

**WILDWOOD TOWNHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 11, 2024
9:00 A.M. VIA ZOOM**

Present:

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

Agenda:

- Call to Order
- Roll Call
- Establish Quorum
- Approve Previous Meeting Minutes 07/31/24
- Financials
 - Unit 9 & 16 Delinquency
 - Toad Write-Off \$222
- Landscaping
- Curb Appeal Discussions
 - 2nd Letter to City
 - Unit 2 & 7
- Flood Insurance
 - Concerns for Owners with Mortgages
- Meetings
 - Timing in-between
- Sink-hole Repair
 - Actual Bid (Nick)
- Painting
 - Re-bid for 104 Wildriver
 - Follow-up with Unit repairs
- Shed at 102 Wildriver
- Tomichi Trees
- Prep for Budget Discussion
- Old Business
- New Business
- Adjourn

The meeting was called to order at 9:03 a.m. and Kat confirmed a quorum.

Kitty made a motion to approve the July 31, 2024 meeting minutes. Tracy seconded the motion and it was unanimously approved.

John made a motion to draft a demand letter for delinquent dues on two units. The owners would be given two payment options – 12 months or 18 months – and Kat agreed to circulate some examples of demand letters for the Board to review.

Kat agreed to research options within Toad to write-off \$222 which had not been collected at the time of a unit selling.

Kat confirmed a contract had not yet been received for landscaping services but the contractor had just presented an invoice for work already completed. Ethan from Toad would work with the contractor to explain the irrigation system and scope of work, including leaf collection as it was nearly the end of the season. John said weed spraying needed to be performed in the Spring on the east side of the cabinettes. It was agreed weeds could be cut down in the Fall.

A second letter had been sent to the City regarding parking but no response had been received. It was generally agreed the parking for the past few months had not been as bad as it had been in the past. Matt made a motion to install two no parking signs between the east and west dumpsters. Nick anticipated the cost to be under \$300. John seconded the motion and it was unanimously agreed. Brandon said he would circulate some examples of signs from Amazon.

Kat said fines had been levied on two units (2 & 7). Kat confirmed the owner had paid the fine. No update was available on the lease renewal for Unit 2.

Kat explained property checks would be completed in the next few days. John said one resident in the Cabinettes had agreed to water the tub in the island and an owner of a Cabin had agreed to work on the daylilies underneath the main entrance sign. Two \$20 gift cards were approved to give to these volunteers. Kat agreed to send notices to all owners/tenants about the locking of the bear proof dumpster.

Kat said any owner/lender with concerns about Flood insurance needed to reach out to Stefan at Mountain West Insurance. Some mortgage companies wanted different levels of coverage including the reduction of the deductible from \$25,000 to \$10,000. Kat explained Lloyds was the only company willing to provide flood insurance for the Association at this time. Kat agreed to reach out to Stefan to obtain a quote for individual owner flood insurance policies with the Association as a named insured.

Frequency of board meetings was discussed and it was generally agreed monthly meetings was the aim. The next meeting was scheduled for October 9, 2024.

Nick said Echo Ridge had started work on the sinkhole. Nick explained an abandoned manhole was the cause of the problem. Once work was completed an asphalt patch would be put in that area. The cost of the work would be in the region of \$5,600. Nick would inspect the work later in the day.

Nick confirmed Echo Ridge wanted to enter into another snow removal contract.

Nick explained Blue Dog Home Improvement would perform screw & glue on the roofs up to a cost of \$10,000. The balance of the work would be performed in 2025. Work would commence on homes on the east side of Wildwood. No roof leaks had been reported.

Paint colors for 104 Wildriver had been confirmed and Mike of Complete Coverage would provide a revised bid. Kat said she would reach out to Complete Coverage for the revised bid.

Kitty confirmed the painting bids included notes on repair work which needed to be completed on specific units prior to Complete Coverage starting the painting. Nick agreed to inspect to confirm if work had been completed.

Kitty confirmed a shed had been installed at 102 Wildriver. The project looked good but approval for the shed had not been requested. The owner would be asked to submit a Modification Form. Kat agreed to send a reminder to all owners that Board approval was required for all exterior work.

John said he had walked the property with Tomichi Trees and the bid was \$7,800. John explained Tomich Trees had identified the high priority trees. The work would be performed at the end of October or early November. Owners would be notified prior to the work commencing so that vehicles could be moved.

Nick agreed to identify areas on the driveway which would benefit from cold patching and obtain an estimate. Kitty said paving needed to be considered as a future capital project.

At 10:25 p.m. the meeting adjourned.

Minutes respectfully submitted by:

Rob Harper

Toad Property Management