**Wilderness Park Home Owners Association**
**Meeting Minutes**
***October 10, 2026***

**Meeting called to order by Chris Mann at 9:30 a.m.**
**Board Present**: Oscar Ehrnst, Brice Grafstrom, Chris Mann, Lisa Washington, Kelly Daniels, Reginald Washington, Bill Klitzke, Shannon Marklowitz, Theresa Mages. Absent: None

**Secretary's Report**: Chris Mann reported that background checks have been completed on Brice Grafstrom, Bill Kiltzke and Kelly Daniels. All have passed. No findings.

Chris Mann provided minutes from the September 12, 2026 meetings to Board members and attendees. A moment was provided to read through the minutes.

Theresa Mages motioned to approve the secretary's report. Bill Klitzke seconded; All in favor. Motion passed.

**Treasurer's Report:** Kelly Daniels provided the following information to the Board.

| Banking: | | Accounts Receivable (AR) Aging |
|---|---|---|
| US Bank Checking: | $ 21,129.92 | Unavailable. Will be provided in December as Kelly is |
| US Bank Savings: | $132,907.65 | transitioned into QuickBooks |
| US Bank CD | $ 21,181.72 | |

Work is being done to transition QuickBooks from Jessica Tate to Kelly Daniels. Payroll is done through QuickBooks and now requires payroll taxes to be paid through them. There was a lot of work to convert from the old system.

An unemployment audit was done. All is good with no changes.

Financial information was available for anyone to review.

**10/10 ACTION ITEM: A list of monthly spending will be done by Kelly Daniels in the future.**

Oscar Ehrnst motioned to approve the treasurer's report. Reginald Washngton seconded; All in favor. Motion passed.

**Caretaker's Update:**
The pool heater is in. The gas won't be in for a couple of weeks. The venting, plumbing and gas needs to be done by the plumber to keep the transfer of liability to them.

Glen has worked all week on leaves with a lot of branches in the way. Need proof of insurance for aeration to be done.

Work done will be disclosed through meeting minutes. Oscar Ehrnst will take the lead in monitoring the work being done.

*9/12 ACTION ITEM: Bill Klitzke will check into permits and who can install. 10/10 OUTCOME: Calls were made to the state and Cass County. There are no permit needs. Money saved. We are good and legal.*

Chris Mann made a motion to approve the caretakers report. Oscar Ehrnst seconded. All in favor. Motion passed.

**Board Members Discussion**:
Jessica Tate brought in a puppy wondering if anyone knows the owner. If not claimed it will go to Babinski Foundation.

Chris Mann reported that the agenda has been updated under "Members' opportunity to address Counsel on item not on the agenda" as follows:

- No action can occur on items presented during the Members forum.
- Please stand and state your name, and subject of your discussion.
- Speakers are to be respectful of time.
- Keep discussions respectful, professional and solution-focused.

*9/12 ACTION ITEM: Kelly Daniels made a motion to create a form with the CIC that will include name, the issue, a request, and a proposed solution. 10/10 Outcome: The CIC is working on an operations manual and is addressing this item.*

*9/12 ACTION ITEM: Chris Mann will remove personal emails from the website. 10/10 OUTCOME:* Complete

*9/12 ACTION ITEM: Kelly Daniels made a motion to create a more formalized action items list that includes date, who submitted the item, the issue, a proposed solution and action item connected to a Board member. 10/10 Outcome: The CIC is working on an operations manual and is addressing this item.*

Chris Mann reported that Josh Ostrowski brought a concern to the board about a conflict of interest involving Wayne Marklowitz, maintenance employee, and Shannon Marklowitz, Board member, as they are married. In Minnesota, it is entirely legal for an employee to keep their job if their spouse is later elected to the HOA board. Because the employee was hired first, the initial employment contract was not a conflict of interest. Under the Minnesota Nonprofit Corporation Act (Statute § 317A.255) and standard fiduciary duties, the board must implement strict boundaries to protect the association and ensure transparency. Shannon Marklowitz acknowledged and stated that she is married to Wayne Marklowitz and always has, and will continue to, abstain from any employee related items.

Josh Ostrowski implied that Wayne should be fired due to his participation in negative social media. Reginald Washington stated that new Facebook procedures are being discussed with the CIC. The negative activity is not on the Park Facebook page and is not monitored by the Board.

It was suggested that all action items be reviewed together at one time; however, it is then just deferred to the appropriate agenda item. They will be reviewed as they come up in the agenda.

Adding locks to the men's shower doors was completed.

TDS is no longer an email system. The address is the same however the service has changed. Kelly Daniels has been responding to emails.

Fobs are kept track of in QuickBooks that need to be matched to the key fob system. Wayne stated that the new property sales need to be known. Kelly will continue to monitor the County recording. The County is slow to update, so we need a process to be sure that we are speaking to the actual owner. Same with Title information being released to the real estate sales. Barb White is wondering about getting the owners to come directly to us. This is a part of the welcome packet to be discussed.
***10/10 ACTION ITEM: Kelly Daniels and Reginald Washington will define the key fob process.***

**10/10 ACTION ITEM: Kelly Daniels will update Office 365 subscription that includes Teams to get a monitor and microphones to capture things accurately.** Cost has been approved in the past. There are options available. Appreciation to Josh for videoing. Need to archive the meetings.

**Construction Committee**
None

**Road Committee:**
Wayne spoke to Brad about the cost to fix Highland and Valley. There were 2 prices; one with new gravel, one without. $67,200 with gravel to fix Highland and Valley; however, we are at the end of the construction period and Brad suggests waiting. He is concerned about the rocks wrecking his snow plow. He will patch up what he can to get by. A lot of trees in the ditches need to be pulled out for him to reshape the roads and get the drainage ditches corrected. Most roads are 66'. This would be 15-20' from the road. There is no in-slope, they need to be recreated to keep deeps water running in the ditches and not destroying the roads. Another factor is that roads have moved over the years. Dan Paul is wondering if there is a liability with cutting trees out of the ditches. Cutting can be done by the property owner. We will look to hire someone to remove the trees.

**10/10 ACTON ITEM: Bill Klitzke will get bids for removing the trees from Highland and Valley.**

Current budget is about $100,000 per year. Kelly raised that we need a 5 year plan. Wayne Marklowitz stated we have the first steps in place. Brad will do his best to plow. He will give a bid on doing the tree work. Brad and the road committee need to make a plan.

Lisa Washington brought up that easements do exist and belong to the park. Kelly Daniels stated that the roads have moved so it's a little more complicated. Kelly wants to make sure that the roads are being put back into place. Brice stated we should start with a couple roads. This would take a survey of the entire Park.

Dan Paul asked if there are any roads right now that he won't plow. Brad will email a list to the next meeting in December.

9/12 ACTION ITEM: Brice Grafstrom will follow-up with Jeff Zabinski to bring the bid to redo Highland and Valley to the next meeting to be approved and follow-up on the roads not being plowed. 10/10 OUTCOME: Brad will send new bids to the Board.

Oscar Ernst made a motion to approve the Road Committee report. Reginald Washington seconded. All in favor. Motion passed.

**Activities Committee:**
There are little rubber ducks around the Park through next Saturday night. Grab a colored piece of paper and write where you found the duck. Answers are to go in the office slot. Prize for the most found.

Vending machine money is going to offset pool costs.

Fire safety is Saturday, 10/17 at 10:00 a.m. at the Clubhouse. Someone made a donation of fire extinguishers. Training and prizes will be provided.

Shout out to Reginald Washington who has been helping with the vending machine.

Theresa Mages made a motion to approve the activities committee report. Reginald Washington seconded. All in favor. Motion passed.

**Capital Improvements Committee (CIC)**
Annette Monson and the CIC Committee has been working on an operational manual for the Board. This will outline the standards and procedures on how to operate. Items are listed below:

- A virtual packet will outline procedures and the responsibilities of being a new owner. There will be a sign off for new members.
- Email communication will have an automated response with a Board member answering within 72 hours.
- Standards and a form to complete to speak at a meeting including the topic and projected time needed.
- Procedures to email the board to discuss an issue. This will provide information prior to the meeting to save time and get action done sooner.
- A Board action item tracker has been completed as a tool for the Board to use to be sure nothing falls through the cracks. Items will be brought to the meeting to be recorded in the minutes.
- Standards to manage the Facebook page are in progress; It will include information from the activities committee and park members. Comments would be open for items such as activities. We don't have to have a FB page. If we maintain a FB page, it would all be outlined. The webpage will contain the official site information.
- Security camera access for the Board including the standards and operational procedures.
- Committees provide updates to the Board the day prior so it can be presented in a more consistent format.
- Committee project tracker created to track funding, progress, etc.
- Create a Board Roles document.
- Standard procedures for TEAMS when it is implemented.

The Board will review with edits done by the Board. Kudos to Reginald Washington, Shawnda Prigelmeier and Kelly Daniels for their hard work.

Shawnda needs volunteers for the back gate work. Looking at November to remove. No permits are needed. The telephone company owns the electric meter. Need to check the outlet, but it appears to be dead. Waiting to know from Board where to store the signs and where to dispose of wood. Signs can go in the shed. The rocks and concrete need to be disposed. Phase 2 of the back gate design will be later. Shawnda knows who did the front gate. The sign came from Midway in St. Cloud. Check with Cass County for tree programs to be donated.

**10/10 ACTION ITEM: Brice Grafstrom will get bids to dispose of rocks and wood.**

Please send ideas to wildernessparkcic@gmail.com.

Bill Klitzke made a motion to approve the Capital Improvements Committee report. Chris Mann seconded. All in favor. Motion passed.

**Old Business**:
*9/12 ACTION ITEM: Kelly Daniels, as the new treasurer, will do the research to find out the missing pieces of Stephanie Schmidt's requests. She will provide a bullet point list. 10/10 OUTCOME: Kelly has not received the list but will reach out to Stephanie.*

*9/12 ACTION ITEM: Reginald Washington made a motion to work with the CIC to understand what the Facebook issue is in order to move forward with either removing the word "official" or restructuring how the page is run on behalf of Wilderness Park as an association. 10/10 OUTCOME: In progress.*

9/12 ACTION ITEM: Kelly Daniels motioned to look at and the vote from 2020. Kelly Daniels will do this work with an understanding that it will take time and a lawyer will need to be involved. 10/10 OUTOME: In progress.

**New Business/Open Forum/Member's Opportunity**:
None.

Reginald Washington made a motion at 11:09 to adjourn. Theresa Mages seconded; All in favor. Meeting adjourned.

Number of members in attendance (other than Board Members) = not counted. Approximately 35.

**NO NOVEMBER MEETING**

**Next Meeting is December 12, 2026, 9:30 a.m. at the clubhouse.**