

**WILDWOOD TOWNHOMES HOMEOWNERS ASSOCIATION  
ANNUAL MEETING MINUTES  
SATURDAY, NOVEMBER 14, 2020  
VIA ZOOM  
9:00 A.M.**

**Call to order**

The meeting was called to order at 9:02 am, owners were welcomed to the meeting. Rob Harper, Toad Property Management, confirmed the meeting had a quorum and notice of the meeting was mailed on October 10, 2020.

**Acceptance of Minutes of 2020 Meeting**

A motion was made to approve the minutes of the June 20, 2020 meeting. The motion received a second and was unanimously approved.

**Financial Report**

Rob Harper explained a draft 2021 Budget had been distributed and the intention was to change to a January – December budget cycle and budgets would be approved in the Fall instead of having the Summer meetings. Rob said the Association was in a stronger financial position now than previous years, partly due to the special assessment for a tree removal project. The 2021 draft Budget proposed a small dues increase for cabins and cabinettes and had been approved by the Board.

Rob explained some of the Operating expenses and said capital projects would be discussed later in the meeting.

A motion was made to ratify the 2021 Budget. The motion received a second and was approved by a majority of the owners.

**Management Company Report**

Rob Harper said there had been changes to the Board since the June meeting and 12 units had sold. Rob thanked Jerry Mack, Erin Welfelt and Janet Amelio for their work on the Board and said Paul Depp had recently resigned and Karen Redden had sold her unit.

Rob explained a storm in September had caused significant tree damage in Wildwood as well as the surrounding areas.

Rob said a minor change to the Bylaws would be necessary for the financial year adjustment and the Board would be able to make that change.

**Election of Directors**

Rob Harper explained Erin Welfelt had rejoined the Board to fill a vacancy and there were additional vacancies on the Board. Jerry Mack encouraged an owner of one of the cabinettes to join the Board as there would be major decisions taken regarding the cabinettes in the near future. There were no volunteers from the cabins or the cabinettes to join Jerry, Erin and Janet on the Board. Jerry encouraged owners to volunteer to assist on special projects such as the preparation of a capital plan or researching flood insurance if they did not want to commit to the Board.

### **Old Business**

Rob Harper explained over the past couple of years significant work had been performed to identify capital projects and obtain estimates for the work. Also, Karen Redden and Paul Depp had researched and made an initial application for a bank loan to fund projects instead of a special assessment. Rob said the current Board had taken a step back to try to understand how much work owners want to do and how to fund those projects, either by a special assessment or a bank loan. Rob said the Board had concerns about spending \$70,000 on tree removal and significantly changing the landscape and the receipt of the engineering report from SGM had identified the issues the cabinettes were facing.

Rob explained the engineers report would be shared with owners once the Board had been able to start to formulate a plan and find contractors to provide bids. Rob said two attorneys had reviewed the governing documents and confirmed the cabinette owners would be responsible for the cost of the repairs.

Jerry Mack said the Board had been discussing special assessments for the repair items and phasing work over several years instead of proceeding with a bank loan. Rob explained cabinette owners would be responsible for any work performed on the cabinettes as well as paying the cabinette share of any work performed on the asphalt or tree removal which were general common elements. Toad would work on obtaining bids for electrical repair as the first item.

Earlier tree reports had identified the health of the trees although it was not always possible to confirm the health of a tree just by looking at it. Several owners expressed a wish to leave as many trees as possible and just remove trees on an as needed basis and in accordance with recommendations from the tree specialists. Rob Harper explained removing tree stumps was expensive and would need to be part of a larger landscaping plan.

Pot holes in the asphalt had been filled and any additional asphalt work would be postponed until the Spring.

### **New Business**

Rob Harper confirmed there were no plans at the present time to hire a project manager for the repair projects.

Rob explained one of the unit sales (the Anderson unit) had raised questions regarding what was included in the sale and the Association would probably receive ownership of the shop in the next few months. The irrigation pump at the back of that unit would still be used with reimbursement to the new owner for electrical usage.

The next Annual Meeting would be scheduled for the Fall and conducted via Zoom. The meeting would be November 13, 2021. A short Board meeting would be held immediately after the meeting. Kitty Hasche thanked Toad and the Board for their work.

Meeting adjourned at 9:55 am.

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Prepared by Rob Harper,  
Toad Property Management