

Wildwood Lot Owners Association  
Board of Directors Meeting Agenda  
February 20, 2021

**8:00 am Meeting**

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

**Prayer**

**Pledge of Allegiance**

**8:15 am Ice machine update:**

- Met with Sandy Lepping who researched ice company. We are looking at bids at this point. No definite decision made. More to come.

**Everest Ice:** bag ice, bulk ice, water dispense, small unit with enclosed unit, 2 working parts. Equipment/startup cost \$46,200 (includes infrastructure \$)

**Ice House of America:** bag ice, bulk ice, water dispensing, larger unit (like in Fulton). Equipment/startup cost \$134,500

\*WLOA is considering additional options for ice availability.

**Finance**

- **Wildwood Insurance** agent will be getting bids update. Insurance revision to consider propane and pool. Agent will get bids to WLOA soon. Should be able to add propane distribution to current policy. Will see if Robyn gets bid by March meeting.
- **Online payment update:** Chris Oliver is working on this. Getting close to having online payments ready for use (via WordPress). Once Chris can receive some training with the WordPress program we can proceed. Still in process.

**8:45 am Meet with Maintenance Manager**

- **WLOA truck sealed bids:** 3 bids received; high bid was \$505.00.
- **DNR:** Mechanical Plant daily monitoring the plant. No problems to date.
- **Electric pole/light** update at maintenance shed near gate. Work order placed to Callaway Electric. CEC to send Randy Hudson an easement to sign.
- **Dust control:** Keith Morgan joined the meeting to update board with bids. Currently we have 3 bids with 1 bid pending. Lonnie is following up with the pending bidder. No decisions made will continue to discuss in next meeting.
- **Amerigas** update: Board unanimously voted to proceed with propane distribution. Randy Hudson made motion to proceed and Robyn Overly 2<sup>nd</sup> the motion. Randy has

contract will sign contract and project will move forward. Trei Irwin will coordinate the construction project for the tank installation etc.

- Request to get prices for snowplow blade for maintenance truck in future. Maintenance plowed roads in frigid temps in open cab equipment. A plow for the truck would enable maintenance to plow in less time and improve conditions for workers.
- **Turkey Park power outages:** Callaway Electric will run a line across the edge of Crow Lake to shorten the line from the existing service. CEC believes this will help with the current power outages.

### Executive Session

Park Council meeting was rescheduled due to bad weather. Meeting 2/27/2021

### Internal Affairs Update

Rescheduled will get update in March meeting for gate card audit, ATV plate audit etc.

### Security

- Questions/Inquiries about tickets and violations should be directed to Bill Tisher, Internal Affairs. Office and other employees in the park will not be authorized to accept complaints. Bill Tisher will speak with lot owners and if necessary, provide them with the process to file an appeal.
- WiFi at guard shack: BOD will check with Callabyte to get WIFI at/near guard shack. This will help guests/lot owners with WIFI calling in order to call lot owners when they arrive to get guest pass.
- Vendors entering and exiting the park are held to the same rules for speed limit violations. Security will notify manager of vendor if there are issues with speeding.
- Will get bid for heat/air window unit for guard shack. Currently using plug in heaters which do not keep the guard shack very warm.

### Office Business

- Office and Maintenance Technology Updates: Chris Oliver purchased new laptop, printer for maintenance as well as two computers for office. Micaela with Computer Solutions will coordinate the maintenance work with Kimberly Behlmann.
- Hired Tina Schepers for part time office position.
- ATV guest plate update: **Resolution 20201114-002** was modified regarding deposit on ATV guest plates. The revision: \$20.00 per date with NO deposit. Office/Security will track the plate on a spreadsheet. BOD will discuss in March meeting the possibility of a fine to the lot owner if guest plate is not returned to office/security.
- SOP's: Tami started process need to ensure we have SOP's for all processes and make sure accessible to all office staff. Will continue to update this.
- Received safety glasses for riding. Cost was \$29.91/2.49 (dozen) for gray lenses will sale for \$6.00/pair and \$51.20/4.27 (dozen) sale for \$8.00/pair.

- Vickie (Kim) reviewed/updated liquor and grocery prices. Adjusted as needed based on the market value.
- **Online Calendar** will be used to reserve Clubhouse. We hope this will prevent duplicate scheduling. Office staff are to go to Teams, WW operations, Clubhouse rental. Add the date and time, note in the reservation: received deposit \$ via ck, cash, paid on mm/dd/yyyy. Office staff: (person who took reservation)
- **QuickBooks:** Office staff should start utilizing QuickBooks to add comments such as: mm/dd/yyyy John Smith called regarding fine or requested tank pump. The more information in system the better for the accountants when they are helping lot owners.

### Old Business

- **DNR** (see section Maintenance Manager)
- **Office and Maintenance Technology Updates** (see section Office)
- **Employee manual** review-PTO added each employee will be given a copy.
- **Nondisclosure statement:** BOD reviewed and approved. Employees will be given a copy of statement(s) to sign.
- **Pool Status** no updates currently. The contractor needs the ground/concrete to warm up to continue pool work. Contractor still feels we will be on schedule for May opening.
- **Pool-house Discussion** received bid to renovate the pool house however BOD will post on social media to see if there are any other contractors wishing to bid on this project. BOD agreed to set a deadline of one week for any other interested bidders to make an appointment to look at project. If no other bidders contact BOD we will proceed with current contractor bid.
- **Comfort Station update:** This is on hold until BOD has a better idea of the budget. Will revisit and keep on the agenda for future meetings.
- **Firewood Sales Project:** no action
- **Clubhouse rental agreement-** review for thermostat settings. Continue for March 2021 meeting.
- **Callabyte** – Continued to March 2021 meeting: Randy to give update \$8.00/day. 24 hours from time purchased, 14 hotspots, bounce off all 14 hotspots, one device, monthly subscribers not yet defined, need address off device, not yet clarified, 16 digits, machine address day, weekend \$15 (48 hours), week, month packages.

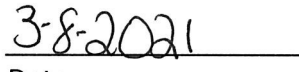
### New business

- Prospective new lot owners can visit the park to look at lots however WLOA will not allow prospective lot owners to ride trails.
- Pool house updates: (Trei) get PC involved in painting etc. to save \$ review bid(s) for renovations.
- Lien worksheet
- Tank pumps first tank pump ½ price (after installation)
- Honor system: should lot owner be able to buy guest atv plates via honor system at gate. Continued to March 2021 meeting.

- BOD/PC Roster update. Develop distribution list for tree permits, building permits etc. such as: [treepermit@wildwoodassociation.com](mailto:treepermit@wildwoodassociation.com) that distributes email to tree permit people, & board liaison. Chris is working on this to make the process easier for lot owners.
- Coast to Coast- Lot owner asked if they could park their camper at CtoC for a few days while dirt work was being done on their lot. BOD discussed and will have guidelines and perhaps other options in the future.
- Coast to Coast- Trudi Elliott made a motion to eliminate tent camping. Randy Hudson 2<sup>nd</sup> the motion. **Resolution: 2021-0220-001 CtoC daily fee \$35.00.**



Kimberly Behlmann  
WLOA Secretary



Date