

LAKE WILDWOOD  
HOMEOWNERS ASSOCIATION

MINUTES

INTERNAL BOARD MEETING

**Thursday, February 10, 2011**

Lake Wildwood Clubhouse Ballroom

1. Meeting called to order by President Mike Kasko at 7:00 PM

2. Roll call; Present were:

Mike Kasko, President	Elaine Evans
Dena Fuller, Vice President	Fred Copley
Dr. Craig Anderson, Treasurer	Norman Brown
Cindy McMichael, Manager	Cara Barnes

**Motion** to excuse Wes Patton, (recent surgery);

Motion Made by; Cara Barnes

Seconded by: Fred Copley

Motion PASSED, Unanimous

3. **Motion** to approve the Agenda;

Motion Made by; Norman Brown

Seconded by: Dr. Craig Anderson, Ph.D.

Motion PASSED, Unanimous

4. **Treasurers Report**, (Dr. Craig Anderson);

- 2009 Audit completed and signed.
- 2010 Audit will be completed soon.

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**5. Property Managers Report, (Cindy McMichael);**

- President Mike Kasko to ask Cindy Marrs at LPM to send us monthly financial reports sooner, so we can examine them before Internal Board meetings
- Also requested that management provide report on how many people are in arrears, but are making payments, (via a payment plan).

**6. New Business:**

**Motion 1: Contracts.** *I move that Lake Wildwood adopt a standardized contract format to be used on all maintenance and repair contracts within the community, with all contracts being managed in accordance with Lake Wildwood Project Guidelines. Copy of contract template, with instructions, and project guidelines attached, (attachment 1).*

Motion Made by: Mike Kasko

Seconded by: Norman Brown

Motion PASSED; Unanimous

**Motion 2: Assessment of Fines.** *I move that Fines not be assessed against an account if the violation is in the appeal process. Fines will be assessed if the violation is not appealed, or if the violation and fine are upheld by the Fines Appeals Committee and the Board of Directors. Time for appeal is 30 days from notice of infraction. Transponders will be deactivated if fines are not paid within 30 days of the notice of infraction, or notice that the appeal was denied.*

Note: “protects only people who have filed an appeal. This puts them back in good standing, until a verdict is rendered on their appeal.

Motion Made by: Mike Kasko

Seconded by: Norman Brown

Motion PASSED; 5 for, 1 opposed

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**Motion 3: Safety at Meetings.** *I move that for the remainder of 2011, we have a peace officer present at all Open Board meetings. Said peace officer shall be at the Open Board meeting NLT, (no later than) 7:00 PM, and shall be present for 2 ½ hours. Should the Open Board meeting(s) end earlier, the peace officer may be relieved of his/her duties and will still be compensated the full amount of \$50.00.*

Motion Made by; Cara Barnes

Seconded by: Craig Anderson, Ph.D.

Motion PASSED, Unanimous

**Motion 4: Rules of the Road.** Discussion by Dena Fuller & Cara Barnes, who noted that Bibb County Commission Chair, Sam Hart has signed the agreement allowing Bibb County Sheriff Officers to enforce the “Rules of the Road” at Lake Wildwood. No vote taken.

- upon receipt of a copy of this document, a warning will be issued to the residents that this agreement is now in effect; and that violators will prosecuted IAW (in accordance with) Georgia State law.

**Motion 5: Use of Clubhouse by Non-Residents.** In light of the *Zumba* classes currently being conducted in the clubhouse, in which a large percentage of the participants are non-residents, this issue was revisited.

No vote taken as there’s already a policy in effect for this.

Note: However, it was decided to draft new contract for the instructor of these classes, with a payment schedule attached. Standing Committees will still have access to the clubhouse for official functions, without charge.

**Motion 6: Clubhouse Heating & Air Conditioning .** *I move to allow Management to contract with HVAC contractor to repair ducts to Library, Exercise Room and restrooms; for an amount not to exceed \$500.00*

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Motion Made by; Craig Anderson, Ph.D.

Seconded by: Cara Barnes

Motion PASSED, Unanimous

Note: Meeting temporarily interrupted by a medical emergency of Dr. Craig Anderson.

----- *Dr. Craig Anderson, & Cara Barnes Depart for Hospital* -----

Remaining on site were;

Mike Kasko, President

Elaine Evans

Dena Fuller, Vice President

Fred Copley

Cindy McMichael, Manager

Norman Brown

----- *Meeting Resumes* -----

**Motion 7: Special Events at Lake Wildwood.** *I move that Lake Wildwood support the following special events annually; Easter Egg Hunt, 4<sup>th</sup> of July Beach Cookout & Fireworks Show, Semi-Annual Theme Steak night events, Turkey Shoot, New Year's Eve Party, and special events such as; Yard Sales Around the Lake, Pancake Breakfast with Santa, and Christmas on the Lake.*

Motion Withdrawn.

**Motion 8: Propane Tank at Maintenance Barn.** *I move that the Board approve removal of the propane tank at the maintenance barn, per it not being used for the last 3 years, (last filled in August 2007).*

Note: Middle Georgia Propane notes that if we decide we don't need this tank any longer, they would refund LWW for the remaining propane in the tank, and remove the tank. Wayne, (at maintenance) confirms that the tank was only used to heat the maintenance barn, and is no longer needed. This will net a savings of **\$61.48** per year, for tank rental.

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Motion Made by; Elaine Evans  
Seconded by: Cara Barnes  
Motion PASSED, Unanimous. 5-0

**Motion 9: Snack Bar.** *I move that the Board sanction Individual committees, (if they desire to do so), sell food on the patio to raise revenue for the respective committee during summer pool hours. This is in lieu of opening a snack bar this year.*

Motion Made by; Elaine Evans  
Seconded by: Cara Barnes  
Motion NOT PASSED. 4 for, 1 abstained

**Motion 10: Clubhouse Checklist.** *In an effort to promote safety and order for meetings conducted at the clubhouse, (i.e. Board, Committee, etc), I move that the Board adopt a checklist, (to supplement one drafted by management in August 2010). Checklist below:*

MEETING CHECKLIST

(1) Prior to each meeting, (Board or Committee meeting), the Chair, or designated person, should insure that ;

- at least 5 days prior , ask front office to announce on marquee.
- at least 30 minutes prior, insure;
  - room temperature is OK, (a/c or heat operating), \*
  - tables & chairs are in place for number of people expected,
  - all “Exit doors” are unlocked,
  - move First Aide kit & AED device to meeting room area

*\* in the event of malfunction of a/c or heat cancel or reschedule meeting*

(2) Appoint, or solicit volunteer, to be “Sergeant of Arms/ Time Keeper.”

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(3) Make following announcements at the beginning of each meeting, noting;

- where restrooms are,
- where First Aid kit, & AED device is
- where Fire Extinguisher is
- where all "Emergency Exits" are,
- where the "assembly area," is in the event of evacuation, (for head count)
- turn off all cell phones, (or put on vibrate),
- 'sidebar conversations' are discouraged, but if absolutely necessary, should be conducted out of earshot of the meeting,

(4) AFTER the meeting, insure

- meeting room is restored to same condition as before the meeting
- all doors locked, (exit doors included)
- security notified that clubhouse needs to be secured, (477-3953)

Motion Made by; Craig Anderson, Ph.D., *(on behalf of Wes Patton)*

Seconded by: Cara Barnes

Motion NOT PASSED, 3 for, 2 abstained, (Dena Fuller & Fred Copley)

**Motion 11: Old LWW Security Uniforms.** *I move that the Board approve removal of badges and LWW insignia from old LWW Security uniforms and allow them to be sold at the upcoming "Yard Sales Around the Lake," on June 4<sup>th</sup>, 2011; with the proceeds going into a fund for clubhouse interior enhancements.*

Motion Made by; Elaine Evans

Seconded by: Cara Barnes

Motion PASSED, Unanimous. 5-0

7. **MOTION** to Adjourn

Motion made: Cara Barnes

Seconded by: Norman Brown

Motion PASSED, Unanimous. 5-0

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Meeting adjourned at **9:15** PM

Minutes Transcribed by;

Minutes Reviewed by;

CINDY McMICHAEL  
Property Manager  
Lake Wildwood HOA

WES PATTON  
Board Secretary  
Lake Wildwood HOA

ATTACHMENT:  
*LWW Contract Instructions*

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*Minutes Approved by The Board -*