

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

To: Wildwood Homes Board of Directors  
 From: Julie Schaefer, Community Manager  
 Subject: Recap of the May 15 2024 Board of Directors Meeting  
 Board Present: Tim Lord, Shelley Jones, Kent Schwob, Dawn Warner  
 Board Absent: None  
 Attendees: Julie Schaefer CAM; Shawn Anderson CO  
 Homeowners: None  
 Called to Order: 6:32 PM  
 Adjourned: 7:46 PM

| ASSOCIATED NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RESPONSIBLE PARTY<br>NOTES/COMMENTS/<br>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:<br>Sargent Shawn Anderson attended the meeting to provide the security report: <ul style="list-style-type: none"> <li>• Officer spoke with resident on Wildwood Court regarding keep dog on leash when out in the community.</li> <li>• Officers also spoke with resident who owns trailer that was parked on Oakwood Trail close to Wildwood Court intersection about parking elsewhere as to not block sight lines.</li> <li>• Officers have responded and tagged vehicles parked on grass when still in location after calls.</li> <li>• Officers performed Security checks on residence located on Wildwood Court (vacation check) per resident request, all ok.</li> <li>• Board Member requested officers speak with resident on Wildwood Court who has been speeding around the back side of community.</li> <li>• Officers will continue to patrol. Monitor parking, and tag vehicles when needed and follow up on requests as needed.</li> <li>• Agent will send letter to owner on Wildwood Court concerning small dog that is getting out of owners garage and roaming community.</li> </ul> | N/A                                             | Info Only |
| 3. Owner Open Session: <ul style="list-style-type: none"> <li>• No owners attended regular meeting this month.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Julie Schaefer                                  | Done      |
| 4. Treasurers Report: Report presented at this time. Treasurer noted some items that were improperly classed, Agent has requested reclass to correct GL and should post to May statement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                                             | Info Only |
| 5. Board also discussed AOC proposal to purchase shutters for all units as needed on the time block for replacement and invoice material only. This method was requested by manager to improve efficiency. The board approved payment of the material only invoice. Agent will                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Julie Schaefer                                  | Done      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------|
| advise AOC to proceed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |         |
| 6. The Board reviewed a proposal for concrete porch stoop replacement with additional fill to raise the area. The porch is sunken and floods in rainy conditions. Approved. Agent will advise vendor of approval and request work to be scheduled ASAP. *Request sent 5.16.24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Julie Schaefer             | Done    |
| 7. Discussion concerning upcoming Spring/Summer HVAC inspection by Control Tech HVAC on June 5 at 4:00 PM. Tim Lord is available and will meet with the technician. AOC has been asked to follow up on availability of hose and spray nozzle to clean exterior unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Tim Lord                   | Done    |
| 8. Additional discussion regarding repairs and use of the marquee sign in front of the clubhouse. After discussion it was decided by majority that the Board will approve the repair to the marquee sign from AOC with the thicker damage resistant plexiglass. The Board also approved Tim's recent proposal for purchase and installing a white board in each side of the sign with magnetic letters and numbers to convey info. The Board also noted that if additional damages occur to the sign, no further repairs will be made unless the sign is deemed to be effective in communicating to the residents. Agent will provide approval to AOC for plexiglass repairs. Tim will purchase other materials as mentioned and submit for reimbursement. *AOC given OK to repair. *Tim has submitted receipts for reimbursement. | Julie Schaefer<br>Tim Lord | Done    |
| 9. The Board discussed recent sewer line tree roots intrusion and associated proposal for repairs. Approved. Agent will provide approval to vendor for repairs ASAP. *Sent approval 5.16.24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Julie Schaefer             | Done    |
| 10. Discussion regarding settled accounts to be written off to bad debt and settled accounts with credit balances. Treasurer will send email approval to write off account as needed. *Tim sent email, submitted to Ron for processing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Tim Lord                   | Done    |
| 11. The Board discussed owner request to install a pergola on her patio, this is replacement to existing pergola, which is not attached/permanent installation. Since not attached or permanent, the Board agreed there is no need for ACR. Agent will advise owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Julie Schaefer             | Done    |
| 12. Additional discussion on cost of clean up regarding dumpster on Wildwood Court and possible removal depending upon outcome of issues with WM. Tim was able to pull invoices from Phil for supplemental clean up, invoices did not include specific locations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | N/A – Discussion only      | N/A     |
| 13. Agent took photos of condition of the clubhouse garage – sent to AOC leadership and requested that Tech's clean up and organize the materials in the shop and move the folding tables to the main clubhouse area where other tables and chairs are stored. *Sent to AOC on 5.17.24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Julie Schaefer             | Done    |
| 14. Kent Schwob will have a copy of the clubhouse key made for Board Member Dawn Warner. Kent will submit receipt for reimbursement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Kent Schwob                | Done    |
| 15. The Board discussed the assessment of possible issues related to cracking concrete on patios. It was agreed that this is an owner responsible item. Agent will confirm addresses and send notification to the owners that the patios must be replaced. The board agreed that 90 days should be sufficient as an initial period to correct the issue. *Pending verification of one address                                                                                                                                                                                                                                                                                                                                                                                                                                      | Julie Schaefer             | Done    |
| 16. Tim asked for update on 1981 document that he located again. The document was sent to Steven Earnhart for review and response in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Steve Earnhart             | Pending |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                  |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------|
| February. Sent another message to follow up, Steve responded 4/30 that it is in his list of items to complete and he will get it to the Board as soon as possible.                                                                                                                                                                                                                                                                                            |                                  |          |
| 17. WM "overage use" charge issue: Steve Earnhart associate Matthew Malcom sent the Board's approved response, but no additional communication at meeting time. *Update, Agent received a voice message from "Kirby" with WM regarding the overage charges on 4/18– sent information to Matthew and Steve and requested they contact WM. Matthew has called Kirby 2X since that time and left VM but no response to date. *Follow up again for update 5.20.24 | Steve Earnhart<br>Julie Schaefer | *Ongoing |
| 18. Next Board Meeting: June 19, 2024 6:30 PM<br>Location: Wildwood Clubhouse                                                                                                                                                                                                                                                                                                                                                                                 | ALL                              | Ongoing  |

Board of Directors

Date

---



---



---



---



---



---



---



---