

**WILDWOOD TOWNHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 31, 2024
9:00 A.M. VIA ZOOM**

Present:

- Kitty Hasche
- Erin Welfelt
- John Hasche
- Matt Swatek
- Tracy Schwartz
- Kat Loughan, Toad Property Management

Agenda:

- Call to Order
- Roll Call
- Establish Quorum
- Approve Previous Meeting Minutes 06/18/24
- Financials
- Flood insurance
- Concerns regarding a tenant
- Executive Session
- Cabinette Update
- SealCo Bid and Excavation Work
- Screw & Glue
- Pond Remediation
- Parking Letter to the City
- Tomichi Trees
- Communication
- Approval of 104 Wildriver new color
- Old Business
- New Business
- Adjourn

The meeting was called to order at 9:28 a.m. and Kat confirmed a quorum.

Kitty made a motion to approve the June 18, 2024 meeting minutes. Erin seconded the motion and it was unanimously approved.

Prior to the meeting the accounting team had responded to John's questions. John confirmed two units had not paid the flood insurance assessment. JT had been paid for his work at the Cabinettes and the Cabinette Reserve has \$12,700.50. But \$6,500 of that needed to be moved to the general account.

Kat confirmed Toad was working on the collection of \$222 due for a unit which sold in August 2023. Kat said a Certified Letter had been sent to the owners delinquent on the flood insurance and delinquent dues. The owners had 30 days to request a payment plan or make a payment on the delinquency. John had requested a Cash Flow Report be included in financial reports and Kat said she would be able to

email a Cash Flow Report to the Board. The reports were loaded in the AppFolio software as they were available.

Concern had been expressed by some lenders that there was insufficient flood insurance coverage for some units. It was unclear what the individual lenders wanted to see and it was agreed to wait to see if the lender had additional questions. Concern was expressed about making multiple changes to the flood insurance policy based on the individual lender requirements.

Kat said contact had been made with an owner regarding lease expiration for a unit where the tenant had been causing issues. Kat would continue to reach out and explain why the Board thought the lease should not be renewed. The owner had been invited to the meeting.

At 9:41 a.m. John made a motion to enter Executive Session to discuss unit concerns. Kitty seconded the motion and it was unanimously approved.

At 9:50 a.m. John made a motion to leave Executive Session. Kitty seconded the motion and it was unanimously approved.

John made a motion to levy a fine for improper parking. Erin seconded the motion and it was unanimously approved. It was generally agreed roaming or aggressive dogs would be immediately reported to the City.

John said two Cabinette units (9 & 16) still required work.

A bid had been obtained for the sinkhole repair near the Cabinettes. SealCo would not do excavation work and Echo Ridge had provided a bid. Nick would provide an update and recommendation to the Board. Any work would be a general expense.

Blue Dog Home Improvement had indicated mid-September for the roof screw and glue. Blue Dog understood the budget for the work and would work within that budget. Kitty stressed the importance of notifying owners of landscaping changes and screw and glue budget constraints. Kat agreed to draft a simple, short, email to owners and the board would review.

Kat confirmed a new landscaping contractor had walked the property and wanted to do the work, but would not set up and blow out the irrigation. An owner had suggested a second contractor but Kat had not been successful in reaching the owner. Toad would continue to maintain the irrigation. Kat had requested a telephone call with the potential contractor to discuss the contract and equipment.

Kat confirmed the pond remediation chemical had been applied by Toad.

Kat confirmed the letter regarding parking had been sent to the City and a copy would be sent to the Board.

Kat said individual owners had been notified of the exterior painting project starting in October and advised to have any necessary repairs completed by that time.

John confirmed he had been in contact with Tomichi Trees and the work would be completed up to a budget of \$8,000. Tomichi Trees had been advised the \$8,000 was the absolute maximum for this year. Tomichi Trees did not trim trees but Kyle of Tomichi Trees would advise which trees required attention.

Erin expressed concern about communication lapses and asked for prompt responses. Concern was expressed about delays receiving updates or completing projects. Delays from the accounting team had been an issue for the past couple of years. Kat stressed the Association did receive a significant portion of her time. It was generally agreed better communication was necessary and responses could be more consolidated.

Kitty said an owner had requested one color, charcoal, for everything, including the trim. Concern was expressed about approving a color outside of the usual color palette. Also, concern was expressed about only one color being used. John said the information would be passed to Kat and she would reach out to the owner so the regular approval or denial process could be followed.

The next meeting was scheduled for August 28, 2024 at 9 a.m.

At 10:45 a.m. John made a motion to adjourn the meeting. Erin seconded the motion and it was unanimously approved.

Minutes respectfully submitted by:

Rob Harper

Toad Property Management