

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

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Date: 12/20/22  
 Subject: Recap of the 12/15/22 Board of Directors Meeting  
 Board Present: Tim Lord, Kent Schwob, Anita Simmons  
 Board Absent: None  
 Attendees: Julie Schaefer, CAM; Jeremy Madriz, CO, Jeremy Warman, (Prospective CO)  
 Homeowners: 0  
 Called to Order: 6:35 PM  
 Adjourned: 7:45 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"> <li>• Discussed continued parking issues on Wildwood Court and Oakwood Trail. "Wrong-Way" parking on Oakwood Trail potentially dangerous, Jeremy will monitor and ticket if needed.</li> <li>• Domestic issue on Wildwood Court with family member of homeowner.</li> <li>• Jeremy Madriz introduced new prospective partner Courtesy Officer, Jeremy Warman. Warman is also IMPD officer who is assigned to West side areas on Indianapolis. Madriz would like to bring Warman on to assist with Officer duties for Wildwood. Madriz will remain primary. Board discussed and approved of bringing Warman on to assist, Agent will work with Madriz and Warman for administrative setup, etc. and will share contact info with Board once completed. *Warman to start Jan 1, 2023 per Madriz</li> </ul>	Jeremy Madriz Julie Schaefer	Ongoing
3. Owners in attendance: N/A	N/A – Info only	N/A
4. Treasurers Report: Report presented at this time.  Additional reports were provided by Treasurer to show amounts paid to vendors, highest paid vendors, and details on peak times for expenses, etc.  Questions/Actions for Accounting:  Treasurer concerned that there is no late fee on coupon book. Agent pulled digital copy of draft for coupon books which does show the %	Board	Pending

<p>amount for late fee which is .90 but could be overlooked due to type similarity to amount due. Board Members will advise Agent if in fact the late fee amount is not showing on their physical coupons.</p>		
<p>5. The Board further discussed extending the time block contact option that will allow for no more than a 3% increase in hourly rates in 2024 if selected. Board approved unanimously. Agent will advise Associa OnCall and inform Board if any additional action or information is needed for extension.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>6. The Board reviewed and discussed a proposal for replacement of a roof area that is over a former shed location that was modified into a room extension at 4935 Oakwood Trail. Agent will provide approval information to the contractor.</p>	<p>Julie Schaefer</p>	<p>Done</p>
<p>7. Review and discussion of the recent Risk Assessment Control meeting with Travelers Insurance Company. Travelers has suggested the following:</p> <ol style="list-style-type: none"> <li>1. HOA require owners to install hard-wired smoke alarms – Travelers has been advised this is not possible as the HOA has no jurisdiction over the interior of each individual unit and the hard-wired alarms are not required by law or code. Agent has advised Travelers Rep of this fact, Travelers insists that they will leave the recommendation on but no further action is needed by the HOA.</li> <li>2. BBQ Grills to be used 10’ or more away from any structure – Tim will add to handbook from existing distance and add to website.</li> <li>3. Risk transfer language be added to clubhouse rental agreement – Board approved to have attorney re-draft to add recommendations. Agent will send request and info to attorney. *Existing agreement and report sent to Earnhart with request to review and redraft</li> <li>4. Install fire suppression in clubhouse – Tim will speak with Pike FD Chief Jonathan Kempler regarding any requirements that this be done or recommendations as such before further discussion or consideration.</li> </ol>	<p>Tim Lord *Julie Schaefer</p>	<p>*Done</p>
<p>8. The Board discussed status of the fire related repairs at 4841 Oakwood Trail. HOA contractor is waiting for Owner to facilitate repairs needed before HOA work can be completed (clean out, utility rough ins, any framing issues, etc.). Agent spoke with PM for Homeowner and the Association’s contractor. Clean out of unit was done but is not completed to the specs needed for HOA vendor to begin repairs – Homeowner will need to return to remove any nails in studs and all insulation for work to begin by HOA vendor. PM for homeowner stated that electrical work was currently underway and anticipated completion by mid-December, then plumbing and HVAC contractor to follow. Windows ordered, but on back order, not expected to arrive for 6-7 weeks. All nails and insulation are to be out no later than December 16, Agent will follow up with HOA contractor and PM on status – HOA work should be ready to begin when nails and insulation done. *Message sent for status update</p>	<p>Julie Schaefer</p>	<p>*Done</p>
<p>9. Ongoing Capital Projects. Agent will seek updates and new bids from additional vendors as needed: Painting – use of Legacy’s Assessment to obtain additional proposals Shed replacements</p>	<p>Julie Schaefer</p>	<p>Ongoing</p>

10. Next Board Meeting: January 18, 6:30 PM Location: Wildwood Clubhouse	ALL	Ongoing
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Board of Directors

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Date

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