

# Wildwood Lot Owners Association

## Board of Directors Meeting Minutes

April 10, 2021

**8:00 a.m. Meeting called to order**

**Present: Randy Hudson, Robyn Overly, Danny Payne, Trudi Elliott, Chris Oliver, Kimberly Behlmann and Trei Irwin**

**Opening prayer and Pledge of Allegiance**

### **Finance:**

- WLOA insurance: WLOA is working on consolidating all insurance. Still getting quotes and coordinating insurance.
- CIMR deposit made from paid assessments.
- Pool loan is closing next week.
- Robyn summarized the 2020-2021 comparison.
- **5% CIMR deposit was made. 5% of paid assessments.**

### **8:30 Maintenance Manager:**

- Holding tank policies discussed. Lonnie will ask tank suppliers to provide specific information on warranties.
- Trash: More dumpsters are needed with the growth in the park. 2 more dumpsters will be added to contain trash.
- Deer Park: will look at the women's restroom door. Door doesn't shut properly.
- Park cleanup: roll off dumpster will be delivered by Haymarts on 4/23/2021.
- Propane distribution construction:
  - Inventory of all propane tanks in park needed. (no names) As part of the community's contract. WLOA will make a post on FB for lot owners to report propane tank size, how many fills a year, Lot #. Any new propane tanks installed require to have wheels off their camper before installation.
  - What hours on weekend will maintenance be on call/available to fill tanks. Will discuss in closer to project completion.
  - Maintenance will need to communicate with office the pds/\$ for fills.

- Collect list of lot owners interested in “community pricing.” Need to present AmeriGas a list of lot owners (no names necessary), size and quantity of 250/500 gallon tanks and approximate annual usage.
- Dust control: Vendor projects to be in park to spray 2<sup>nd</sup> week of May.
  - Coordinate/announce program for lot owners to call dust control contractor to have road in front of their lot treated. WLOA not involved in setting appointments or collecting funds.
- Exterior door on back of office needs to be replaced.
- Need internet wire ran to Pool house for better signal. Robyn will check on card reader for pool vending to accept credit/debit cards.
- 8:30 meet with Sandy Carter & Colton Tremain to discuss Turkey comfort station project. Sandy gave presentation for 4 types of buildings for potentially replacing the Turkey Park comfort station. Prices, Pros/Cons & longevity of buildings. Prefab buildings don't seem to be a viable option. Due to cost versus the longevity of the building. Colton Tremain provided a draft with ADA, family restrooms and outdoor shower areas. Possible FEMA approved building which could give WW a FEMA grant to assist with cost. Colton to update a plan to meet the needs of the growing park.

#### **10:00 a.m. Joint Board/PC Session**

- Robyn gave financials update. 5% of paid assessments have been deposited into the CIMR account. \$92,223.59 balance after 1<sup>st</sup> quarter deposit. Pool loan will close week of 4/12/2021. Summarized 2020-2021 financial comparison. Assessments are due January 31. If not paid by 1/31 there is a Finance charge billed. If assessments aren't paid by 3/31 a \$25 penalty is added to the account. WLOA insurances are being consolidated. Price of liability insurance will be an approximate decrease of \$30,000. This is due to lawsuit being settled and no current claims. Insurance cannot be put out to bid when there are pending claims.
- **DNR:** no issues to report.
- **Coast to Coast:** Effective April 15, 2021 Coast to Coast can only be reserved by a Wildwood Lot Owner and Ameren UE outages. Ameren UE renters will be required to show Ameren UE badge for verification. Office will make a copy and scan into Teams. Lot owner's rentals: lot owner must make reservation for guest. All sites are \$35.
- **Comfort station:** Sandy Carter gave presentation to the BOD for 4 types of buildings to potentially replace the Turkey Park comfort station. After reviewing the prefab building options the BOD determined this would not be a good option due to the cost versus the longevity of the prefab bldg. Colton Tremain also attended and provided a bid for a construction-built comfort station. The BOD requested that Colton revise plans and report back to BOD cost. More to come at next meeting.
- BOD agree to add 2 more dumpsters at entrance due to the amount of trash and increased lot owners in park. Dumpsters have been overflowing. There will be a roll off dumpster delivered 4/23/2021 for the spring cleanup.
- **Dust control:** spraying is supposed to happen 2<sup>nd</sup> week in May. Question was asked if maintenance would be able to grade the roads after the product is sprayed. Trei answered

the need for grading will not be needed. The road will be prepped to specs which should help hold the rock on the road better. Winter plowing can still happen however will be slightly different. When plowing operator will need to be careful to not grade the dirt/rock. 3.2 miles of road will be sprayed for the high traffic area in the park. Lot owners will be provided the contact information for the vendor, Aaron Roberts, to contact him directly to pay and set up date for roads to be sprayed outside of the 3.2 mile area. This will be a lot owner to vendor transaction. Wildwood maintenance/office will not be involved.

- **Ice machine:** Maintenance is preparing the area for the ice machine. Question was asked if the water going to the ice machine will be tested to ensure quality. Sandy Carter responded yes and the ice machine is a 5-filter system. The water at Wildwood is tested regularly with the 5-filter system there should not be issues. Ice machine will take cash, debit and credit card for payment. The machine will be connected to Wi-Fi and will report any malfunctions to the contact person 24/7. The ice can be distributed in a bag or directly in coolers.
- **Propane Distribution:** State approved location of tank. AmeriGas will give detailed specs to Randy for construction to begin on pad for tank and installation. There will be three employees in maintenance trained to fill tanks. Day and time the fills can happen will be announced. This will not be a 24/7 service. Projected completion middle of May.
- **AmeriGas** would like to get an idea of how many tanks are set in Wildwood. We will be posting a request on FB for lot owners to provide information on what size tank they have and how many gallons/fills they get each year (approximately).
- **Pool house:** cracks in floors have been repaired and are being coated. Trei will post pics on Facebook. Metal is started inside the building. Partitions are to be here next week. New awning will be installed along pool house side facing the pool from corner to corner. Looking at adding other shade areas. Chemicals will now be kept below pool. Some will be kept above for attendants to shock as needed. Park Counsel has requested to help with the common area next to men's shower area. They will be scheduling a day to do the painting inside the room. A suggestion was made to contact the MVE program (Missouri Vocational Enterprises) for possible outdoor furniture purchases.
- Natural Resources Committee amended the Common Ground tree removal policy BOD approved.

**Park Council/BOD mtg adjourned at 10:45am**

**BOD meeting resumed at 11:00am**

### **Security Updates:**

- Need to hire security help.
- Will see about getting more security scheduled for holiday weekends.
- Security will patrol park more for speeding and violations. Increased amount of ATV/ORV's speeding especially after dark.

### **Internal Affairs:**

- Dumpsters: No trash items are to be left on ground.
- Camera at dumpster will be moved and a motion light installed at dumpsters and corner of guard shack (solar).
- Gate card audit: some lot owners have more than 4 gate cards. Letters are being sent for lot owners to let Bill Tisher/office know which cards need to be deleted. If lot owners do not respond Bill Tisher will choose which cards to delete.
- Cleanup letters are being mailed to lot owners.
- Review of lots with more than 2 campers per lot. Letters will be sent in future.

### **Office Updates:**

- Computer update project: Chris is working on scan directory. Remind staff to keep files cleaned up. Save files to cloud.
- December 31, 2021 office must have Lot numbers added in QuickBooks.
- Office maintenance: Lonnie will replace exterior door on back of the office.
- Alcohol sales
- Adding vendors to deliver supplies to office.
- Surveys: will be emailed to office, then mailed to lot owner. Randy will call surveyor to coordinate the process.
- Office to scan all documents no more paper files.
- For all orders collect phone number and email address for lot owner. Update QB etc.

### **Old business:**

- **Pool Status:** concrete poured around the pool. Some plumbing installed. Filtration plumbing is tentatively scheduled to happen week of 4/12/2021. Zero entry concrete is tentatively scheduled to be poured in 2 weeks.
- **Pool House Status:** Some additional repairs have been done on wall facing the pool due to poor engineering originally. Damage to walls caused damage due to no gutter. Gutter will be added to roof on pool side to prevent damage in the future. Contractor will remove carpet in Rec room. Concession stand: will need shelves, coolers, small chest freezer.
- **Firewood Sales:** discontinuing for now.
- **Callabyte:** WiFi access for lot owners. Letters to existing customers was going out around March 20, 2021. Letters received for hotspot usage for existing lot owners. Coast to Coast update.
- **BOD/PC Roster update:** WLOA forms available online for lot owners to complete electronically and submit. Forms: Tree permit, Bldg. permits. When the forms are completed and submitted the forms should go to appropriate liaison and BOD.
- **Online payments**

### **New business:**

- **EQIP:** Chris Oliver will contact to see if there are any subsidy to help with cost of mulching machine. Will look at this in future.
- Natural Resources Committee amended the Common Ground tree removal policy BOD approved.
- Additional stop signs and speed limit signs will be added.

12:55 meeting adjourned

Kimberly Behlmann

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WLOA Secretary/Office Liaison

4-22-2021

Date