

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

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Date: 8/25/20  
 Subject: Recap of the 8/19/20 Board of Directors Meeting  
 Board Present: Tim Lord, Kent Schwob, Anita Simmons  
 Board Absent: None  
 Attendees: Julie Schaefer, CAM; Jeremy Madriz, Wildwood Courtesy Officer; Bryan Rutledge, BLC Outdoor  
 Homeowners: None  
 Called to Order: 6:40 p.m. (After Security Report @ 6:30 PM)  
 Adjourned: 8:35 p.m.

ASSOCIATED NOTES	RESPONSIBLE PARTY NOTES/COMMENTS/ACTIONS	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. The Board met with Bryan Rutledge, owner of BLC Outdoor. Discussion concerning his findings while cleaning/clearing the water retention pond drain. The retention pond is nearly full of sediment and has never been dredged since the construction of the community. The pond does not drain properly in its current state and appears to have little to no aquatic life. BLC detailed the plan to dredge, installation of rip rap on one side to deter erosion, etc. 25% down payment will be required to start work, then balance upon completion. The Board discussed later in the meeting and unanimously approved to move forward with the project.  Additional discussion with BLC concerning mowing/trimming near vinyl fences – BLC will switch to chemical application to keep trimmers away from fence areas.	Julie Schaefer Provide BLC with approval, support to begin project, payment	
3. Jeremy provided the monthly security report. No major incidents to report in Wildwood this month.	Julie Schaefer	N/A

<p>Parking lot painting project went well, one vehicle was towed (was abandoned) but no other issues.</p> <p>Jeremy will follow up with two residents who have recently had disputes about reserved parking spaces. One unit is missing an assigned space, most likely due to wet area when painting was done, Agent will reach out to Otto's to inquire about Lot/Space #54.</p>		
<p>4. The July 2020 Financial Statement was discussed.</p> <p>-The Treasurer presented his report at this time.</p>	N/A – Informational	N/A
<p>5. The Board discussed the renewal rates proposed by Travelers Insurance.</p> <p>Insurance Agent proposed increasing the deductible if the Board would like to attain a premium savings to help compensate for the increase. After discussion the Board voted unanimously to keep the existing deductible and approve the renewal with Travelers.</p>	<p>Julie Schaefer</p> <p>Advise Insurance Agent of Board's decision</p>	Done
<p>6. Agent to follow up on payment for website domain and hosting renewal.</p>	Julie Schaefer	Done
<p>7. Follow up with Susan at Blakeley's concerning flooring quantity, updated proposal.</p>	Julie Schaefer	Done
<p>8. The Board reviewed a proposal from Leaf Filter to install their gutter guard system on the clubhouse gutters at Wildwood. The Board discussed and unanimously approved. Agent will contact vendor to facilitate installation, payment, etc.</p>	<p>Julie Schaefer</p> <p>Provide BLC with approval, support to begin project, payment</p>	Done
<p>9. The Board discussed the clubhouse kitchen renovations, Kent will shop for appliances that are stainless steel (or material similar in appearance to stainless), fridge with freezer on top, glass top range, and over-range microwave to match. Kent will also purchase the new sink and faucet. Association will reimburse for expense, Kent will submit receipts.</p> <p>The Board reviewed the proposal from Hall's Handyman for demo of the kitchen, painting, and installation of new kitchen</p>	Julie Schaefer/Kent Schwob	Done

items. The proposal is subject to change slightly based upon any added lighting, etc. – The Board approved unanimously. Agent will help to coordinate demo in advance of flooring installation, etc.		
10. The Board discussed updates on possible Capital Projects for 2020. Item of specific interest are as following: Concrete (Replacement, grinding, mudjacking) Shed replacements	Awaiting updates on all projects mentioned – all out for updated pricing/bids.	Ongoing
11. Tim and Anita discussed some questions concerning the the new draft of the Wildwood Handbook – further review and follow up has been tabled until the next meeting. Kent will complete his review, Julie will make one additional review.	Kent Schwob/Julie Schaefer	Pending
12. The Board discussed the dumpster enclosures and seeking possible permanent solutions to the ongoing drainage issues, specifically location #8. Agent will work with BLC to determine if he has any alternative solutions for drainage in the area.	Julie Schaefer	Done
13. Next Board Meeting: September 16, 2020, 6:30 PM	ALL	Ongoing

Board of Directors

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Date

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