

Wildwood Lot Owners Association
Board of Directors Meeting Minutes

April 18, 2020

Came to Order at 8:11 am

- Present: Randy Hudson, Trudi Elliott, Chris Oliver, Robyn Overly, Trei Irwin, Tami Kiso
- Absent: Chris Bayless

Trudi Elliott opened with prayer

Pledge of Allegiance

Finance

- Financial Updates
 - CIMR – Deposited \$170 – Additional special assessments received since last deposit
 - Equipment Shed – Has check from Central Bank. Will give to Cindy to deposit the checking account from CIMR
 - Paid a little over \$15,000 for Gate Card system. Balance of approximately \$20,000 to be invoiced upon completion
 - Billed 262 people one time \$25 late charge for assessments. 21 have paid as of March 31
- Payroll Protection Plan Loan Forgiveness Program approved 4/8/2020
 - Funds delivered yesterday - \$39,100, based on 2019 payroll, utilities, ...
 - Loan may be fully or partially forgiven after 8 weeks of compliance if we complete the terms and conditions
 - It pays salaries, subcontract labor, and utilities
 - 75% of the loan has to be for payroll
 - Our accounting firm will manage this on our behalf
- Storage Units - Robyn recommends that after a lot owner is 45 days delinquent a certified letter is sent advising the contents will be sold. BOD Discussed and agreed that we just need to enforce the contracts as written since they already specify that:
 - Any payment not made on time Per #3 In agreement
 - within 5 days –on day 6 past charge of \$5 late fee is added
 - within 14 days – on day 15 an additional \$20 late fee is added
 - If 30 days past due, send letter, ensuring new invoice with charges are included
 - Letter gives 30 days from date of invoice to pay
 - New invoice with late fee charges
 - Certified letter

- If not paid within 30 days of certified letter, termination of contract
 - Wildwood lock is placed on unit
 - Termination notice must be sent certified
 - Given 45 days to pay fees and remove items
- No update on accepting PayPal payments. Chris B. was looking at. Robyn can help if needed
- Budget
 - 1st Quarter 2020 Revenue down approximately \$16,521 from same period last year
 - Coast to Coast accounts for the majority, but also ATV tags, car permits
 - Robyn to provide actual comparisons for 1st quarter 2020 to the same periods of the previous 5 years
 - BOD discussed the reality of a large budget shortfall this year
 - Concurrence is that a special assessment will not pass in the current economic situation due to COVID-19
 - Will use cash on hand to fund operating deficit this year. Must be conservative with expenses to minimize the impact to available operating cash
 - Will lay out operating budget, deficit, and other information for lot owners so they see the true date, and then potentially propose again, a permanent assessment increase that will allow income to equal expenses
- Going forward, any non-routine maintenance or services invoices need to be sent to Lonnie & Trei for review and approval, indicating the account or line item to which it should be charged
- Online payments – not setting up new clients now due to COVID-19. Robyn to continue to follow
- Doerhoff & Associates proposal for additional services – for \$175/week to update all owner information, do monthly invoices and billings, posting payments received, and similar accounts receivable and payments functions.
 - Randy asked if they would take the place of MCA, Robyn said no, they would just do initial courtesy calls about past due debts
 - BOD determined that this is the right approach, but now is not the right time. It would be good to have non-invested 3rd parties perform these kinds of functions
 - Robyn to research a phased approach to implementation

Lonnie Update

- Pool status
 - Have had 2 inspections
 - American Leak Detection – could not accomplish the pressure test, but indicated the pool is beyond repair

- Lindy’s pool – accomplished the pressure test. Indicated that the pipes are good, but the pool structure itself needs repair or replace
 - Provided an option to put a liner in the pool for approximately \$80,000 - \$100,000. But warranty will be in jeopardy because of the existing cracks in the foundation of the pool
 - Both inspections indicated that the pool cannot open in the situation it is in now. The cost of chemicals towards the end of last season far extended the usage because of the amount of continual water loss
 - BOD agreed that this pool as it sits is not worth a \$100,00 band-aid repair.
 - Agreed to pursue “replacement” bids from 2 - 4 pool companies with different options. Trei and Lonnie to pursue. Trei will draft a potential scope of work
 - Discussed that a replacement pool should not include a deep end, but that the footprint should remain within the existing footprint so as to alleviate major land changes
 - Robyn to reach out to our Banker’s to discuss potential financing, once we know potential costs
- Road Gravel
 - Road is all dirt down by the chapel
 - Tami asked what it would cost to put a basic layer of rock on every road throughout the park
 - In 2019 Lonnie placed rock in high traffic areas & areas of erosion. Estimate is the association spent nearly \$30,000 on rock
 - Randy made a motion that \$27,000 be allocated to Road rock, Trei seconded. Unanimous approval – **Resolution 20200418-001**
 - Lonnie to prioritize “hot” spots where roads are a lot of mud, and the main roads first
- Mowing – Trei and Lonnie agreed to a reduced mowing schedule/approach

Executive Session

Internal Affairs

- Dam, Concrete Block, & Wire – Resolved. The block was brought back up. Sign needs to be replaced. Tami to look at the sign

Old Business

- COVID-19 Response updates –
 - BOD agreed we should construct permanent barriers in the store. Park volunteers will make the modifications, except for the glass work. Robyn made a motion to allocate \$1,500 to construct a permanent barrier in the office. Trei seconded. Unanimous approval. **Resolution 20200418-002**

- Chris Oliver to acquire two additional MS Office 365 subscriptions – one for the office and one for the guard shack, to enable electronic communications between the office and guard shack to transmit inspection completions, ...
- Chris Oliver to establish electronic form to provide the transmission of inspection data to the office user
- Opening up the store for business and the guard shack will occur after the upgrades mentioned above and the proper cleaning supplies are in place...
- When store re-opens:
 - Bathrooms in the office will be closed to the public until the store re-opens to the public
 - Store hours will be adjusted to 8:30 to 4:00 to accommodate cleansing after the store re-opens to the public
 - Only 1 person will be allowed in the store at a time
- Employee manual
 - Trudi asked if the nepotism policy (Resolution #080709) should be added as a clause included in the employee manual. The BOD agreed
 - BOD members need to review the manual for discussion at a subsequent meeting
- Equipment Pavilion Update – Complete
- Campground Host – no update
- Honor System Program – Moving forward. Tami to work with Cindy to implement
- Gate System
 - Complete. Just need to replace lot owner's cards, which cannot occur until the store is open to the public
 - Old cards on e-bay. Randy posted, but no hits yet
- Phone Line in Guard shack – ethernet cable is run. Chris Oliver to connect both ends – office and guard shack
- Callaway Electric / Callabyte
 - Just 10 more poles to replace
 - New Fiber cable being run throughout the park now. Expect by end of June. Should be able to begin lot installations after that
 - Callabyte plans to strategically place routers throughout the park to allow for single day usage. Specifics are yet to be determined
- Office 365 Small Business
 - Subscriptions acquired for all BOD member and the C&B Committee members
 - BOD Documents from October 2018 placed in the WW cloud area
- Liquor License Renewal was submitted
- Groundhogs & armadillos – In the park and problematic to the dam. The individual that was trapping is not going out now as a result of the stay at home order. Once the stay at home order expires, trapping will begin

- Potential foreclosures – Tami has identified 5 lot owners, who own a total of 11 lots, who owe Wildwood a total of \$35,330. We would like to inquire with a lawyer what it would cost to affect foreclosures on these lots. Randy will inquire with our attorneys
- Bylaws & Covenants
 - Trudi asked if the prior bylaw changes were registered. Randy to follow up with the attorney

Reviewed Actions without Meetings

- 03/19/2020 - Approved getting a second opinion and a pressure test of the pool from Lindy's Pools
- 03/20/2020– Approved Minutes and Executive Minutes from March 2020 BOD Meeting
- 03/23/2020 - Approved a telephone BOD meeting to discuss emergency COVID-19 concerns
- 03/24/2020 - Approved Minutes from the Emergency 3/23/2020 BOD Meeting
- 04/01/2020 - Approved continuing closure of the office to lot owners and public through 04/30/2020
- 04/05/2020 - Approved authorizing the accounting firm to pursue Government offered small business loan/forgiveness associated with the COVID-19 pandemic
- 04/15/2020 – Approved purchase of a Power Auger

New Business

- Process for lot owners to verify identification and gain access when they do not have a gate card –
 - Lot owners and eligible family members with decals should push the button at the gate and provide their Wildwood car decal number
- Potential signage
 - Smile you're on camera is on order
 - License plates are on order
 - A Lot Owner Must Escort all Guests sign will be ordered
- Trudi received the 30-year title searches for the 13 lots that were bought on the courthouse steps. Cindy to pay the invoice
- Annual clean up to remain for May

Trei Irwin made motion to adjourn at 2:10 pm, Randy seconded. Unanimous approval.



Respectfully submitted Board of Director
Chris Oliver, Secretary

