

Wildwood Lot Owners Association  
Board of Directors Meeting Agenda  
January 23, 2021

**8:00 am Meeting called to order.**

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

**ABSENT:** NONE

**Trudi Elliott opened with Prayer.**

**Pledge of Allegiance**

**Finance**

- Wildwood Insurance agent will be getting bids from insurance carriers for boards review.
- CMIR: 5% of paid assessments will be deposited quarterly.
- Online payment update: Chris Oliver is working on this. Getting close to having online payments ready for use (via wordpress)
- BOD will be reviewing the prices in the store inventory to ensure sales are appropriate to market price.

**8:30 am Meet with Maintenance Manager**

- Maintenance has truck for sale. Lonnie will get more details. Believes 2005 Ford F150 will take bids starting \$200.
- DNR: Mechanical Plant is doing great. Keith will do test next week.
- Received replacement monitors (for defected monitors)
- Lonnie request approval for electric pole for dust to dawn light near the maintenance shed. Request is due to security, safety (very dark).
- Turkey Park water heater under warranty. Needs part replacement due to recent issues.
- Lonnie is getting a bid from another vendor for dust control. (BID ONLY)
- Amerigas telecom meeting with Zac regarding tank installation for WLOA near park entrance to fill propane tanks (20, 30#). Three employees would be trained at no cost for operation/safety of tank filling. Will need inspection of area, crash protection (barrier around tank), concrete or rock pad, electric, explosion proof line, fire extinguisher. Still collecting information for this. More details to come.

**Executive Session**

**10:00 am BOD/Park Council**

- Robyn gave overview of finances:
  - ✓ Discussed pool grand opening budget.
  - ✓ Assessment billing is improving due to new process such as adding the lot purchase dates in Quick Books for accounting to better answer assessment billing questions.
  - ✓ 5% of paid assessments will be deposited into CMIR account quarterly.
  - ✓ Online bill pay almost complete. Chris is working on this. (Wordpress)
- **Amerigas:** Zac (Amerigas Rep) called in via telecom to answer Park Council questions regarding the possibility of adding 20 & 30# tank fills. This will create revenue for WLOA. Still in the beginning stages. Will update at February meeting.
- **Bylaw & Covenants** process will be reviewed differently than previous months. Park Council identified the need to cross reference topics between the Bylaws and Covenants to be sure both are consistently updated.
- WLOA insurance agent has stated any charter/organizations in the park need to inform BOD of any activities planned, in advance, for approval. If charter/organizations do not get approval for activities in the park they are required to acquire and pay for an insurance policy for their activities in the charter/organizations name.
- **Conservation Club** will give status update in February 2021 meeting.
- **SHOTS** atv club update: no representative from group present.
- **WLOA Mugs:** Discussed the sale of 20 oz powdered coated insulated tumblers. Agreed this would be a great source of revenue for lot owners and possibly giveaways for the pool grand opening.
- **Pool update:** weather is slowing process slightly due the cold temperatures will change the expansion etc. of existing concrete. Contractor needs to do concrete work when ground is at optimum temperature to ensure the integrity of the work. Although this has slowed the process slightly contractor does not see a problem with completing the pool work on time for grand opening in May 2021.
- **Pool house/Turkey comfort station:** Estimate was given to BOD to update the pool house. Will review bid.
- Question was asked if the clubhouse should be open for daily use for lot owners. Lot owner asked if lot owners could use the clubhouse to play games, darts etc without paying a fee. However, there would still be a fee for larger organized parties get together. The key would still be checked out at the office. The lot owner who checks the key out would be responsible for ensuring the building is cleaned and locked. Other lot owners would be permitted to use the building the same time however would have to leave and recheck out key if they wish to continue using the building. Robyn will discuss with insurance agent and will be discussed further at February meeting.
- Briefly discussed getting an **ice machine** at/near gate for WLOA to make our own ice. This would eliminate the need for HILKE Ice. In the long run this would create revenue for the association. Placement near gate/security area could generate revenue from local community since ice machine would be available 24/7. Still in works. No decision made yet.
- Park council meeting was concluded at about 11:40am.

### Internal Affairs Update

- **ATV Audits** will start around May 2021
- BOD approved updated ATV/Other section Randy motioned to approve, Kim 2<sup>nd</sup> the motion.
- **Gate Card Audit:** results are being compiled a list of lot owners with more than 4 active gate cards will be addressed in the future.
- **Pool rule revisions:** Randy motioned to approve, Chris 2<sup>nd</sup> the motion.

### Office Business

- **Office and Maintenance Technology Updates:** Will purchase 2 desktops/monitors for the office. Also, will purchase laptop & scanner/printer for Lonnie.
- Approved hire for **part time** office employee.
- **ATV guest plates** update: \$20/day with a \$20 refundable deposit. Deposit will be refunded only if returned on/by expiration date. If plates are returned after security/office is closed the plates can be inserted in mail slot on outside of office. When the office closes for the day the staff will give guard shack staff the deposits with the tracking sheet. When guard shack closes at night they can deposit the bag with tracking sheet and deposit \$ in the mail slot. ONLY ACCEPTING cash/check. If plates are deposited after hours cash will be placed in lot owner file. Check can be mailed back.
- **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.
- Updates to billable items: Clay, ATV tags, Guest passes etc. Review and update any/all charges. All updated as well as amounts that should be paid upfront.
- Work orders \$2,000 or greater would like cashiers check for amount. MUST be paid in full. If check is accepted for ANY services must add DL #, DOB, phone number.
- Coast to Coast: Only 2 vehicles and 2 ATV aloud per campsites, 1 camper. Coast to Coast campers not permitted to have guest passes for visitors.

### Old Business

- DNR (section Maintenance Manager)
- Office and Maintenance Technology Updates (section office business)
- Employee manual review-PTO add to manual January 2021
- Nondisclosure statement contd. to February meeting
- Pool Status
- Pool-house Discussion received bid to renovate the pool house however will discuss February meeting, if not before, what is necessary.
- Firewood Sales Project: no action at this time. WW still has numerous bundles of wood in carport bldg. Will revisit in the future.
- On-line calendar status for Clubhouse rentals Chris will work on this

- Callabyte – map of routers in park – Danny provided map. BOD will request Callabyte move 2 or 3 of the routers. Coast to Coast should have a router nearby for paying campers.

#### New business

- Wildwood property lines on trails. Surveyor contacted at one point and cost would be approx. \$6k
- Propane program (see Maintenance Manager updates)
- Accepting personal checks for work orders (see office business)
- Coast to Coast rules. 1 camper per lot, 2 cars, 2 ATV's (see office business)

#### Deer & Turkey Comfort station remodel/replacement

- Still weighing options getting/reviewing bids etc. will discuss further in February.

January 23, 2021 meeting adjourned at 2:14pm

Kimberly J Behlmann  
February 5, 2021  
WLOA Secretary