

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 6/15/20
 Subject: Recap of the 5/27/20 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: 6:40 p.m. (After Security Report @ 6:30 PM)
 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 provided the monthly security report. No major incidents to report in Wildwood this month. One vehicle continues to park illegally and has low/flat tires – Jeremy will follow up with owner.	N/A - Informational	N/A
3. The April 2020 Financial Statement was discussed. -The Treasurer presented his report at this time.	N/A – Informational	N/A
4. Gutter cleaning was discussed and proposals reviewed. BLC’s proposal was selected.	Julie Schaefer *Inform BLC of contract selection, provide estimate	Done
5. Parking lot and space restriping and marking was discussed. Agent will communicate with Otto’s the Board would prefer to wait until July to schedule work to allow for further reopening of the City and State and time to prep and notify owners.	Julie Schaefer Communicate with Otto’s regarding scheduling of work. Pre work regarding scheduling *Scheduled for Wed 7/22 & Thurs 7/23	*Done
6. The Board discussed updates on possible Capital Projects for 2020. Item of specific	Julie Schaefer *Ongoing	Ongoing

<p>interest are as following: Concrete (Replacement, grinding, mudjacking)* Replace siding one building Additional shed replacements Gutter guards Renovations to trash sheds/enclosures – repairs to damaged posts, repairs in general (plastic inserts to hide the areas, wheels on gates).</p>	<p>*Concrete – The Board approved seeking estimates to grind the concrete in all locations where appropriate aside from any facing Oakwood Trail *Agent to meet with Tim and AOC to walk community regarding additional items *Agent will reach out to Leaf Filter once again to setup proposal for clubhouse</p>	
<p>7. The Board discussed a recent notice received by owners near Coffman Rd regarding a proposed zoning variance. Tim provided some details he was aware of from a recent PTRAs meeting. Tim also informed the owner of the issues with lighting on the building causing an issue to some Wildwood Homes owners. Tim plans to attend the June 11 hearing to obtain more information.</p>	<p>Tim Lord *Hearing postponed</p>	<p>Pending</p>
<p>8. Discussed possible renovations to the clubhouse kitchen area – Board will discuss possible modifications desired and contractors.</p>		
<p>9. Agent to issue work order to paint quarter round and baseboard in clubhouse. 1 gallon of paint should be sufficient, will likely need to obtain match.</p>		<p>Done</p>
<p>10. Board discussed obtaining a regular maintenance contract or the clubhouse HVAC.</p>	<p>Julie Schaefer *Awaiting updates from bid manager</p>	<p>Pending</p>
<p>11. Development of a Wildwood Handbook is ongoing, Tim Lord will provide 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: June 17, 2020, 6:30 PM</p>	<p>ALL</p>	<p>Ongoing</p>

Board of Directors

Date

