

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Subject: Recap of the January 2024 Board of Directors Meeting
 Board Present: Tim Lord, Kent Schwob
 Board Absent: Shelley Jones, Dawn Warner
 Attendees: Julie Schaefer CAM; Jeremy Warman, CO
 Homeowners: None
 Called to Order: 6:37 PM
 Adjourned: 7:43 PM

| ASSOCIATED NOTES | RESPONSIBLE PARTY NOTES/COMMENTS/ ACTIONS | STATUS |
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| 1. Action Item Report/Recap was approved unanimously in lieu of Minutes. Agent will file in community records President Kent Schwob noted that he will be unavailable for the April 2024 meeting. | Julie Schaefer | Done |
| 2. Security Report: Officer Jeremy Warman attended the meeting to provide the security report: <ul style="list-style-type: none"> • Discussion regarding access issue for unit with unknown owner status. A tentative date of March 6 after 2PM was set for accessing the unit, this will depend upon advice from legal and availability of locksmith. Tim will check with locksmith. Julie will follow up with legal. • Issue with ref vehicle parking on Oakwood Trail with tires on grass. Officers will tag vehicle to inform owner of issue. Agent will send letter to homeowner. • No updates available on alleged shooting at that took place on December 12 across from clubhouse. • Illegal dumping continues to be an issue. Board has not noted Phil at community often for cleanup work – Agent will reach out to Phil to ensure he is servicing on trash collection days as previously agreed. • Tim noted the solar powered camera near Chrysler Street has been offline frequently. Tim will check again and if still offline request service from 24/7Security. | Jeremy Warman Sargent Anderson Julie Schaefer Tim Lord | Ongoing |
| 3. Owner Open Session: <ul style="list-style-type: none"> • No owners attended this month. | Julie Schaefer | Done |
| 4. Treasurers Report: Report presented at this time for November 2023, December 2023 statement still in processing at time of meeting. | Julie Schaefer | Done |
| 5. The Board discussed the upcoming Annual meeting, meeting notice and proxy. Notice and proxy did not attach to the report, Agent used standard documents updated with 2024 info. Will submit for processing | Julie Schaefer Kent Schwob | Done |

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| and mailing and send digital copy to Board. | | |
| 6. Board reviewed a proposal to install ¾" thick plexiglass in the marquee sign doors as the previous plexiglass was broken by vandals. The Board agreed that they would table the estimate for now and until additional options for use of the sign can be explored. The sign is currently boarded up. | Julie Schaefer | Pending |
| <p>7. The Board reviewed and discussed the Risk Management Report recently received by CAU. Regarding the items that were noted, Agent will compose responses and sent to CAU as follows:</p> <p>1- Roof replacement program: The Board and agent will consult with local roofing professionals to request an assessment of the roofs and develop a replacement plan based. Agent will be meeting with several vendors at an event in February and will seek opinions then.</p> <p>2- Window A/C Unit Support Brackets: Respond that the window AC units noted in the inspection are not owned by or the property of Wildwood Homes. Any window AC units present belong to the residents. The Association does not permit the use of visible window AC units and will note all during inspection and send notification that the window AC units must be removed.</p> <p>3- Tree limbs near roofs: The Association has an inspection completed annually for this issue and has trees trimmed back as needed, this has been a program the community has followed for many years and will be completed again this Spring.</p> <p>4- Playground Fall Zone: Association has requested an urgent proposal to add playground mulch to a minimum of 12" for safety and will approve and have installation completed as soon as possible.</p> <p>5- Fencing repairs: The only fencing owned by the Association is the vinyl fence that is on the property line between Wildwood Court and the private residences on Coffman Road. The fence is inspected periodically and repaired when needed. There are currently no issues or damages to the fence. All other fencing is owned by other neighboring private property owners (such as fencing between Wildwood and Covered Bridge Apartments and the fencing between Wildwood and the Pike Fire Department Training facility). All patio enclosure fences are owned and the responsibility of the homeowners.</p> <p>6- The Board of Directors has contracted the Pike Township Fire Marshall to request an inspection of the clubhouse to determine the number of fire extinguishers and alarms that are required and will purchase and install accordingly.</p> <p>Agent has sent response to CAU as indicated above. Agent will discuss roofing with contractors on Feb 7 and request replacement plan, then proposals. Agent will send notices to all residences noted with visible window AC units, Agent will request inspection and proposal for tree trimming Agent has requested proposal for mulch install at playground from BLC. Agent will review fence periodically for repairs Tim to speak with Pike Township Fire Marshall to request inspection for fire extinguishers and other required fire safety items as required.</p> | Julie Schaefer Tim Lord | Done |

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| 8. The Board discussed plumbing request and the associated issues with scheduling and service with the property manager for 6907 Wildwood Court. The community incurred a service charge for the trip when residents would not allow access. After discussion, the Board requested the charge be added to the homeowners account. Agent will add charge to owners account per BOD request. | Julie Schaefer Ron Finin | Done |
| 9. 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 |
| 10. Next Board Meeting: February 21, 2024 6:30 PM (Annual Meeting) Location: Wildwood Clubhouse | ALL | Ongoing |

Board of Directors

Date
