

WILDWOOD TOWNHOMES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 7, 2022
6:00 P.M. VIA ZOOM

Agenda:

- Call to Order
- Proof of Notice
- Board Members Present – Confirm Quorum.
- Asphalt, Crack sealing and or pothole repair
- Tree removal and trimming
- Assessment update
- Worker's Comp
- Committee reports
- Appraisals update
- Landscaping update
- Painting update
- Other business

Present:

- Jerry Mack
- Alexis Armstrong
- Kitty Hasche
- Erin Welfelt
- Janet Amelio
- Chet Boyce, Toad Property Management
- John Hashe, 104 Granite Dr

The meeting was called to order at 6:02 pm. Chet confirmed that notice of the meeting had been sent on June 3, 2022, and there was a quorum with all Board members participating.

Kitty made a motion to approve the minutes of the May 4, 2022 meeting as corrected. Erin seconded the motion, and it was unanimously approved.

Kitty requested that Chet review the Association's financials prior to the asphalt discussion, and Chet displayed the most recent financial report. Chet confirmed that the Association had paid Toad about \$3,500 for the initial cleanup of the grounds and blowing out and turning on the irrigation system.

Chet said that SealCo had provided a bid for \$5,000 that included two truckloads of asphalt, or about 108 total square feet of coverage for pothole repair at a depth of three inches. Chet said that cold patch was somewhat less durable, but was significantly less expensive. The main cost of the cold patch repairs would be the labor costs of Toad's maintenance team performing the work. Chet said that Toad's labor cost was \$60 per hour, and the labor costs were a bit more variable because Toad's maintenance team had not done many cold patch jobs of this size. Chet confirmed that SealCo's bid included cleaning the potholes prior to filling and said SealCo would prioritize the repairs based on their evaluation of the severity of potholes throughout the Association. Chet said that scheduling SealCo for the pothole repair

would not be difficult, and the job would be completed this summer if the Board chose to move forward with the SealCo bids. Kitty noted that SealCo would not deal with weeds in the areas that required crack sealing.

Chet said that the Board had approved an \$85,000 special assessment for asphalt work, and the entirety of those funds would need to either be spent on asphalt or returned to the owners. Chet noted that SealCo could ensure that they used all of the remaining funds from the assessment on pothole patching and then crack sealing if any funds remained. Chet noted that Toad's maintenance team was always stretched in the summer, and SealCo would likely be able to accomplish the job more quickly.

Board members generally agreed to move forward with SealCo's bid. Board members agreed to allow SealCo to use their professional judgment in prioritizing which parts of the Wildwood roads to treat, but asked that Chet provide some guidance, as Wildriver Lane and the areas behind the Cabinettes had been missed before and needed attention. Chet reminded the Board that \$5,000 would likely not cover repair of every pothole in Wildwood.

Jerry made a motion to move forward with the \$5,000 SealCo bid for pothole repair, with repairs to be prioritized by SealCo based on their professional judgment, with the understanding that the areas behind the Cabinettes and Wildriver Lane were high priorities. Erin seconded the motion, and it was unanimously approved.

Jerry asked whether any Board members had responded to the email from one homeowner who had written to express surprise that the special assessment for paving did not fund a larger paving project. It appeared that no Board member had responded, and Jerry said that he would recirculate the email to the Board and would draft a response to the owner.

There was a further discussion of financials. Jerry noted that the cost of snow removal had been lower than expected. Chet said that, of the \$4,500 budgeted for snow removal, the Association had spent \$1,425, leaving \$3,075. Chet noted that any snow removal required in November and December of 2022 would also be funded from this amount.

The Tomichi Trees bid for removal of two trees at Wildwood had been \$5,800. Janet suggested it might be worth using some of the snow removal funds to contribute to the tree removal costs. Erin noted that there was \$1,000 left in the line item for tree trimming, however Board members expressed that those funds were earmarked for Toad's maintenance team to remove branches that might cause roof damage. Chet noted that there was \$3,000 budgeted for driveway repair and maintenance, which could be repurposed given the \$85,000 special assessment spent on paving in 2022.

Board members agreed that they would like Toad to do the minimum necessary tree trimming to protect roofs, but to be sure that they trimmed trees around Unit 108, where the homeowner had specifically requested help with low hanging branches. Janet said that the aspens behind the West Cabinettes had low hanging branches that also needed to be addressed. Janet and Erin agreed to walk the neighborhood to make a list of additional areas that required tree trimming, which they would provide to Chet and the Board to direct Toad's tree trimming efforts.

Kitty made a motion to move \$3,000 from the budget line item for driveway and parking lot maintenance to the budget line item for tree trimming to pay Tomichi Trees for the removal of two trees and to pay Toad to trim trees in the most problematic areas, including the aspens behind the West

Cabinettes, around Unit 108, and any other trees identified by Janet and Erin as needing attention. Alexis seconded the motion, and it was unanimously approved.

Chet reviewed the assessments being collected for painting, paving, and the Cabinetette assessment. Chet said that two unit owners currently owed money to the Association. Chet confirmed that the buildings the Association had recently acquired from Mr. Anderson were covered by the insurance policy.

There was a discussion regarding whether the Association should acquire a workers' compensation policy, which would cost \$352 annually. Chet said he would check with the insurance broker, but he believed that the cost of the policy could be prorated, so that the policy term would line up with the Association's other insurance policies.

Jerry made a motion to obtain workers' compensation insurance. Erin seconded the motion, and it was unanimously approved.

John said that a new doghouse had been installed on Unit 3, and the total cost was \$1,768. John said that the 'doghouse' was actually an ingress/egress window covered with a very substantial, clear covering. John said that he had sent that information to the Cabinet Committee, but the contractor was not available to do additional work at this time because of a competing project. John said that they had met with an electrical firm and were expecting an estimate for the needed work. John said that the firm might be willing to consider performing electrical work in other units as well.

Alexis said that, so far, no one had stepped forward to take over the Solar Panel Committee.

Chet said that he had reached out to five different appraisers and had been working with the insurance broker to coordinate the work. Chet said that he had not yet found an appraiser, but the process was ongoing.

Chet said that the new lawn care contractor appeared to be doing a good job, and the grass was generally looking good.

Chet said that the Complete Coverage had Wildwood on their schedule for painting in the fall, and Chet expected to see the work completed in September. Kitty suggested it might be time to update the Master Painting Schedule to include painting entire units. Chet said that there was about \$20,000 worth of painting work scheduled for the fall. This work would exhaust almost all of the painting funds currently accrued by the Association. Chet said that the Association added about \$4,400 per year to the Painting Fund, which was not quite sufficient to cover the costs of painting one full unit per year. Kitty suggested that the Board provide owners with a plan for painting to manage expectations, and Chet said that he would circulate an email to the Association explaining the painting projects that were planned for the fall. Janet suggested that Wildwood consider finding a different painting company that would be able to paint during summer rather than waiting until fall and potentially postponing more work until the following year due to weather.

There was some discussion of whether the cost of painting should be an individual expense. Janet said that she had been told that the HOA covered painting costs to ensure that curb appeal of all homes remained at a certain standard.

Alexis said that she had recently had her unit tested for radon and was currently doing radon mitigation. Board members were not aware of other homes in Wildwood that had been determined to have issues with radon levels.

Erin made a motion to adjourn the meeting at 6:25 p.m. Alexis seconded the motion, and it was unanimously approved.

Minutes respectfully submitted by:

Rob Harper

Toad Property Management

DRAFT