

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

Present:

- Kitty Hasche
- John Hasche
- Matt Swatek
- Tracy Schwartz
- Collin Schuhmacher, Toad Property Management
- Ryan Darby, Toad Property Management
- Rob Harper, Toad Property Management

Collin called the meeting to order at 9:03 a.m. and confirmed a quorum. Collin explained Kat had left Toad and Collin introduced himself as the new owner of Toad. Rob would continue until December 2025 or later and a new property manager would be assigned shortly.

Kitty made a motion to approve the amended September 11, 2024 meeting minutes. Tracy seconded the motion and it was unanimously approved.

Collin agreed to circulate to the Board examples of demand letters and payment plans for the two delinquent accounts.

Rob agreed to follow up with Abby and resolve the outstanding \$222 not collected at the time of a unit selling.

Collin agreed to follow up with Jim, the landscaping contractor, and have the Fall cleanup completed. A landscaping contract for 2025 was still outstanding and Collin would research.

John explained Blue Dog Home Improvement had completed some glue and screw. Collin would follow up with Blue Dog or Nick and confirm which units had been completed and the cost.

Collin confirmed "No Parking" signs would be in place later today.

Collin said Toad would follow up on Curb Appeal violations and make more frequent inspections and issue letters when necessary. A reminder would be sent to all owners that approval by the Board was required for any exterior modifications.

John agreed to resend his email to Toad with questions regarding flood insurance and Collin would follow up with Stefan at Mountain West Insurance.

Complete Coverage wanted to start work on exterior painting of selected units but some units needed to make repairs prior to Complete Coverage starting work. Collin agreed to research prior emails and get back to the Board.

Collin agreed to follow up with Nick about Echo Ridge snow removal for the 2024/2025 Winter.

Collin explained the accounting team had started work on the 2025 Budget and would circulate to the Board as soon as possible. The annual meeting was scheduled for November 16th at 9:00 a.m. John had prepared a draft Budget and that was being reviewed by the accounting team. John explained the draft Budget included a significant increase for insurance premiums.

Collin said an update would be sent to all owners notifying them of the personnel changes at Toad and who they needed to contact.

Kitty reminded the Board to utilize the AppFolio software to place Work Orders with Toad.

Kitty said she had a volunteer for the Board as Matt would be leaving. Kitty agreed to send the bio to Toad so it could be included with the annual meeting documents. Attempts would be made to mail the meeting documents to all owners during the first few days of November.

Kitty said the City did not anticipate changes to the flood mapping in 2026 so flood insurance would need to remain in place unless an amendment was made to the governing documents.

The draft Budget would be reviewed via email and then another quick board meeting scheduled to approve the Budget prior to mailing to the owners.

At 9:50 a.m. John made a motion to adjourn the meeting. Tracy seconded the motion and it was unanimously approved.

Minutes respectfully submitted by:

Rob Harper

Toad Property Management