

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 11/26/19
 Subject: Recap of the 11/20/19 Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob, Anita Simmons
 Board Absent: None
 Attendees: Julie Schaefer, CASI CAM; Jason Norman, Wildwood Courtesy Officer
 Homeowners: None
 Called to Order: 6:30 p.m.
 Adjourned: 8:22 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. Multiple vehicles have been tagged in recent weeks Ongoing domestic issue at one residence, Officers have 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 October financial statement. <ul style="list-style-type: none"> - Tim had Question regarding credit for \$300 late fee Account 1110782: Fees were charged in error due to a timing flaw in the billing system, late fees on late fees, which are uncollectable. - Question regarding account 1066577 and if in collections/legal action: Home was in active foreclosure but recently sold at sheriffs sale. Monitoring for payment as title company did inquire for fees. - Question for write-off to bad debt for 	Julie Schaefer	Done

<p>settled account 2297934 – Treasurer will send approval to write-off, Agent will submit to accounting for review and processing (DONE)</p> <ul style="list-style-type: none"> - Question – Inquire with Association Attorney if there are any funds remaining from retainer fee sent to Attorney in Carolina regarding collection case for account 2297934. (Sent inquiry) - Four owners are still paying the incorrect (2018) monthly amount – will continue to monitor and send additional notices/statements as needed. 		
<p>5. The Board met with Susan Blair (PTRA President and Sales Rep at Blakely’s Flooring) to discuss flooring options and review samples for consideration to install at the Wildwood clubhouse. The Board discussed specifics and options and chose a color/style of interlocking wood-look flooring. Susan will take additional measurements and supply Tim with an estimate in the coming weeks/months as this project is being considered for 2020. The kitchen and bathrooms were also discussed for possible new flooring – Susan will measure and include those areas for the Board to consider.</p>	<p>Tim Lord</p>	<p>Pending</p>
<p>6. The Board discussed possible Capital Projects for 2020. Item of specific interest are as following: Clubhouse flooring Mudjacking Concrete Asphalt/Marking Replace siding one building Additional shed replacements Gutter guards (Leaf Guard Brand & additional options) Renovations to trash sheds/enclosures</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>7. The Board discussed meeting dates for May 2020 which will need rescheduled, the Board will revisit in March. The December meeting was also discussed – the date will remain the same, however the location will</p>	<p>Julie Schaefer</p>	<p>Pending</p>

be moved to an off-site venue. The Outback on Michigan Rd was chosen, Agent will call to inquire if any small rooms are available and/or to make reservations.		
8. The Board discussed the newly installed Flock Safety camera – Agent is awaiting follow up from installation team regarding accessibility. *Message forwarded regarding lens adjustments, once complete- training will be scheduled.	Julie Schaefer	Done
9. The Board discussed a recent inquiry/article concerning installation of exterior 5G internet service and how that is being addressed as the installation for some carriers must be completed on the exterior of the home. Also any impact this could have on the Flock camera system. Agent will inquire as to any regulation similar to that of the enacted by the FCC regarding satellite dish installations.	Julie Schaefer *Inquiry sent	*Done
10. Agent will inquire regarding the clubhouse exterior light that is still not working. *Bulbs were changed, AOC electrician will return to rest the fixture, etc.	Julie Schaefer	*Done
11. Board discussed obtaining a regular maintenance contract or the clubhouse HVAC.	Julie Schaefer *Information provided to new Associa Bid Manager 7.22.19	Pending*
12. 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
13. Next Board Meeting: <u>December 18, 2019, 6:30 PM, Outback Steakhouse, North Michigan Rd</u>	ALL	Ongoing

Board of Directors

Date

