

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

To: Wildwood Homes Board of Directors
 From: Julie Schaefer, Community Manager
 Subject: Recap of the June Board of Directors Meeting
 Board Present: Tim Lord, Shelley Jones, Dawn Warner
 Board Absent: Kent Schwob
 Attendees: Julie Schaefer CAM
 Homeowners: None
 Called to Order: 6:30 PM
 Adjourned: 8:00 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: Officers were not in attendance at the June meeting. Agent will send updated dates and time for July and August meeting (DONE) •	Julie Schaefer	Done
3. Owner Open Session: - No owners in attendance at this meeting	N/A	N/A
4. Treasurers Report: The Treasurer reported at this time, notable variances, accounts balances, and payments were discussed. One lien was suggested by the attorney and executed. Agent will return for processing. The Treasurer noted that the website hosting invoice will be due in September, approximate cost expected to be around \$400. Treasurer inquired if we obtain/request contact info from owners (email address) upon closing. Info is not requested at closing, however a post card is sent after CASI receives owner closing info and establishes account. Requests owners to send in info and register for TownSq. Agent to inquire about GL 4720 and process for posting (do we add upon receipt of payment or receipt of invoice?) *Added upon receipt of invoice from the attorney.	Julie Schaefer	*Done
5. Issue reported with large boulder struck and moved on Wildwood Court. Agent will send request to landscaping vendor to move the boulder back into position and patch and lawn damage. *Sent request to BLC, pending completion	Julie Schaefer	*Done
6. Board discussed recent ACR and requested additional information on the application, approval, and status. Also inquired regarding ability for	Julie Schaefer Shelley Jones	*Pending

the Board to adopt a smaller standard version. Shelly will send photos. Agent will inquire and request more info on recently installed and send to attorney.		
7. HVAC inspection with Control Tech HVAC. Shelley agreed to meet with the tech on August 19 at 4PM. *Pending appointment	Shelley Jones	*Done
8. The Board discussed the upcoming July an August meeting dates. Agent is unavailable for regular date of July meeting. President is unavailable for August regular meeting date. Dates were changed as follows and security officers have been notified and requested to attend on new dates. July Meeting: July 24, 6:30 PM August Meeting: August 26, 6:30 PM	All	Done
9. Inquiry regarding installation of a Knox box on exterior and any ACR requirement – yes ACR is suggested and installing on wood vs. vinyl siding so that repairs can be made if removed.	All	Done
10. The Board inquired about amending the governing documents due to the age of the original documents, need to update items, and add. Generally the requirement is 75% approval for any amendment. Agent will inquire with attorney if there are any exceptions or provisions that would reduce or remove that requirement. Board also requested an updated list of owners. Time reported the offsite owner count is roughly 50% of the community. Agent will reach out to attorney and inform BOD. *Email sent to attorney, response received and sent to the Board.	Julie Schaefer	*Done
11. Discussion regarding parking and random patrols by Last Chance. Agent will reach out to Last Chance again to inquire about and request random patrols.	Julie Schaefer	*Pending
12. Tim presented a draft digital newsletter and related content. After some discussion he requested the Board review and approve or suggest additional content before sending monthly.	All	Ongoing
13. Shelley reported an issue with the Pike FD fence at the rear of the property as it is rolled up and allowing geese, etc. to enter. Tim will reach out to the Fire Marshall to request they repair it.	Tim Lord	Done
14. Next Board Meeting: July 24, 6:30 PM August Meeting Changed to: August 26, 6:30 PM Location: Wildwood Clubhouse	ALL	Ongoing

Board of Directors

Date
