

Wildwood Lot Owners Association
Board of Directors Meeting Minutes

July 11, 2020

Came to Order at 8:00 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

- Surveys must be paid for in advance going forward and must go through Wildwood
- Lot owners paying for adjacent lots with credit cards. Randy proposed that going forward anything \$1000 or over, excluding assessments, must be paid by cash or check and lots purchased from Wildwood must be paid for via cashier's check. Chris Oliver seconded. Unanimous approval. **Resolution 20200711-001**
- On-line bill paying – CPA indicated that they have a client that uses authorize.net for this and is setting that up for Wildwood. It's close to being established, but we need to resolve a disconnect between that system and QuickBooks
- Invoicing from the accounting firm is going well. Invoices being sent out timely
- Paycheck Protection Program is no concerns. Wildwood qualifies for the forgiveness
- Discussed actual income and expenses to date, as compared to the budget, and is on track with respect to the approved budget. The PPP has benefited the finances
- Discussed the need for a permanent assessment increase to resolve the aged infrastructure issue with Wildwood as well as current operating expenses.
- Trei proposed a permanent assessment increase of \$115 per lot, with an assurance to freeze the permanent assessment for a period of 3 years after approval. Robyn seconded. Unanimous approval. **Resolution 20200711-002**
- BOD discussed a potential special assessment specifically to pay for the pool. BOD agreed to NOT pursue that
- BOD discussed the pool. We cannot move forward with the pool without the permanent assessment being approved. Robyn to continue to pursue financing options for the pool and we'll re-address the pool after the results of a permanent assessment increase is known

Lonnie Update

- Lonnie was absent today

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

Combined PC/BOD Meeting

- Came to order at 10:09 am
 - Finance Update
 - Accountants doing invoicing now, and the invoices are being sent out much timelier than we were able to do in-house
 - On-line bill payment processing is in progress right now, but not ready to roll out as of yet.
 - We need lot owners to provide their email addresses and opt in for on-line bill paying via the form provided
 - Lot owners informed that surveys must be paid for in advance.
 - A lot owner asked if they could go to their own choice of a survey provider and the BOD agreed that they can, but the costs may not be as good due to economies of scale
 - BOD passed a resolution that anything \$1,000 or more cannot be paid via credit card due to the large fees associated with accepting credit. A lot owner asked about just adding an internal charge for accepting credit cards, but the BOD agreed we're not in a position to do that now.
 - A lot owner asked if it would be feasible to increase our prices across the board and then offer a cash discount. BOD indicated that anything is possible but logistically would be an issue with the few employees we have and the rest being volunteers
 - Money was moved to the infrastructure account for the adjacent lot sales. Account now up to \$22,000
 - Discussed the pool. BOD is looking at the financial aspects. Randy reported that we are still upside down now, income to expenses, for the year. We're operating at a loss this year.
 - BOD indicated that we have managed to build a relatively significant cash fund. But that includes the \$39,000 we received this year from the US Govt. PPP program which we will not receive in 2021.
 - BOD indicated that we may be able to pay cash for the pool, but that would put us in a concerning position without a permanent assessment increase
 - Randy discussed new DNR concerns with respect to our mechanical station that supports Coast to Coast. Looking at potentially \$45,000 in expenses. Randy is pursuing options with DNR

- A lot owner asked about the policy of no “new” holding tanks allowed to be installed on a lot without one. Randy indicated that policy is in effect still due to DNR requirements
- A lot owner asked if we are still approving new permanent residents. BOD indicated that we are accepting applications because the covenants and bylaws allow it
- Bylaws and Covenants
 - Cristy indicated that the B&C Committee made a proposal for a permanent assessment increase that is now being considered
 - Still working on Sections 8 and 2. Holding off on proposing any additional changes beyond the assessment increase items
 - C&B meeting tomorrow will be “virtual” using MS Teams
- Randy discussed the upcoming election. 14 PC positions are open, and people are needed. 2 BOD positions are open. Randy will be running again
- Questions & Answers
 - A lot owner inquired about e-invoicing. Lot owners are getting the emails but also getting paper invoices. Robyn to follow up with the accountants on this
 - PC asked if exterminators are still coming into the park monthly, based on a conservation club question. BOD indicated that they are supposed to be coming out monthly
 - PC asked about if pools are allowed on lots, and if are there any restrictions. The BOD indicated that there are not currently any restrictions
 - Resolution 0908-11, dealing with building codes, is worded poorly. Trudi asked the PC to provide proposed wording changes and they agrees
 - A lot owner asked about the surface of a potential splash pad as well as the rest of the pool. Trei indicated that the splash pad will have the appropriate surface and will check on the rest of the pool
- Ended at 10:49 am
- BOD Meeting re-convened at 11:10 am
- Internal Affairs
 - Bill asked about a virtual Neighborhood Watch program. He would like to ask lot owners to get involved and provide their camera information
 - Randy asked about internal audits. Bill indicated he wants to do audits, starting with gate cards. Bill to document a proposal for audits.
- Chris Oliver made a motion that effective January 1, 2021 any new second or subsequent lot be assessed at the same rate as primary lots. All secondary and

subsequent lots purchased before that date are grandfathered at the current rates.
Tami seconded. Unanimous. **Resolution 20200711-003**

Executive Session

Old Business

- Robyn made a motion that store remain open on Tuesdays and Wednesdays effective immediately. Trei seconded. Unanimous approval. **Resolution 20200711-004**
- Pool – Trei made a motion that, contingent on the permanent assessment being approved, we accept the proposal from Pate Construction. Robyn seconded. Unanimous approval. **Resolution 20200711-004**
- DNR – Trei, Randy and Lonnie met with Curt Warfield and Chris Flagg and there are issues with Coast to Coast pumping station. Randy to pursue authorization to pump that discharge to the lagoon
- Deer Hunt
 - Randy proposed there be a \$25.00 non-refundable application fee and that it be isolated to those qualified for a decal. Robyn seconded. Unanimous approval. **Resolution 20200711-005**
 - Chris Oliver proposed that anyone found hunting on Wildwood property be fined \$1,500. Randy seconded. Unanimous approval. **Resolution 20200711-006**
 - Office will need to collect the non-refundable a \$25.00 application fee. Randy to document procedures for the Store staff to follow
- Gate System
 - Old gate has been disconnected. Trei to follow up with the new system provider to ensure that we disconnect all appropriate parts
 - Gate system training – Robyn to see if she can provide the training for Store staff
 - Need to change the administrator on the Gate Card system. BOD decided that Missy should be the new Administrator
- License Plate camera for the front gate – Trei to discuss with IA to determine what's required
- Trei to research costs for storing security video in the cloud versus keeping on premise. Otherwise security boxes are needed for the on-premise storage boxes
- Store liquor license – to be discussed later. Chris Bayless will be the individual to hold the liquor license
- Will hold an employee Recognition Event sometime in September/October timeframe
- Tami asked about extending the adjacent lot program. Tami made a motion to extend the current adjacent lot owner program as is, till 12/31/2020. Randy seconded. Unanimous approval. **Resolution 20200711-007**

Reviewed Actions without Meetings

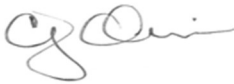
- 6/15/2020 – Approved paying to cut down a dead tree on common ground near Deer 255/256
- 06/16/2020 – Approved 24-hour security for Independence Day weekend, beginning at 10:00 am Friday 7/3/2020 and ending at 12:01 am on Monday 7/6
- 06/18/2020 – Agreed to allow Callabyte to host an awareness building event at Wildwood during the Independence Day weekend
- 06/19/2020 – Approved cancelling the plans to create a new Beach area
- 06/22/2020 - Approved Minutes and Executive Minutes from June 2020 BOD Meeting, and provided BOD approval of May 2020 Lot Owners Meeting minutes for submission to the low owners for approval at the October Lot Owners Meeting
- 06/22/2020 – Approved closing the store restrooms to the public

New Business

- A permanent residency application was approved
- Independence Day Weekend Review
 - A lot of people, but not big in comparison to Memorial Day. No issues
- Canyon Lake Drain Valve – No concerns with DNR. Not leaking bad and leaking less than after the original cut
- ATV Plates – new costs. Material costs for new plates are just under \$5.00, which is the additional charge for new plates versus renewals. This will be addressed later in the year – November or December
- Lot owner access to the park in rental vehicles. Must purchase guest passes as with any other vehicle
- Coast to Coast
 - Tami is working on a spreadsheet to contain the information needed for Coast to Coast, to address if they're pull through or not, lot length, ...
 - Trudi proposed that we pull out of the Coast to Coast and Good Sam programs. Randy seconded. Unanimous approval. **Resolution 20200711-008**. Robyn to notify both programs
- Lot Owner / PC Members to help market the need for a permanent assessment increase – will reach out to various lot owners to be ambassadors for this. Need to write a story to explain. Chris Oliver to document as part of the assessment increase introduction
- Additional dumpsters – BOD discussed and agreed no additional dumpsters are needed, nor additional dumping for the existing dumpsters. We recently added two additional dumpsters
- Potential Wildwood wide Yard Sale – BOD agreed no concerns. Will reply to Park Council letting them know we have no issues and that the PC can coordinate this
- BOD discussed the necessity of not allowing for signs. BOD to ask the C&B Committee to look at potentially changing this if there is no real reason for not allowing them. Since this restriction is a Covenant, Chris Oliver to bring this to the C&B committee

- Technology Updates
 - New Maintenance PC – Chris Oliver to assess in the big picture with store technology and return a recommendation to the BOD
 - New Office PC's – Chris Oliver to assess the currency of the existing technology in the store and return a recommendation to the BOD
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- Wildwood funded cell phones – Need to find cell phone invoices to ensure we know who has them. Discussion around potentially the Gate controlling application may just be installed on Wildwood owned phones. Robyn to determine the phone numbers that we're being invoiced for
- Big gate being left open – Tami asked about the process for ensuring that the big gate is being closed as appropriate. It's being left open now to allow Callabyte contractors to access the park as needed with their installs

Trei made motion to adjourn at 2:38 pm, Randy seconded. Unanimous approval.



Respectfully submitted Board of Director
Chris Oliver, Secretary