

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Subject: Recap of the November 2023 Board of Directors Meeting
 Board Present: Shelley Jones, Tim Lord, Kent Schwob, Dawn Warner
 Board Absent: None
 Attendees: Julie Schaefer CAM; Jeremy Warman, CO
 Homeowners: None
 Called to Order: 6:32 PM
 Adjourned: 8:05 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: Officer Jeremy Warman attended the meeting to provide the security report: <ul style="list-style-type: none"> Recent issues with vandalism, possibly group of teens – arrow was shot into siding at one unit on Chrysler St, also clubhouse marquee lock and glass was broken. Officers will keep an eye out for suspicious activity. Discussion regarding access issue for unit with unknown owner status. Will further discuss at December meeting with attorney in December. Officer will visit the unit again after the meeting to observe if there have been any changes. Discussion of purchasing a “Warning” Parking sticker, officer agreed this could be beneficial. Examples presented. The Board later voted to accept motion by Tim to purchase warning stickers and be reimbursed for cost. Tim will order and send receipt for reimbursement, then deliver stickers to officers when they arrive. Some additional discussion regarding an issue with owner family member having mental health crisis, may be same person observed by board member sitting in front of the clubhouse for several hours. Officers spoke with owner at time of incident, no further issues reported. Illegal dumping from unit on Chrysler – unable to determine exact origin but agent will send letter to suspected unit address where the violation was observed. Discussion regarding issue with pest control from inside units, one Board member will reach out to contact at Health Dept to inquire if they can assist. Additional discussion regarding another unit in the area where 	Jeremy Warman Sargent Anderson Julie Schaefer Tim Lord	Ongoing

misc items are left out routinely. Agent will send another letter and also submit at request to remove the shopping cart or other items in common areas.		
3. Owner Open Session: • No owners attended this month.	Julie Schaefer	Done
4. Treasurers Report: Report presented at this time. The Board briefly discussed the recently matured CD and new CD purchased. Agent verified with accounting team the new CD was purchased early November, should show on the November statement.	Julie Schaefer	Done
5. The Board discussed the December meeting – it was decided that the meeting will take place on December 12 at 6:30 PM at Lucianas Restaurant on 86 th Street near Traders Point. Kent will stop in and setup a reservation for the Board and associates. Agent will send time/date/location info to the Courtesy Officers.	Julie Schaefer Kent Schwob	Done
6. Agent provided update on the status of repairs to the unit that was damaged from vehicle impact. Owners contractor (Midwest Remediation) reached out on 11/14 for contact and coordination of repairs. Agent has put them in contact with AOC. Board signed contract for Association responsible portion of repairs (exterior only). Agent later verified the owner will be replacing window via her personal contractors. Agent will continue to monitor status of repairs.	Julie Schaefer	Done
7. The Board reviewed information from an owner and AOC regarding repairs that were dispatched on emergency service for a plumbing issue. It was determined the issue originated inside the home from the kitchen sink, owner responsible item, Owner contends that AOC's plumber did not repair or clear the blockage and that she had to hire another contractor. The owner contractor is an individual not a business so no invoice was available, however she presented a check copy paid to that individual. After some additional discussion the Board requested agent inquire if there is any additional information or documentation (signed) from the owner showing the work was done by AOC's plumber. If not, the Board agreed to write off the charge from the owner account. Additionally the Board requested that any further such work not be performed unless the owner agrees to sign a document stating the work was completed, and if determined to be an owner issue, they agree to pay for that service. Agent will discuss with AOC. *Discussed with the AOC leadership, they are already working on a form for this purpose to be implemented sometime in 2024.	Julie Schaefer	*Done
8. Capital/Reserve Projects that may be considered for 2023: a. Shed Replacements – Request updated list from AOC (most severe should be captured on time block inspection work) b. Concrete work – Request a price per lineal ft (if possible) and associated cost per 1 building.	Julie Schaefer/Vendors	Pending
9. Next Board Meeting: December 12, 2023 Location: Lucianas Restaurant, 86 th Street	ALL	Ongoing

Board of Directors

Date

