

Wildwood Lot Owners Association
Board of Directors Meeting Minutes

June 13, 2020

Came to Order at 8:00 am

- Present: Randy Hudson, Trudi Elliott, Chris Oliver, Robyn Overly, Trei Irwin, Chris Bayless, Tami Kiso
- Absent: None

Trudi Elliott opened with prayer

Pledge of Allegiance

Finance

- Approx. \$230,000 more in checking than this time last year
- Gross sales down \$4,600 due to the store closure – net profit approximately \$8,000
- Service to lot owners is up \$4,000
- Insurance costs have gone up approx. \$6,000 – from \$36,000 to \$43,000
- Directors Insurance went down \$469. Cost is now \$574
- Workers Comp insurance increased a couple hundred dollars. Will probably get some back at the end of the year, based on the insurance company annual audit
- Budget status – will look at the end of the 2nd Quarter
- Online bill paying – Received the setup packet
 - An electronic form has been developed for lot owners to authorize electronic invoicing
 - Chris B. and Chris O. to get together to find ways to secure our website more around the payments area and minutes area
 - Will be a small fee to Wildwood for using electronic invoicing
- Lot sales - \$28,500 year to date for adjoining lot sales. 80% (\$22,800) of that will go into CIMR
- SBA PPP has been extended from June 30 to December 21. Some parameters have changed
- Gate Card Deposits –
 - We need a procedure to deactivate cards for people that leave Coast to Coast without turning the card back in
 - Tami to put together a spreadsheet that can be used to keep track of gate cards provided for Coast to Coast and the deposits, for use by Security and the Store

- Proceeded into a conversation about defining formal check-in and check-out times. Decision is that Coast to Coast cards will be deactivated the morning after the renters last day, for cards that were not turned in
- Will allocate a bank of cards for Coast to Coast use, for better tracking
- Accountants indicated we have a lot of credits on the books. Trei to validate with Lonnie
- Office staff will be sending any invoiced receive to the accountants. They will reach out to the vendors to change the address for bills to go directly to the accountants
- Received a \$1106 credit from insurance, because of the pool being closed this year
- Additional Doerhoff & Associates Services potential
 - Accounting system says our biggest issue is trying to manage our accounts receivables
 - Would provide Accounts Receivables for an additional \$7,000 per year plus postage
 - \$16,640 per year total to Doerhoff & Associates would be the new total amount if we add this additional service on
 - Chris Oliver made a motion to accept Doerhoff & Associates offer for additional accounting services. Tami seconded. Unanimous approval - **Resolution 20200613-001**

Lonnie Update

- Lonnie was not able to attend
- Trei addressed holiday weekend pumps. He asked if we can increase the charge to pump on holiday weekends to 3x the normal. No decision was made, but a lot of concern was expressed for the maintenance workers that had to be on call to support that
- Discussion ensued about staffing on holiday weekends. Discussed overtime for the holiday weekends, or scheduling maintenance personnel to work on the long weekends. Trei to discuss with Lonnie

Robyn made a motion that effective July 14th the store be closed on Tuesdays and Wednesdays all year. Chris B. seconded. Unanimous approval – **Resolution 20200613-002**

Robyn made a motion that security start on Friday at 1:00 through Labor Day. To be revisited at end of year. Randy seconded – **Resolution 20200613-003**

Executive Session

Old Business

- Memorial Day Weekend Review
 - Park was busier than ever
 - Complaints of a Jeep on the trails
- Pool Updates

- Two true proposals received
 - Lindy's - \$312,900 for a new pool, using existing filter system. No kiddie pool area or splash pad. Would be a salt system with a choline generator as backup. Trei was told that salt water systems is not generally used in commercial pools.
 - Mike Pate Pool - \$263,000 to rework existing pool to a zero entry, and to convert the 10 foot deep section to 5 foot. Would include replacing the kiddie pool with a splash pad. Would include all new filter systems and pumps
- Discussed the potential of improving the pool house at the same time. BOD agreed we should do it at the same time
- Robyn to discuss financing options at the Lot Owners meeting
- May want to deed the pool area separately, since it will be used as collateral for a potential pool loan
- BOD discussed the need to have a permanent assessment increase approved before we make a commitment in terms of a loan. BOD will discuss again in July after analysis of the 2nd quarter financials
- Beach Updates
 - Will cost approx. \$2,500. Recommended site is Doe Lake. Randy made a motion to approve expenditure of up to \$4,000 to construct a sand beach at Doe park. Chris Bayless seconded. Unanimous approval – **Resolution 20200613-004**
- Callabyte updates
 - Callabyte is asking where we want the public pay for usage access points
- DNR
- 2019 Water System Consumer Confidence Report – all good
- COVID-19 Response updates
 - Store and campground restriction updates
 - Will follow state guidelines going forward. No restrictions beyond the state guidelines. State restrictions will be lifted effective 6/16. Store restrooms to be opened to the public as a part of lifting the restrictions
 - Put a sign up that reminds people to respect special distancing
 - HVAC issues after installation of the barriers between store staff and customers. Danny Payne will look at it and provide recommendations
- Gate System
 - Randy discussed reluctance to keep old gate cards still in use till August 31. Randy made a motion that the old gate cards be shut off effective 7/6/2020. Chris Bayless seconded. Unanimous approval - **Resolution 20200613-005**.
 - Trei to work with the necessary people to shut it.
- Wildwood Operations Technology Updates
 - Move to Office 365/Teams complete – all staff, IA, and BOD included
- Bylaws & Covenants Update

- Randy has not heard back from the attorney. Randy to continue trying to reach out to the attorney to see if the latest updates have been submitted to Secretary of State

Reviewed Actions without Meetings

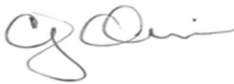
- 05/12/2020 – Approved 24 Hour Security for Memorial Day weekend, from 8:00 am Friday morning until 8:00 am Monday morning
- 5/13/2020 – Approved purchasing concrete barriers for Canyon Lake
- 5/15/2020 – Approved the use of the gray Wildwood F150 for Security use
- 5/13/2020 – Approved Security reverting to normal Tuesday and Wednesday hours
- 05/20/2020 - Approved Minutes and Executive Minutes from April 2020 BOD Meeting
- 5/27/2020 – Approved sending 17 new accounts (lot owners) to MCA for collections
- 5/27/2020 – Approved store personnel calling the 45 lot owners that are in arrears for \$1,000 or less, requesting they pay their debt by 6/15 in order to avoid being sent to collections

New Business

- Mo Dept. of Conservation asked us to allow them to set traps for invasive beetles. Randy to reply to Dept of Conservation letting them know we are okay with it
- Store liquor license will be transferred to Chris Bayless
- Tami reminded us that people are not allowed to consume alcohol in the store or BOD office area per liquor license. Tami will bring it up in the lot owners meeting
- Business Management & Financial Controls
 - Chris B. recommended that we hire a subcontractor to assist in setting up the technical aspects of the inventory control aspects. Robyn to pursue the vendor to see if they know of any contractors that would assist, and to check on the applicability of the current scanning hardware
 - Chris O. recommended a small group to look at all of our business processes and what processes should be shored up or improved. Will re-address in the July BOD meeting
- Chris Oliver discussed a potential Employee Recognition Event and All employee meeting. BOD agreed it was a good idea. We will discuss in July for a potential Labor Day event
- Managed Deer Hunt
 - Tami indicated that she was asked if management of the deer hunt should move from Park Council to the Conservation club. BOD agreed it should be a BOD managed event.
 - Randy proposed new rules
 - BOD will manage going forward
 - Lineal decedents to lot owners can participate

- Can get a Buck after having taken a Doe (with proof of death)
 - Increase number of participants up to 100
 - Must have been a member in good standing since 1/1/2019
 - \$20.00 non-refundable fee to Wildwood, in addition to all state rules and tag requirements
- Employee manual – not yet complete
 - Adjoining Lot program will expire at the end of July. BOD should readdress in the July BOD meeting

Chris Bayless made motion to adjourn at 11:56 pm, Randy seconded. Unanimous approval.

A handwritten signature in black ink, appearing to read "Chris Oliver". The signature is written in a cursive style with a large initial "C" and "O".

Respectfully submitted Board of Director
Chris Oliver, Secretary