

**Wildridge Association
General Session
Agenda**

Date: March 13, 2010 (9:00 a.m. @ the Wildridge Office)

1. Call to Order

2. Secretary's Report

3. Treasurer's Report

4. Comments from Members

5. Committee Reports

6. Manager's Report

7. Unfinished Business

8. New Business

9. Next Meeting

10. Adjourn General Session

**Wildridge Association
General Session
Meeting Minutes**

Date: March 13, 2010 (9:00 a.m. @ the Wildridge Office)

Board Members Present

Mark Pavey, President (lot #17)	Russ Segraves, Vice President (lot #37)
Randi Snider, Treasurer (lot #32)	Mark Doran, Secretary (lot #224)
Jeanne Keller, Director (lots #22 and 38)	

Board Members Absent

John Sharp, Director (lots #2 and 3) - Excused absence
Ray Burton, Director (lot #220) - Excused absence

Park Manager

Steve Rayls.

Guests / Visitors

None.

Informational attachments to meeting minutes:

- President's General Session Meeting Agenda
- Financial Reports
- Liability Release (McFerran)

1. Call to Order

The general session meeting was called to order at 9:05 a.m. by President Mark Pavey and an agenda was distributed (see attached).

Note: *An executive session was not conducted on March 13, 2010.*

2. Secretary's Report

The minutes from the December 12, 2009 general meeting, the December 12, 2009 executive session meeting and the January 9, 2010 special executive session were presented in writing to all Board of Directors members. Copies of the December 12, 2009 general meeting minutes were circulated to the audience attending the meeting. A motion was made to approve the Minutes as presented. The motion passed by a 4-0 vote.

Motion: Russ Segraves

2nd Motion: Jeanne Keller

Yes: Unanimous

No: 0

3. Treasurer's Report

The Treasurer, Randi Snider, provided a brief discussion regarding the financial reports that were distributed (see attached). This included a summary form of both operating and restricted funds, along with bank account balances.

- Interest earned was included in the contingency fund.
- The budget for the restricted funds was set up for 2010.
- Restricted fund balance of \$295,805.76 will decrease when the expenses for the shower house renovation are deducted.
- Two lot lease transfers were processed.
- The current balance of operating funds available is \$209,062.67.
- Approximately \$204,105.00 dues are outstanding for 2010.
- Sewer infiltration costs are increasing now that the ground is thawing.
- All of the certificates of deposits (CD's) have matured and funds are being held in the money market account. CD rates are low and the Morgan Keegan advisors would like to meet with the Wildridge Board of Directors to discuss potential investment options.
- Randi Snider plans to obtain information for outsourcing the financial processing duties currently performed by the Treasurer. She hopes to have proposals by the April 2010 general meeting. The Treasurer position would still serve in an oversight role and be responsible for the fiscal administration of the association business,

4. Comments from Members

None.

5. Committee Reports

A. Social Committee

Representatives from the Social Committee were unable to attend the meeting, but do plan on attending regularly in the future to discuss information. President Pavey stated. Anyone willing to help with activities can contact the social committee President, Julie Zoll.

B. Infiltration and Utilities

John Sharp had an excused absence, but did forward information. President Pavey stated that water usage is at anticipated levels, and sewer infiltration is increasing. Winter electric use was lower than previous years. The Park provided electric service was turned on March 1st.

C. Member Services

Jeanne Keller stated that several building permits were being processed.

D. Technology

Ray Burton had an excused absence. President Pavey stated a proposal for improved and additional security cameras is anticipated for the April 2010 general session meeting.

E. Records Management

Mark Doran explained that an employee policy and procedure manual was issued in December 2009. Also, the Board is currently reviewing and updating the Park Member Rules and Regulations. The update will be available this Spring.

F. Park Maintenance

Russ Segraves stated that the shower house renovations are very nice and the swimming pool repairs are continuing. The Park water will be turned on the beginning of April, weather permitting. He asked that everyone be patient in case staff is delayed by leaks.

G. Electric Connections

President Pavey assigned a committee to consider electrical compliance and how Wildridge should administer this activity. An electrical connection handout for Wildridge members has been included on the website (www.wildridgervresort.com) and will be provided to new members.

6. Manager's Report

The manager's report was presented by Park Manager, Steve Rayls. The following were noted.

- The shower house renovation is completed at an estimated cost-to-date of \$23,297.83. A few more invoices / charges have not been posted yet and the cost of a part-time employee was not included in that amount.
- Dean Roberson (lot #5) has volunteered to install a remote thermostat in the shower house.
- Dubois Electric has completed trimming around the power lines.
- The contractor is beginning to install the new pool liner as of this meeting date.
- Maintenance is trying to catch up on duties delayed while they were working on the shower house renovation. They are working on leave removal and other duties.
- The Park water will be turned on the beginning of April, weather permitting.
- Maintenance will begin working on the sewer cap grade elevations again soon.
- Jay-Kem observed some cracks in the pool house fittings and provided a bid of \$512.62 to perform the repairs.

7. Unfinished Business

A. Vending Machines.

The snack and drink vending machines in the day lodge were removed. There is little revenue generated from these machines and the freshness of products is compromised due to limited use.

B. Renovation of Shower House.

The shower house renovation is completed.

C. Update on Swimming Pool Repairs.

A problem with a water pressure build-up beneath the pool and leaks in the liner were detected during the summer season. Wildridge authorized Jay-Kem Inc. to perform preparation and repair work for the swimming pool with an approximate total cost of \$43,940.65. This includes replacement of drains with new compliant drains that also contain pressure-relief valves, along with the installation of a new liner. Directional boring of 6 holes around the pool foundation will also be performed as part of the standard project. As the pool was winterized, it was found that the drains from the pool drains to the pump failed both air and water pressure tests, indicating a leak. Repairs of these lines cost approximately \$3,500.00 in addition to the other repairs, so these lines had been replaced in December 2009. The contractor is beginning to install the new pool liner as of the March 13, 2010 meeting date.

D. Social Committee Sign.

The social committee has been authorized to place an electric sign in the window of the Day Lodge to provide general information to Wildridge members, but the sign has not been placed yet.

E. Lift Station Pumping-Out and Grinder Pump.

The lift stations were pumped out the end of the 2009 season. The Manager will coordinate this with the selected vendor. The Manager has purchased an auxiliary grinder pump.

F. Employee Policy Manual.

An employee policy and procedure manual was issued in December 2009. It contains job requirements, employee benefits, general requirements and other information for Wildridge staff. Each employee signed an acknowledgment to document the receipt of a manual being issued to them.

8. New Business

A. Ringer Lot (lot #563).

The rights for lot #563 were liquidated at a Sheriff sale. Wildridge recovered costs / revenue with final proceeds of approximately \$4,433.99 after attorney fees.

B. Wright Lot (lot #342).

The Lease Holder of lot #342 signed over the lease to Wildridge.

A motion was made to accept closed bids on this lease property. A minimum bid will be determined by the Board, after inspection of the property. The minimum bid will be set before the property is offered for bidding. Bidding will be opened immediately for a period of approximately 30 days. The sealed bids will be opened at the close of the period and the Board of Directors will notify the winning bidder within a week. The

winning bidder shall provide a non-refundable deposit of \$1,000.00 and must close on the lease transfer within 30 days with payment in full.

The motion passed by a 4-0 vote.

Motion: Randi Snider

2nd Motion: Russ Segraves

Yes: Unanimous

No: 0

A group of four Board of Director members met after the general session to inspect the property. It was determined that \$12,000.00 would be an appropriate minimum bid, which would include lot dues for 2010.

C. Wildridge Named as Creditor in Lease Holder Bankruptcy.

Wildridge has been named as a creditor in the chapter 13 bankruptcy for a lease holder. There is no current arrearage for lot dues and it is not certain how these actions may impact the Wildridge Association.

Randi Snider also explained that Board members Jeanne Keller and John Sharp have agreed to assist her with work on lease defaults. This Should help to save attorney fees for the association.

D. Day Lodge Membership Complimentary Internet Access.

A motion was made to provide a seasonal complimentary wireless internet connection in the Day Lodge free of charge for Wildridge members. The cost of the service for Wildridge is approximately \$30.00 per month and the service will be active for the same seasonal period that Wildridge water is on, approximately April through October. This system will be administered separately from the secured system used to administer Wildridge business activities.

The motion passed by a 4-0 vote.

Motion: Mark Doran

2nd Motion: Jeanne Keller

Yes: Unanimous

No: 0

E. Employee Policy Manual.

A detailed Wildridge employee policy manual was developed to document the Wildridge Association operations as they relate to staff, policies, employee compensation, benefits, responsibilities and ethics. The employee policy and procedure manual was issued in December 2009 and each employee signed an acknowledgment to document the receipt of a manual being provided to them

F. Security System Update.

President Pavey stated a proposal for improved and additional security cameras is anticipated for the April 2010 general session meeting. As explained in a previous meeting, the security consultant (Jay Papp, lot #355) suggested that a new DVR unit, separate from the day lodge unit, be installed at the gatehouse with three cameras (2

entering and one exiting the Park). The Day Lodge and common areas would receive six cameras with dome covers (2 in the day lodge, 1 monitoring the swimming pool, 1 monitoring the parking lot, 1 monitoring the exterior of the shower house, 1 monitoring the playground). Both the cameras at the day lodge and gatehouse would provide higher resolution quality and have connectively using internet access.

G. McFerran Agreement.

The 2006 Liability Release document (see attached) that was signed with Mr. John McFerran, the “ice cream stand” property owner, was discussed. The agreement allows Wildridge access to private property in exchange for some periodic cleanup. This access makes it easier for Wildridge to maintain Park drainage and the perimeter fence. The growth is down after the harsh winter and the electric utility company had just cleaned along the power lines, including cutting trees along the drainage ditch, which has made the area very accessible. If action is taken early, Wildridge staff should be able to maintain this area with existing equipment.

President Pavey intends to contact Mr. McFerran to notify him that Wildridge plans to provide the property cleanup, as well as, discuss extending the agreement that expires in September of 2010.

9. Next Meeting

The next general session is scheduled at 9:00 a.m. on Saturday, April 10, 2010, following the regularly scheduled Board of Directors executive session meeting at 8:00 a.m.

10. Adjourn General Session

A motion was made to adjourn the general session.

The motion passed by a 4-0 vote.

Motion: Russ Segraves

2nd Motion: Randi Snider

Yes: Unanimous

No: 0