

WEDGEWOOD TOWNHOMES COMMITTEES
For January 2026

ARCHITECTURAL CONTROL – Reviews ACC requests for completeness and approval prior to board approval

David Wiens	402-290-4000
Richard Palmer	402-213-0195
Randy Smeal (Board Liaison)	402-981-7990

Owners submit ACC Request Forms to SMG who will forward to Committee for review and recommendation to the board. Once the Board makes decision, the Board sends the completed request to SMG to file and communicate outcome to Owner.

Committee will join SMG in inspections in the spring and fall and agree on violations. SMG will send out violation letters to Owners and follow up with Owners to verify the violations are resolved.

CLUBHOUSE RENTAL – Meets with Owners who request to rent clubhouse to sign rental agreement, collect fees and inspect clubhouse after rental

Lori Barrio	402-556-1953
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Owners submit request to SMG for clubhouse rental; SMG updates the clubhouse calendar and notifies Committee. Within one week of rental, Committee meets with Owner to provide rental agreement and collect two checks, one for rental fee and one for security deposit. Once rental date has passed, Committee inspects clubhouse and either returns deposit check to Owner or provides check to Treasurer along with rental fee check.

CLUBHOUSE MAINTENANCE – Inspects clubhouse on a regular basis, coordinates with SMG for maintenance items; when work is being done, open clubhouse and supervise work.

Terry Barrio	402-598-4329
Bob Zukaitis	402-578-8398

Owners submit requests for maintenance to SMG, SMG forwards to Committee. Committee works with SMG to address the request.

COMMON AREA FLOWERBEDS – As needed, weed and trim plants in flowerbed in common areas.

Terry Barrio	402-598-4329
Lori Barrio	402-556-1953
Katelyn Hansen	402-708-8755

If SMG receives complaints about flowerbeds, SMG contacts committee members

FACEBOOK/SOCIAL MEDIA – Posts community information and birthdays to a private group of Owners and approved family members.

Janice Smeal	402-681-2994
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Requests can be sent to Committee; No involvement from SMG.

GARAGE SALE – Coordinates with Owners to prepare for sale; Garage sale occurs on even years.

Lori Barrio	402-556-1953
Teri Radil	402-927-2743

SMG puts information about garage sale on portal and advertises to other communities they manage.

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GREETER – Meets with new Owners to welcome them to neighborhood and review important information with them related to HOA, CCR's etc.

David Chait	402-305-4868
Heidi Dunning	402-201-6633

SMG to provide Welcome Packet to new Owner(s) and notify Committee of new Owner contact information. Committee contacts new owner to meet with them. Committee notifies SMG that meeting has occurred.

INSURANCE (HOA Group Insurance) –Manages all communication with insurance agent and coordinates filing of claims for the HOA group policy.

Patrice Wiens	602-524-2050
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SMG is notified of a potential insurance issue, SMG contacts Committee, insurance provider and necessary contractors if it is an emergency issue. SMG schedules damage inspection with insurance adjuster and Committee. SMG & Committee review adjuster report. SMG solicits bids on repairs and provides to the Board of Directors. Board along with SMG, decide on contractors. SMG schedules contractors and manages work on the repairs. SMG works with contractors to provide justification for overage, reviews with Committee and submits to insurance provider. All contractors' invoices are to be approved by Committee before being submitted to insurance provider and for payment.

LAWNS – Manages lawn and shrub maintenance.

John Mason	402-213-3744
Richard Palmer	402-213-0195

SMG works with Committee to secure bids for lawn & shrub maintenance and presents them to the Board who decides on contractor. When SMG receives request/complaint, SMG will attempt to resolve issue and provide information on the complaint to the Committee. If needed SMG will escalate an issue to Committee and Board.

LIGHTS – Maintains lights and light bulbs in common areas and streetlights; adjust timers as needed

Bill Radil	402-658-9232
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OPEN

SMG receives request or complaint related to lighting in common area or streetlights; SMG notifies Committee; Committee works with SMG to resolve issue.

LITTLE LIBRARY – Collects books from owners and rotates them in/out of Little Library in commons area.

Alyssa Brunswick	402-640-9209
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No involvement from SMG

LONG TERM PLANNING/CAPITAL EXPENDITURES – Develops an annual budget for capital expenditures

Teri Radil	402-917-2743
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OPEN

SMG will work with the Committee to develop the plan for capital expenditures, solicit bids from contractors and present them to the Board; SMG will assist Committee in managing contractors as needed.

NEIGHBORHOOD WATCH – Serves as a point of contact for any activities in the neighborhood that are suspicious or present a safety issue to owners. Contacts police as needed.

Randy Smeal	402-981-7990
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Committee notifies SMG of activity or concerns from Owners. SMG prepares a statement to be sent out to owners as needed.

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POOL – Manages opening, closing and daily operations of pool.

Pat Costello	402-960-0269
John Mason	402-213-3744

SMG along with Committee negotiates contract with pool service company; solicits bids and makes recommendations to the Committee and the Board; Assists Committee is managing contract.

POOL FLOWERS/PLANTS – In the spring, purchase and plant flowers and plants for the pool area.

Ann Walter	402-536-9113
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No involvement from SMG

SNOW REMOVAL -

Bill Radil	402-658-9232
Terry Barrio	402-598-4329

SMG receives request or complaint; SMG notifies Committee; Committee works with SMG to resolve issue.

SOCIAL – Organizes social events for the community throughout the year

Lori Barrio	402-556-1953
Margie Zukaitis	402-850-9423

Committee organizes social activities for the community and sends information to SMG to send out to owners. SMG reserves clubhouse.

SPRINKLERS – Inspects HOA owned sprinklers and coordinates repair when needed; schedules start up in spring and shut down in fall

Bill Radil	402-658-9232
Don Johnson	402-960-8240

SMG receives request or complaint; SMG notifies Committee; Committee works with SMG to resolve issue.

STREET MAINTENANCE – Coordinates and manages maintenance activities for Community streets owned by HOA

David Chait	402-305-4868
Teri Radil	402-917-2743

SMG gets bids from street contractors and submits them to Committee for review. Committee submits them to Board. SMG assists Committee to negotiate the contract and manage project.

TREES – Inspects trees with arborist on regular basis to assess health and trimming needs; manages treatment and trimming activities with contractors; approves invoices.

Brian Bross
OPEN

SMG receives request or complaint; SMG notifies Committee; Committee works with SMG to resolve issue.

WEBSITE/BINDER UPDATES/EMAIL COMMUNICATIONS

Patrice Wiens	602-524-2050
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When SMG has information that should be added to the website or binder, SMG provides it to Committee.