

River Wilderness of Bradenton Foundation, Inc.
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Workshop Meeting of
River Wilderness of Bradenton Foundation, Inc.
Monday, September 14, 2026
9:30 am

River Wilderness Community Center
1 Wilderness Boulevard
Parrish, FL 34219

Meeting Minutes

I. Workshop Meeting of the River Wilderness of Bradenton Foundation, Inc.

A. Meeting called to order by President, Linda VanDillen, at 9:30 am.

B. Certify Quorum: Present: Peter DiGirolamo, David Kelley, Linda Murphy, Dennis Niemeyer, Jay Teitelbaum, Linda VanDillen Absent: Tom McHugh Also Present: John Luchkowec, Property Manager

C. Proof of Notice: Proof of Notice was posted in accordance with State Statute (720.00).

D. Pending Board Projects

1. Future Staffing-Handyman, Administrative Assistant-Front Desk
Linda VanDillen presented Tom McHugh's statements regarding the remaining budget for 2026, with the caution that any assumed surplus may be utilized if we encounter significant storms. John Luchkowec reported that with Milton, we had a connection with the county through the Manatee Co Development project, and we were able to access FEMA for debris removal quickly after the storm.

Regarding Staffing, the board discussed the benefits of the AMI Maintenance team we have been working with for the past few years. They have worked throughout the entire community and know it well and are experts in repairs and maintenance in the many disciplines that we need.

Administrative Assistant – Front Desk. The board's goal is to increase support to the community at the Front Desk. We would be looking for a part-time administrative assistant who would be able to, among other things, answer calls, emails and resident questions, perform general administrative work, assist with website updates, and help with the MyEnvera App over an

increased number of hours each day, looking also to accommodate working residents.

This person would be hired through AMI, and that cost will need to be factored into the 2027 Budget. The board will create a job description for this position.

2027 Budget Process: Jay Teitelbaum requested that we amend the budget process to allow residents to have time to ask questions and provide feedback. John Luchkowec and Tom McHugh are meeting now with board members to review any upcoming projects for 2027.

Budget Process: Budget is approved by the board at the November 17, 2026, meeting.

14 Days prior (November 3, 2026) the Budget is sent to all residents for review. The November 17, meeting Agenda and attachments will be posted to the front page of the Website at that time as well.

At the October 20, 2026, meeting the board reviews the proposed final budget, which needs to be ready for mailing to the community.

The board will look at a possible budget workshop meeting and additional communication prior to the November 17, meeting to allow feedback from the community.

2. Hammocks Maintenance-Linda VanDillen reported that the new board of the Hammocks has requested assistance from the Foundation for a number of maintenance issues regarding ponds, roads and trees. The trees are significant as they are large trees on smaller lots which encroach and endanger power lines and damage sidewalks. Peter DiGirolamo advised that the Foundation has responsibility for the roads which would include trimming low hanging trees over roads and sidewalks. Jay Teitelbaum suggested combining their maintenance needs with the Foundation maintenance contract for better pricing for both. The board will review this with our attorney.

3. Envera & OTR Gate: Peter DiGirolamo reported that the cameras in various locations have not been working properly for a few weeks. This has been reported to Envera and they are sending technicians to investigate and repair. John Luchkowec advised that part of this issue has to do with Frontier and the wifi going down repeatedly over the past weeks due to heaving lightning storms. The board discussed the need for more cameras (wireless & newer technology) & potential locations (Tree circle at IED).

Facebook complaints regarding vendors not gaining access: Linda VanDillen advised again that we don't monitor FB as notifications to the board. Linda

Murphy reported that we are reviewing the methods of vendor/guest access to try to alleviate guard errors in scanning entries. We will review the Community List of Vendors, look at the method those entries are scanned at entry and make the necessary revisions so that it becomes more seamless for residents, and efficient and accurate for the guards. We will communicate to residents throughout this process. John Luchkowec stated that at almost a year into using Envera, it represented a paradigm shift to residents in the way that they manage their own gate access list, and in most cases the process has worked very well.

4. RFID Status Club Members & Employees- Jay Teitelbaum reported that a successful meeting was held with club management and that we are receiving updates whenever there are new club members or employees. John Luchkowec will keep the board advised as this continues.

5. Best Practices & Procedures: Jay Teitelbaum will gather board ideas regarding best practices and procedures for board projects and work. This will structure our efforts and provide a written process for incoming board members.

6. Fort Hamer Gate Procedures – The board is meeting with counsel this week to review.

7. Fort Hamer Gate Roof – Linda VanDillen advised that we have received conflicting reports regarding the gatehouse roof leaking, verbally. We will need to have an inspection of the area to determine scope of work necessary. Jay Teitelbaum stated that this is a good example of the need for best practices, a request in writing with current pictures if possible.

8. Islands Maintenance Requests- Jay Teitelbaum reported that we have created a formal maintenance request procedure that has been approved by counsel. This form will be used by all sub associations to request maintenance or repairs from the foundation. Peter DiGirolamo asked about residents who notice and report maintenance issues. Sub association boards will advise residents to report the issue to them and that board will forward to the foundation. Again, this is applying best practices to how maintenance and repairs are reported and addressed throughout the entire community. The issue with Islands requests is whether the requested maintenance falls into pre or post settlement agreement of March of 2026. Subject to the advice of counsel, the board proposes that a committee of 2 board members plus the

property manager will routinely review and address all maintenance requests in the timeframe directed by the settlement agreement.

9. Peter DiGirolamo stated that meeting agendas need to include specific agenda items so that residents can decide if they wish to attend the board meeting and speak on an agenda item. Adoption of the maintenance form was not listed on the agenda for Sept 15. John stated that previously when the Rental Policy was listed on the agenda, the board meeting was filled.

10. The board reviewed the other areas of the community to identify sections of low hanging trees over roads and sidewalks which must be addressed, such as LCR, WBW and Oak Ridge Drive.

Property Owner Comments: Island Resident-The Foundation should remove Tracts 100 and 606 from the Foundation budget and give those areas to the Islands to maintain. LV Thank you for your comment.

Adjournment: The Workshop Meeting was adjourned at 11:33 am by President, Linda Van Dillen.

Respectfully submitted,
Linda L. Murphy, Board Secretary