

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Date: 10/29/22
 Subject: Recap of the 10/26/22 Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob, Anita Simmons
 Board Absent: None
 Attendees: Julie Schaefer, CAM; Jeremy Madriz, CO
 Homeowners: 0
 Called to Order: 6:35 PM
 Adjourned: 8:12 PM

ASSOCIATED NOTES	RESPONSIBLE PARTY NOTES/COMMENTS/ ACTIONS	STATUS
1. Action Item Report/Recap was approved unanimously in lieu of Minutes. Agent will file in community records	Julie Schaefer	Done
2. Security Report: <ul style="list-style-type: none"> • Discussed continued parking issues on Wildwood Court, residents are parking in grass and continue to ignore No Parking signs. Jeremy was instructed to call for towing any time this issue is present. • Additional discussion regarding parking on Oakwood Trail and issues with dumping. Agent to inquire with Earnhart about charging homeowners for illegal dumping and offering rewards, etc. *Email sent to Attorney	Jeremy Madriz Julie Schaefer	Ongoing
3. Owners in attendance: N/A	N/A – Info only	N/A
4. Treasurers Report: <p>Budget Discussion: 2023 fee proposed is based upon \$181/mo</p> <p>Budget mailing enclosures were reviewed and approved. The Board also approved the revised Delinquency Policy. Agent will submit all documents to CASI Accounting for processing and mailing.</p> <p>Question concerning \$15,823.41 paid for reserve expenses that does not show on the financial. *Reviewed further – this was a transfer needed to cover the insurance premium amount that was due, so the amount did post on the income statement to 5400, would the Board like to transfer this amount back to reserve since there are now sufficient funds in operating??</p> <p>Agent will review due to/from balances when time permits.</p>	Julie Schaefer	*Done
5. The Board reviewed proposals for seasonal pond care (algae and submersed weeds). After some discussion the Board elected to sign	Julie Schaefer	Done

with Oak Aqua again for 2023. Agent will forward signed contract to vendor.		
6. The Board reviewed and discussed proposals for concrete sidewalk replacements to the most deteriorated/worst locations in the community. The Board asked Agent to inquire about payment terms, if payments can be split, etc. *Agent sent inquiry to both AOC & Halls – AOC is 50% down, 50% upon completion. Halls is 100% due upon completion (no down payment).	Julie Schaefer	Done
7. Power washing unit exteriors was discussed, the Board elected to decline the proposal from Midwest Pressure Washing at this time and to have AOC add the task of cleaning the units sides with the heaviest accumulation only on the time block. Agent will discuss with AOC and add as a priority ahead of colder weather. *AOC has added this task to time blocks	Julie Schaefer	Done
8. The Board Treasurer reported that there is apparently a severe issue with mice/rodents at Covered Bridge Apartments, so residents of Wildwood may notice issues if the infestation is not addressed or spreads. Individual owners/residents will need to address this issue as needed.	N/A – Info only	N/A
9. The Board discussed updates concerning the fire at 4841 OT. *Agent will forward updates to Board from contractor	Julie Schaefer	Done
10. The Board discussed issues related to the recent clubhouse rental. Rental did not clean the facility until he next day, then returned key day after cleaning. Policy is that the facility be cleaned the same day and key returned the next in case there are back-to-back rentals. After discussion, a majority of the Board Members elected to retain \$50 of the \$100 deposit and inform the owner of the infraction and that if they wish to rent the clubhouse again, they must clean the same day or rent the facility for two consecutive days, but must seek Board permission prior to doing so. Agent will instruct accounting team to deposit check and will send communication to the owner along with submitting refund for \$50 of deposit once confirmation of deposit is made.	Julie Schaefer	In process
11. Ongoing Capital Projects. Agent will seek updates and new bids from additional vendors as needed: Concrete (Bids obtained, pending BOD decision) Painting – use of Legacy’s Assessment to obtain additional proposals Shed replacements	Julie Schaefer	Ongoing
12. Next Board Meeting: November 16, 6:30 PM Location: Wildwood Clubhouse	ALL	Ongoing

Board of Directors

Date

