

Wildwood Lot Owners Association  
Board of Directors Meeting Minutes  
November 14, 2020

Came to Order at 7:59 am

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

Trudi Elliott opened with prayer

Pledge of Allegiance

Finance

- Wood for sale was not delivered. Danny to follow up
- Doing assessments different this year. Robyn working with Missy this weekend to start the process
  - Will print all assessments at once, dated January 1st
  - Anticipate sending them out on or around Dec. 15<sup>th</sup> to ensure the lot owners receive by 1/1/2021
  - Accountants implementing new process to ensure all lots are invoiced correctly
- Discussed adding a 14-day expiration date on lot offers. BOD agreed to add a comment at the lower part of all agreements to indicate that the offer will expire in 14 days if receipt

Lonnie Update

- Lonnie found 27 lots with holding tanks that do not have monitors
  - Robyn indicated that there was an exclusion for dormant lots – that is lots that are owned by individuals and we cannot locate them
  - Randy to determine which of those 27 lots are not owned by Wildwood. Lot owners will be fined accordingly
- Trei indicated that the invoice for \$9579.73 from Husky, the monitor provider, should be valid. Robyn to have the invoice paid. Randy indicated that we should try to get agreement on what they owe us under warranty, prior to paying the invoice
- Trei indicated we should be able to order 25 additional monitors from Husky as well as the 15 that Husky should be sending back to us under warranty. Randy to determine how many monitors we need to order

- Trei also to discuss the warranty with Husky. We want to discuss that we are not the end consumer. We believe the 1-year warranty should not start until purchased by the lot owner
- Trei is pursuing additional monitor options. DNR insists that monitors have battery backups
- Mechanical Plant
  - Have hog food in there now to keep the bug population up
  - Anticipate the cost to be about \$5.00/day to maintain the hog feed needed
  - Inquired with a professional (Keith) to operate our Mechanical Plant. Curt has been doing it up to now
    - Robyn proposed that we go with Keith to operate our mechanical plant at a cost of \$335/month. Randy seconded. Unanimous – **Resolution 20201114-001**
    - We will retain Curt to continue monitoring the water for now, but Curt's rate needs to be reduced since Keith will be doing the Mechanical Plant. We may consider training and certifying an employee to do this in the future. Lonnie to discuss with Curt on Monday
- BOD discussed increasing the sale price of clay. BOD agreed to increase the cost of clay from \$70.00 to \$85.00
- Randy discussed Road Rock. Agreed we should look at options to keep dust down, cost versus value. Lonnie to look at options

#### Finance (Cont.)

- New decals and ATV tags are in, but not yet being sold. Discussed that they cannot be sold until assessments go out because 2021 assessments need to be paid before purchasing ATV tags
- Discussed potentially updating the prices for ATV tags for 2021 but BOD agreed to leave prices the same
- BOD agreed requiring a \$25 cash or check deposit, effective Sunday, 11/15/2020, for guest ATV tags to ensure they are not used again in the future
- Reviewed the current Profit and Loss Statement and Balance Sheet
- Wildwood changing from being an "C Corp" to a "HOA" effective 1/1/2021. This will benefit us for tax purposes. Accounting company will affect that change. Robyn indicated that the Accounting Office will ensure its changes with the Secretary of State
- Discussed the Employee Manual Updates. Trei to email the updated manual back to all Directors **and will review in December**. All employees will sign the Confidentiality Agreement in January

#### Executive Session

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

## Combined PC/BOD Meeting

- Came to order at 10:08 am
  - Finance Update
    - Assessments will be starting. Will be sent out all at once, on or about 12/15/2020
    - Assessments are due 1/31. Lot Owners become a member not in good standing if assessments are not paid by 3/31. If not paid by 1/31, there will be a one-time \$25 late charge, plus accruing finance charges till paid
    - Park is moving from a “C Corp” to a Homeowners Association (HOA), to benefit Wildwood from a tax purpose. This was recommended by our accountants
    - 2021 gate cards and ATV tags are in, but cannot be purchased until after 2021 assessments are paid in full
    - 2020 Budget is on track
  - Covenants & Bylaws update
    - Jami Hohl is the new 2<sup>nd</sup> PC B&C team member
    - Randy and Cristy met with our attorney, and Cristy will be reviewing that discussion with the C&B team members in tomorrow’s meeting
    - C&B Committee pursuing updates to Section 2 and 8 of the Bylaws next
  - Questions and Answers
    - A lot owner asked about a grand opening celebration for the pool. Requesting that the 2020 unused Park Council funds be transferred to 2021 for this purpose. Robyn indicated she thought the budget is exhausted, while the PC believes there are approximately \$1300 left. BOD to discuss rolling any 2020 excess funds over to 2021
    - PC discussed the requirement for access to water in order to get a burn permit. They propose indicating that water must come from a lot owned by the lot owner doing the burn. BOD agreed
    - Park Council indicated that they agreed to pay the existing \$874 in Park Council trail funds to reimburse the lot owners for a small portion of the expenses they incurred in the recent trail work maintenance
    - Discussed no budget for maintaining ATV trails. Park Council discussed the need for an ATV trail maintenance budget. They indicated that a percentage of the ATV sticker sales should be allocated to a separate trail maintenance fund. BOD agreed to discuss
    - Park Council also proposed a separate weekend guest ATV pass and a weekly guest ATV pass
    - Discussed the potential to charge a cash or check deposit for guest ATV tags



- Discussed car decals when a lot owner purchases a new vehicle. Store is charging people for the new stickers when they should not. Store personnel will be informed that if they turn in the old sticker, they will get the new sticker for free
  - Discussed the need for office staff to inform Coast to Coast renters of the rules for more than 2 vehicles and 2 ATVs on a lot
  - Randy indicated that the collection agency has collected \$42,000. But we continue to pay 29% of the collected amount to the agency. Randy discussed the need to change the bylaws and covenants to pass this expense to the debtor lot owner
- Randy discussed DNR and the Mechanical Plant and the need to use Pig Food daily at a cost of approximately \$4.50 per day. This feeds the bugs that then eat the bacteria
- Randy discussed road dust. Randy talked about a lot owner that brought in some companies to look at Chip and Seal and similar options that could help keep the dust down to provide potential options. Randy indicated that the BOD will be looking at this and asked for any lot owners that may have ideas to please bring them forward to the BOD
- Randy indicated that we need to start considering the comfort stations. He indicated that we can't demo Turkey because it is the only one with an ADA restroom now. May have to update Deer Park comfort station first and incorporate ADA facilities before closing Turkey Park
- Randy talked about the Autumn Olive Bush being an invasive species that is spread throughout the park. Randy indicated that the Conservation Club might look into that for something to take up. He also discussed the need to thin out some Sugar Maples and these prevent the growth of the desired white oaks and indicated that the Conservation Club may want to pick that up.
- Club Updates
  - Conservation Club reported. Things went well this year. They'd like to do some Turkey Shoots next year and some fish tournaments
  - Conservation Club indicated that they are adding solar powered lights to the docks
  - ATV Club was not present to provide an update
- Ended at 10:58 am

BOD Meeting re-convened at 11:15 am

- Internal Affairs
  - Discussed ATV tags and expressed concerns that the temp tags are way underpriced

- Discussed requiring that guest ATVs should not be allowed in the gate without getting their guest ATV passes – will require that ATV guest passes be purchased as they come in
- Discussed the potential to have a weekend ATV guest rate and a weekly ATV guest rate. Robyn proposed that ATV guest rates be set at \$20.00 per day effective 1/1/2021 with a \$20 Cash or check deposit, and that we no longer provide a weekly rate. The deposit will not be refunded if the plate is kept past the expiration date. Chris seconded. Unanimous. **Resolution 20201114-002**
- Robyn to research options for enabling the guard shack staff being able to process credit cards
- Received Proposals from Mid Mo Telecom for a new camera system at the guard shack, a card reader at the laundry and a camera installation in the laundry room. Vendor recommended a commercial door be installed in the laundry room as well. Camera system is approximately \$2,660. Laundry room with door, camera, and car reader is approximately \$4700.
  - BOD agreed to only install a camera in the laundry room, but not the card reader or new door
  - BOD agreed to execute the guard shack camera system

#### Old Business

- Re-addressed store/employee hours. The BOD agreed that the store will re-open on Tuesdays and Wednesdays effective December 1<sup>st</sup> to accommodate the administrative needs of the office
- Office and Maintenance Technology Updates – Chris to move the Board Calendar to Wildwood Operations. Chris Oliver to research potential PC vendors
- Pool Status
  - Loan is in processing, lender needed pictures
  - Work is ongoing
- Pool-house discussion
  - Dustin Brown provided a bid of \$13,627.50 to redo the floors in the pool-house
  - Will require carpentry work, plumbing, and electrical work. Trei to look for lot owners to help lead some of these efforts
  - With volunteers, Trei believes the job can still be completed for approx. \$30,000
- Kim continuing the effort to update Office procedures
- Firewood sales – have only sold one bundle so far. Vendor has not fulfilled recent order. Danny to reach out to him

#### Reviewed Actions without Meetings

- 10/13/2020 – Approved additional security for the weekend of 10/16 – 10/18
- 10/14/2020 – Approve purchase of ½ cord of firewood, split and bundled, for sale
- 10/19/2020 – Approved Minutes for the October 2020 BOD Meeting

- 10/20/2020 – Approved use of a Vendor pass for trail maintenance equipment
- 10/22/2020 – Approved purchases of 3 boil order signs, 3 burn ban signs, 3 stands for signs, and all signs double sided aluminum
- 10/23/2020 – Approved extending the area of concrete replacement immediately adjacent to the pool for an additional \$5,100
- 10/26/20 BOD approved re-alignment of roles.
  - Kim Behlmann remains as Secretary and assumes role of store liaison
  - Robyn Overly re-assumes role of Treasurer and relinquishes store liaison role
  - Chris Oliver relinquishes Treasurer role
  - Trudi is Natural Resources liaison

#### New Business

- No additional new business items discussed
- A Coast to Coast long term renter asked about a discount for a month while they go home for December but wants to leave their trailer here. BOD agreed that we can't set that precedent and they are already getting discounts for extended stays
- Trudi to add the Callabyte hotspots to our lot map – or a different map
- Lot owners volunteered to strip and re wax the clubhouse floors. Wildwood will pay for materials and an employee expenses necessary

Randy made motion to adjourn at 1:12 pm, Chris seconded. Unanimous approval.

*Kimberly Behlmann*

Respectfully submitted Board of Director  
Kim Behlmann, Secretary