place the lien. Agent will return to Attorney as needed for additional action.	Julie Schaefer	Done
9. 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. The following items have additional estimates pending, Agent will provide as soon as available for Board consideration: I. Concrete mudjacking and/or replacement	Tim Lord Julie Schaefer *Tim sent contact information for Howells Slab Jacking Company **Julie has submitted a “RFP” through the website with request for contact and inspection. ***Julie will follow up with reply from Howells.	Pending
10. The Board discussed the condition of the flooring in the clubhouse – Tim discussed with an Associate at PTR A who works for a flooring company and has offered an assessment. Tim will follow up. Agent will submit work order for AOC to clean carpets in the meantime	Tim Lord Julie Schaefer* (Work order submitted)	Done
11. The Board reviewed the revised proposal from BLC Outdoor and agreed, executed as needed – Agent will return copy of the	Julie Schaefer	Done

contract to the vendor.		
12. Board discussed obtaining a regular maintenance contract or the clubhouse HVAC.	Julie Schaefer *Information provided to new Associa Bid Manager 7.22.19	Pending*
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.	ALL	Ongoing
14. Next Board Meeting: <u>November 20, 2019, 6:30 PM, Wildwood Homes Clubhouse</u>	ALL	Ongoing

Board of Directors

Date

