

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

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Date: 2/4/21  
 Subject: Recap of the 1/20/21 Board of Directors Meeting  
 Board Present: Tim Lord, Kent Schwob, Anita Simmons  
 Board Absent: None  
 Attendees: Julie Schaefer, CAM; Jeremy Madriz, Wildwood Homes Courtesy Officer  
 Homeowners: None  
 Called to Order: 6:30 p.m. (After Security Report)  
 Adjourned: 7:45 p.m.

ASSOCIATED NOTES	RESPONSIBLE PARTY NOTES/COMMENTS/A CTIONS	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. Jeremy spoke with the owner of the unit on Chrysler where shots were fired last month. Two domestic issues were reported but resolved by residents.	N/A	N/A
3. Steve Earnhart provided updates on open legal issues.	N/A	N/A
4. The December 2020 Financial Statement was discussed. -The Treasurer presented his report at this time. - Operating and reserve fund balances were discussed along with year-end accruals and reclassifications. Agent will send final copy once returned and completed.	Julie Schaefer	Done
5. The Board discussed/reviewed window covering purchased by Kent. The Board also reviewed the proposal to replace the three windows in the clubhouse and water heater that operates the shop bathroom and kitchen hot water. The Board tabled the window estimate decision for now, Tim will seek and additional proposal. The Board discussed then unanimously approved the proposal to install a new 15-gallon tank style water heater. Agent will provide approval to vendor, schedule installation. Kent submitted one additional receipt for clubhouse cleaning supplies, Agent will submit for processing/reimbursement.	Julie Schaefer	Done
6. The Board discussed the annual meeting and reviewed the notices. Notice and associated documents were approved as submitted. Agent will process and mail as soon as possible. Tim submitted 10 proxies – Agent will track any additional received.	Julie Schaefer	Done

<p>7. The Board discussed multiple ongoing covenant related issues – Board granted approval to submit those with multiple notifications to Attorney for communication. Note postal regulations for issue on Georgetown Road, and provide 30 days for owner on Wildwood Ct to resolve.</p>	<p>Julie Schaefer</p>	<p>Pending</p>
<p>8. Ongoing Capital Projects. Agent will seek updates and new bids from additional vendors as needed. Items of specific interest are as following:  Concrete (Replacement, grinding, mud jacking)*  Shed replacements*  Porch support post painting  Dumpster Enclosure replacement or renovations**  *Agent has spoken with AOC for updates on outstanding items – will send follow up and reach out to additional vendors if no bids are provided.  ** K&amp;K Fence representative will provide assessment and recommendations after site inspection</p>	<p>Awaiting updates on all projects mentioned – all out for updated pricing/bids.</p>	<p>Ongoing</p>
<p>9. Follow up with Attorney concerning his review of the Wildwood Handbook and pool suit issue.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>10. Next Board Meeting:  February 17, 2021 (Annual Meeting)</p>	<p>ALL</p>	<p>Ongoing</p>

Board of Directors

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Date

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