

Wildwood Lot Owners Association
Board of Directors Meeting Agenda
December 12, 2020

Came to Order at 8:18 am

- Present: Randy Hudson, Trudi Elliott, Chris Oliver, Robyn Overly, Trei Irwin, Danny Payne and Kim Behlmann via Telecom
- Absent: None

Trudi Elliott opened with prayer

Pledge of Allegiance

Finance

- Yearly Workman's Comp audit complete. Increased wages determined WLOA would owe \$ this year. (Estimated wages-actual wages=WLOA owes \$)
- Assessments are ready to be printed. Kim will work with office staff week of 12/14 to collate, fold and mail. On schedule for 12/15 mailing.
- Letters being mailed with assessments reviewed and changes will be made. ~~Will~~ Greetings letter: eliminate "here at Wildwood" in 2nd sentence. Owner update form: Move mailbox # line to bottom of form and add "if applicable", remove Holding tank information.
- Robyn checked on getting a Credit Card machine in guard shack it was determined this would not be cost effective. Guard shack will continue accepting cash and checks. Danny will let security know when receiving payments via check to note on check: Phone number, DOB, DL #, Lot number (ask to see ID for check writer)
- Storage/garage billing: will be billed monthly rather than every 6 months
- Coast to Coast refunds: Refunds will be issued as daily and weekly refund. Example: Outage person pays for 30 days but leaves at 22 days. Refund will be calculated as 1 week \$+1 day

Office Updates

- Robyn had a request from office staff to clarify lot owner to lot owner sales. Wildwood office staff will not have any role in lot owner to lot owner sales other than collecting a copy of the deed once transaction is complete. Office will not give lot owners WLOA contract or perform any other duties. Staff should recommend lot owners contact Boyd and Boyd or other titling company to assist.
- Randy proposed the Coast-to-Coast site in front of the gate be eliminated from the rental sites. Chris seconded. Unanimous- **Resolution #20201212-001**

Status of Accounts Receivables, Interest, and Other fees Year to Date

- Robyn updated the board on financials

Online payments update:

- Chris Oliver posted query to facebook seeking assistance with our online payments. Chuck Zelsman responded. Chris will be working with him to get this going.

8:30 am Meet with Maintenance Manager

- Mechanical Plant: Lonnie states mechanical plant feeding is going well. Lonnie is working with Keith daily to adjust the feeding of the plant. Also, will be using web/online to track discharges. More to come on this.
- Robyn asked Lonnie if there are quadrants to the water system within the park. When there is a leak in the park can we only shut off that quadrant versus the whole park? Lonnie states there are shutoff valves throughout the park. There is a map of the parks water system however the map is dated and not very accurate. Randy asked Lonnie to be sure, when possible, to add shutoffs to main water line while doing construction. Lonnie acknowledged.

9:00 Road dust – Keith Morgan to present

Keith has received bids from two companies: Missouri Petroleum (STL) and Vance Brothers (Kansas City). Will be getting 3rd bid from Blankenship (Sullivan, MO). Weighing options may make decision closer to May 2021.

Executive Session

Board Meeting suspended on/at 9:50 am for the combined BOD/PC meeting at Clubhouse

10:06am BOD/Park Council came to order

Finance:

- **2021 Assessments**

Assessments have been entered and will be printed and mailed this week.

- **Bylaw & Covenants update**

- **Questions & Answers**

- **Conservation Club updates**

- **ATV Club updates**

Executive Session ended at 11:10 am

Board Meeting re-convened at/about 11:22 am

Internal Affairs Update By: Bill Tisher

Gate Card Audit:

- Bill has found some lot owners possess more than 4 gate cards. He will get this information to BOD so the additional cards can be deactivated.
- Found some cards are linked to wrong lot numbers, typos, inconsistent information for some.

Gate Card Improvement Suggestions:

- Office staff be sure to check system to ensure only 4 cards are being issued. Every time a card is issued, replaced ensure # of cards activated.
- Office staff when cards are activated be sure to use lot owners name then note on the file the relationship to the lot owner.

Standard Rules for Clubs/Organizations in Park:

- Insurance for liabilities (Robyn calling WLOA insurance company to see if organizations should have their own insurance)
- Common ground usage within the park
- Require a Park Council member be assigned to each organization
- No club/organization can discriminate or prohibit ANY lot owner from joining their organization.

ATV Decals:

- Robyn suggested numbering the decals.
- Bill will begin ATV decal audit soon

Old Business

- **DNR** nothing to update
- **Office and Maintenance Technology Updates** Dec 22 meeting to assess Lonnie computer, office computers, they will review and maybe a little clean up during the 2 hour visit at \$85/hour. Hook up computer monitor and set up computer stations to work the same.
- **Employee manual review**-PTO add to manual January 2021
- **Nondisclosure statement: Review in January 2021**
- **Pool Status:** on schedule
- **Pool-house Discussion:** Trei will try to get 2 bids for pool house
- **Firewood Sales Project:** Will revisit in 2021
- **On-line calendar status** BOD will start using Teams Calendar immediately for deadline reminders, meetings etc.

- **Callabyte** – map of routers in park –follow up in January 2021 meeting

Bylaws & Covenants update

- No new updates at this time

New business

Lot owners using WLOA owned lots for personal use: not applicable

Deer & Turkey Comfort station remodel/replacement?

- TBD
- WLOA owned lots sold – allow upgrades immediately after survey. don't wait for written survey

Randy made motion to adjourn at 1:10 pm, Chris seconded. Unanimous approval.

Kimberly Behlmann

Respectfully submitted Board of Director

Kimberly Behlmann, Secretary