



AGENDA
Board of Directors Meeting
Wednesday, October 6, 2021
FALC 8:00 a.m.

I. Homeowner and Board Comments

A. Homeowner Comments – If you wish to address the Board of Directors on non-agenda items, you must sign in **prior** to the meeting being called to order.

1. **Non-Agenda Issues** - If you wish to address the Board on an item **not** listed on the agenda, please indicate the topic in the appropriate column on the sign-in sheet. Each homeowner who signs in will then be given three (3) minutes to address the Board, prior to the meeting being called to order.
2. **Agenda Issues** - Following Board discussion and **prior to the** Board **vote**, each homeowner will be given an opportunity to address the Board for up to three (3) minutes on the agenda topic.

II. Pledge of Allegiance

I. Call to Order – Westbrook Village Board of Directors President – Amy Miller

II. Confirm Quorum – Secretary Westbrook Village Board of Directors – Max Allen
Pursuant to Article 4, Section 7 of the Bylaws of Westbrook Village – Quorum – One half (1/2) of the number of the directors then serving, shall constitute a quorum at a meeting of the board. There are seven (7) Directors on the Westbrook Village Board at this time. Four (4) Directors must be present to meet quorum requirements.

III. Review, Correction and Approval of previous minutes

A. September 1, 2021 BOD meeting minutes – **Pg. 1 - 4**

IV. Treasurer's Report

A. Treasurer's published report for August 31, 2021 – **Pg. 5**

B. August 31, 2021 Financial Statements

1. Operations August 31, 2021 – **Pg. 6 - 11**

2. Replacement Reserve Fund August 31, 2021 – **Pg. 12 - 13**

V. Unfinished Business

A. Abacus Data Reports – **Pg. 14 - 16**

1. (8/23/2021 – 9/19/2021)

B. Amendment Initiative Update – Max Allen

Board of Directors Agenda

VI. New Business

- A. Proposed Amendment Political Signs – **Pg. 17**
- B. AARP Tax Preparation 2022 – **Pg. 18**
- C. Request for additional funds for Overseeding 2021 – 2022 season – **Pg. 19 - 24**
- D. LRP Resident Survey– **Pg. 25 - 29**

VII. Committee Reports

- A. **Architectural Control Committee** – Amy Miller
September 21, 2021 meeting minutes – **Pg. 30 - 32**
- B. **Government Relations** – Mike Greene
- C. **Information Technology Committee** – Tom Canepa
- D. **Landscape & Facilities Committee** – Mike Greene
September 8, 2021 meeting minutes – **Pg. 33 - 34**
- E. **Long Range Planning Committee** – Sil Maiorana
September 21, 2021 meeting minutes – **Pg. 35 - 36**
- E. **WVA Cornerstone Committee** – Amy Miller
No September meeting
- G. **Personnel Committee** – Tom Canepa
- H. **Recreation Committee** – Max Allen
September 14, 2021 meeting minutes – **Pg.37 - 39**
- I. **Town Hall**
- J. **Ways and Means Committee** – Sil Maiorana
September 22, 2021 meeting minutes – **Pg. 40 - 42**
Delinquency Report – **Pg.43**
- K. **WVGC-WVA Joint Meetings** – Mike Greene
No September meeting

VIII. Managers' Report – Pg. 44 - 47

- A. **For the Good of the Order** – (if you are unable to attend BOD meeting and wish to voice a concern to the Board, please contact Karen Jones, General Manager, at 623-561-0099 to be your liaison).

Adjourn – Next meeting Wednesday, November 3, 2021 at 8:00 a.m. FALC

**WESTBROOK VILLAGE ASSOCIATION
BOARD OF DIRECTORS MEETING
September 1, 2021**

MINUTES

PRESENT: Michael Greene, Tom Canepa, Max Allen, Sil Maiorana, Amy Miller, Steve Merkovich, Gary Harmann (Board Members)
Karen Jones (General Manager)
Susan Fabian (Assistant General Manager)
Jan Lawlor (Recreation Center Manager)
Jesse LaPlaca (Facilities Manager)

ABSENT:

HOMEOWNERS: Twenty-two (22)

HOMEOWNER FORUM

Homeowners are given the opportunity to address the Board of issues of concern. These discussions are not included as a part of the meeting.

PLEDGE OF ALLEGIANCE

Everyone was asked to stand for the Pledge of Allegiance.

CALL TO ORDER

Amy Miller, President, called the June Board Meeting to order at 8:30 a.m.

CONFIRM QUORUM

Mr. Allen confirmed there was a quorum with all Board Members in attendance.

MINUTES

July 7, 2021 Board Meeting

MOTION by Mr. Greene, second by Mr. Merkovich, to approve the Minutes of the July 7, 2021 Meeting as presented. Carried unanimously.

TREASURER'S REPORT

The June and July 2021 Financials were included in the Board binders for review and discussion.

MOTION by Mr. Canepa, second by Mr. Allen, to accept the June and July 2021 Treasurer's Report and Financial Reports as presented, subject to audit. Carried unanimously.

UNFINISHED BUSINESS

Abacus Data Report: Reports for June 25 through August 22, 2021 included in packet for review and discussion.

Amendment Initiative Update: A letter will be going out following this meeting followed by a one-question survey that will go out mid-September. Letter and survey to be sent via email and will be available in the Rec Center lobbies and in the Administration Office. The intent is to determine support for an Initiative.

After discussion it was decided the letter and survey will be sent to all Board Members for review prior to sending it out to all Homeowners.

NEW BUSINESS

Proposed Amendment to Solar Energy Devices: Draft of amended Standard included in Board Packet for review and discussion. Revision consists of a note encouraging the evaluation of installing bird deterrent on the solar panels at the time of installation.

This revision is also recommended for the Bird Deterrent – Wires and Spikes Standard. A draft of that amendment is also included for review and discussion.

MOTION by Mr. Canepa to approve the proposed amendments to the Solar Devices and Bird Deterrent Standards. Second by Mr. Greene. Carried unanimously.

Dance Instructor Approval – Traci Mann: Resume, application and liability insurance certificate included in Board Packet for review and discussion. This has been approved by the Recreation Committee.

MOTION by Mr. Greene, second by Mr. Allen, to approve Traci Mann as the new Dance Instructor. Carried unanimously.

City of Peoria suggested POGO stops: The request from the City, including maps showing proposed locations of the POGO stops (at the Rec Centers) included in the Board Packet for review and discussion. There are three POGO stops in close proximity to Westbrook Village. There is concern about people wanting to access the WVA facilities to use the restrooms which could create a liability for WVA. It was suggested this be tabled until the City has had the opportunity to address several issues after which WVA can reconsider.

MOTION by Mr. Allen, second by Mr. Merkovich, to table the POGO request for a minimum of six months to allow receipt of more information from the City. Carried unanimously.

2022 Budget Committee Recommendations: Four applications were included in the Board Packet for review and discussion. Mr. Maiorana requests the approval of Jerry Davis, Jerry Heschel, Judy Hogan, and Robert White.

MOTION by Mr. Maiorana, second by Mr. Greene, to accept Jerry Davis, Jerry Heschel, Judy Hogan and Robert White as members of the 2022 Budget Committee. Carried unanimously.

Board Policy – Dual Executive Officer Positions: Article V of the Bylaws allow dual Officer positions except for President and Secretary. No Board action needed at this time.

DRAFT MINUTES

WVA – Board of Directors

September 1, 2021

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RV Lot Access and Security System Proposal: Proposals obtained from Titan Alarm (\$11,300) and Rogoz Electric (\$1000) for a one-time installation fee. Budget for this item is \$15,000 (GL # 9678). Mr. LaPlaca recommends accepting the proposal from Titan as they have already installed all of the security systems in WVA.

MOTION by Mr. Greene, second by Mr. Maiorana, to accept the proposal from Titan Alarm for the RV Lot Access and Security System in the amount of \$11,300 plus \$54.98 monthly monitoring fee, and the proposal from Rogoz Electric in the amount of \$1,000 for installation. Carried unanimously.

COMMITTEE REPORTS

Architectural Control Committee: Minutes of the July and August meetings were included in the Board Binders.

Government Relations: Mr. Johnson's report was included in the Board Packet.

Information Technology Committee: No meeting in July or August.

Landscape & Facilities Committee: Minutes of July meeting were included in the Board Binders. There was no meeting in August.

Long Range Planning Committee: Minutes of the July and August meetings were included in the Board Binders.

WVA Cornerstone Committee: No meetings in July and August.

Personnel Committee: No meeting in July and August.

Recreation Committee: Minutes of the July meeting were included in the Board Binders. There was no meeting in August.

Town Hall: No Report

Ways and Means Committee: Minutes of July and August meetings included in the Board Binders.

WVGC-WVA Joint Meeting: Minutes of the August Meeting were included in the Board Binders and reviewed by Mr. Greene.

MANAGER'S REPORT

The General Manager's Report was included in the Board Binder; Ms. Jones provided clarification as requested.

Ms. Lawlor spoke about her concerns for starting Bingo in September (sitting shoulder to shoulder, touch points, safety of staff and volunteers). She requested a postponement with Bingo to start in October provided COVID numbers do not continue to climb. It was suggested that only WVA residents be allowed to play, and that numbers be limited so players are seated

DRAFT MINUTES

WVA – Board of Directors

September 1, 2021

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every other seat, and that only vaccinated residents be permitted to play. Ms. Jones would have to verify with Arizona Gaming that the event could be closed to outside players.

MOTION by Mr. Canepa to cancel the September 10, 2021 Bingo. Second by Mr. Allen. Carried unanimously.

FOR THE GOOD OF THE ORDER

Thank you from the Board to Renee Pinkerton for her seven years of service to the Association. Ms. Pinkerton's last day is today.

Next Meeting – Wednesday, October 6, 2021, 8:00 a.m., FALC.

There being no further business to come before the Board, the Meeting was adjourned at 9:56 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE

WVA Treasurer's Report

For the month ended August 31, 2021

"The following figures are subject to audit. However they fairly represent the approximate financial condition of the Association at month end."

GENERAL OPERATING FUND (Funds designated for day to day operations).

Cash and CD's on hand at the end of August was \$1.8 million. For the full year 2021 we are forecasting total revenue of \$2.84 million, of which approximately \$2.57 million will come from homeowner annual assessments. Budgeted expenses forecast for 2021 are \$2.75 million with an additional \$95,000 expected to transfer to our Reserve Fund. Through August our revenue is on track to meet forecast total of \$2.84 million. Expenses are also favorable to forecast with payroll and benefits and landscaping costs less than forecast through August. As we move into the final four months of the year we are trending towards a surplus budget for 2021.

REPLACEMENT RESERVE FUND (Funds for major repairs / replacements / improvements)

Cash and CD's on hand at the end of August was \$3.7 million. In 2021 we are forecasting revenue of \$876,000. Revenue comes primarily from new homeowner preservation fees and \$95,000 transferred from the Operating Fund. Through August, we are well ahead of forecast for preservation fees in 2021 as home sales have been greater than expected. It will remain to be seen if brisk home sales continue, as inventory of available housing is down. Reserve fund expenditures budgeted for 2021 is \$952,000. Through August, we have spent \$269,000 of Reserve Fund cash with an additional \$350k to \$400k to be spent over the remainder of the year.

These financials will be on file at the WVA Administration Office after noon on Thursday Oct 7,, 2021 and may be reviewed by Association members. Please call 623 561 0099 for an appointment.

Submitted by Sil Maiorana, Treasurer.

Westbrook Village Association
 Operating Balance Sheet
 Period Through: 8/31/2021

Assets

Operating	
1102 - CIT Operating Account	1,060,587
1109 - Bingo Cash	3,685
1110 - Due To/From Reserve Cash	(15,519)
1114 - Petty Cash - Admin	450
1123 - CIT - CDs	744,370
Operating Total	<u>1,793,573</u>
Other Asset	
1300 - Accounts Receivable	9,175
1320 - Bad Debt Allowance	(5,585)
1350 - A/R-Insurance Claim	(263)
1360 - A/R Other/Prepaid Expense	285
1420 - Prepaid Insurance	28,882
1425 - Prepaid Health Insurance	9,658
Other Asset Total	<u>42,151</u>
Fixed Assets	
1500 - Equipment	610,075
1510 - Building Improvements	709,406
1515 - Front Entrance Feature	194,203
1520 - R V Lot Improvements	281,284
1525 - Weather Station	14,182
1530 - R V Lot Land	155,975
1540 - R V lot Accum Depreciation	(275,623)
1550 - Land Improvements	1,345,004
1560 - Signage	47,538
1570 - Pool Water Feature	232,064
1575 - Pickle Ball Resurface	165,780
1580 - Perimeter Walls	664,866
1585 - Access System	22,990
1590 - Parkway Median	179,700
1595 - Vehicles	32,595
1600 - Accum Depreciation	(2,492,511)
Fixed Assets Total	<u>1,887,528</u>
Assets Total	<u><u>3,723,251</u></u>

Liabilities and Equity

Liabilities	
2001 - Accounts Payable	19,904
2010 - Prepaid Assessments	17,885
2150 - Deferred Assessments	856,160
2180 - Rec Center Security Deposits	1,150
2260 - Accrued Payroll	40,654
2290 - Income Tax Payable	374
2300 - Sales Tax Payable	262
Liabilities Total	<u>936,388</u>
Operating Equity	
3301 - Members Equity	2,547,248
3330 - Bingo Equity	3,279
Operating Current Year Surplus/Deficit	236,337
Operating Equity Total	<u>2,786,863</u>
Liabilities & Equity Total	<u><u>3,723,251</u></u>

**Westbrook Village Association
Operating Revenue/Expense Summary Report**

	8/1/2021 - 8/31/2021			1/1/2021 - 8/31/2021			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenue							
<u>Revenue</u>							
4401 - Member Assessments	214,040	214,040	0	1,712,319	1,712,319	0	2,568,479
4410 - Late Charges	0	0	0	7,751	7,883	(132)	7,883
4430 - Misc Revenue	0	50	(50)	20	150	(130)	250
4434 - CC&R Revenue	700	1,000	(300)	12,500	10,400	2,100	15,000
4436 - Fine Charged	0	150	(150)	1,500	1,200	300	1,500
4438 - Legal/Collection Fees	0	0	0	453	0	453	0
4440 - R V Lot Rental Revenue	7,999	3,075	4,924	61,417	56,905	4,512	86,394
4442 - R V Lot Key Charge	0	25	(25)	435	200	235	300
4450 - Signs	0	0	0	0	0	0	100
4451 - Resale Disclosure Fee	4,900	7,000	(2,100)	87,297	69,500	17,797	96,250
4452 - Rush Fee	200	100	100	4,500	1,700	2,800	2,500
4454 - WVA Beautification Fund	0	0	0	1,429	0	1,429	0
4455 - Donations	0	0	0	0	0	0	250
4457 - Cell Tower Revenue	5,126	925	4,201	11,420	7,400	4,020	15,309
4460 - Interest	156	375	(219)	4,165	3,000	1,165	4,500
4461 - Credit Card Rebate Revenue	0	0	0	1,121	1,300	(179)	1,300
Total Revenue	233,121	226,740	6,381	1,906,326	1,871,957	34,369	2,800,015
<u>Recreation Center</u>							
4520 - Rental Revenue Member	2,904	500	2,404	2,904	500	2,404	4,500
4580 - Rental Revenue Non-Member	489	0	489	489	0	489	5,000
4590 - Tenant User Liab Ins Policy	500	0	500	500	0	500	0
4710 - Promotion Items	0	50	(50)	0	400	(400)	500
4720 - Event Revenue	0	0	0	1,750	0	1,750	10,000
4730 - Copies	29	50	(21)	252	625	(373)	900
4740 - Damage & Equip Rental	0	0	0	0	50	(50)	200
4750 - Faxes	32	50	(19)	361	300	61	500
4760 - Baby Furniture	0	0	0	598	0	598	1,500
4770 - Photo ID	1,080	1,700	(620)	9,160	8,200	960	15,000
4780 - Punch Cards	160	250	(90)	465	700	(235)	2,000
4900 - Reflection Garden Brick	25	50	(25)	1,175	300	875	600
4980 - Misc Rec Center Revenue	0	0	0	10	0	10	200
Total Recreation Center	5,218	2,650	2,568	17,663	11,075	6,588	40,900
Total Revenue	238,339	229,390	8,949	1,923,990	1,883,032	40,958	2,840,915
Expense							
Admin Expenses	13,527	17,442	3,915	149,459	157,382	7,923	226,900
Contracts	324	483	159	5,724	10,514	4,790	13,600
Electric/Water/Other Utilities	2,333	2,359	26	20,028	18,872	(1,156)	28,300
Insurance & Related Exp	7,940	7,500	(440)	65,454	60,000	(5,454)	90,000
Landscaping	88,861	65,860	(23,001)	482,128	529,880	47,752	802,260
Maintenance/Repair	12,521	3,450	(9,071)	33,275	34,600	1,325	52,500
Payroll	83,935	96,521	12,586	679,253	818,207	138,954	1,253,370
Pool	6,179	4,450	(1,729)	60,946	50,275	(10,671)	80,260
Recreation Center	10,858	19,347	8,489	124,450	120,781	(3,669)	190,335
Tax Expense	0	0	0	3,140	3,910	770	6,410
Water Feature	63	100	37	458	800	342	1,200
Total Expense	226,540	217,512	(9,028)	1,624,317	1,805,221	180,904	2,745,135
Total Reserve Allocations	7,916	7,916	0	63,336	63,336	0	95,000
Operating Net Revenue	3,883	3,962	(79)	236,337	14,475	221,862	780

**Westbrook Village Association
Operating Budget Comparison Report**

8/1/2021 - 8/31/2021

1/1/2021 - 8/31/2021

Expense	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<u>Admin Expenses</u>							
7020 - Accounting	1,650	1,650	0	13,200	13,200	0	19,800
7030 - Payroll Service	1,828	2,000	172	15,904	16,500	596	25,000
7040 - Legal/Professional	504	1,250	746	6,721	10,000	3,279	15,000
7050 - Audit	0	0	0	11,695	11,000	(695)	11,000
7080 - Education Fees & Training	1,564	800	(764)	6,733	6,600	(133)	10,000
7090 - Printing	101	200	99	645	1,850	1,205	2,500
7100 - Board Meeting Expense	0	100	100	737	1,100	363	1,500
7110 - Annual Meeting Expense	0	0	0	7,908	7,000	(908)	7,000
7120 - Committee Meeting	180	300	120	2,789	2,300	(489)	3,500
7140 - Dues & Subscriptions	52	742	690	3,609	5,232	1,623	8,200
7200 - Copier Lease & Maint	45	2,000	1,955	9,053	16,000	6,947	24,000
7230 - Copier Supplies	0	0	0	0	200	200	300
7250 - Computer Supplies	931	200	(731)	1,940	1,400	(540)	1,800
7270 - Computer Support	3,086	3,500	414	39,917	28,000	(11,917)	42,000
7290 - Web Page & Internet Fee	987	1,000	13	7,766	8,000	234	12,000
7300 - Permits & License Fees	20	0	(20)	125	500	375	800
7340 - Office Supplies	455	500	45	3,936	4,000	64	6,000
7360 - Telephone	1,223	1,200	(23)	8,991	9,600	609	14,000
7390 - Electric Admin Office	471	400	(71)	2,262	2,200	(62)	3,600
7400 - Postage - Office	0	400	400	2,270	3,600	1,330	4,900
7420 - Postage - Owner Mailings	0	400	400	0	2,900	2,900	4,500
7600 - Mileage	0	100	100	255	600	345	1,000
7640 - Bad Debt Write Off	0	200	200	0	1,600	1,600	2,500
7660 - Misc Admin Expenses	429	500	71	3,002	4,000	998	6,000
<u>Total Admin Expenses</u>	13,527	17,442	3,915	149,459	157,382	7,923	226,900
<u>Contracts</u>							
5420 - Pest Control - Interiors	172	200	28	1,376	1,700	324	2,500
5440 - Security Monitoring Service	0	0	0	3,320	6,000	2,680	6,000
5460 - Fire System Inspection	0	0	0	0	1,750	1,750	3,500
5470 - Street Sweeping	0	200	200	0	400	400	600
5480 - Drinking Water Coolers	152	83	(69)	1,029	664	(365)	1,000
<u>Total Contracts</u>	324	483	159	5,724	10,514	4,790	13,600
<u>Electric/Water/Other Utilities</u>							
6580 - Refuse	361	350	(11)	2,888	2,800	(88)	4,200
6590 - Water-Other	810	817	7	7,364	6,536	(828)	9,800
6600 - Sewer	435	375	(60)	3,996	3,000	(996)	4,500
6660 - Electricity-Other	727	817	90	5,780	6,536	756	9,800
<u>Total Electric/Water/Other Utilities</u>	2,333	2,359	26	20,028	18,872	(1,156)	28,300
<u>Insurance & Related Exp</u>							
6720 - Association Master Policy	7,188	6,708	(480)	56,947	53,664	(3,283)	80,500
6740 - D & O Insurance	752	792	40	6,507	6,336	(171)	9,500
6745 - Tenant User Liab Ins Policy	0	0	0	2,000	0	(2,000)	0
<u>Total Insurance & Related Exp</u>	7,940	7,500	(440)	65,454	60,000	(5,454)	90,000
<u>Landscaping</u>							
5020 - Landscape Maintenance	36,080	36,080	0	286,672	288,640	1,968	432,960
5030 - Irrigation R&M Asphalt	440	50	(390)	440	350	(90)	500
5040 - Spring/Fall Flower Change	0	0	0	4,695	6,000	1,305	11,500

**Westbrook Village Association
Operating Budget Comparison Report**

8/1/2021 - 8/31/2021

1/1/2021 - 8/31/2021

	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
5060 - Trees/Shrubs/Flowers	0	0	0	160	1,750	1,590	2,500
5070 - Irrigation Parts/Supplies	1,351	100	(1,251)	6,940	2,900	(4,040)	3,500
5080 - Storm Damage	3,792	0	(3,792)	6,392	3,000	(3,392)	3,000
5090 - Landscape Repair /Restore	835	50	(785)	835	500	(335)	700
5100 - Tree - Feeding & Fertilizer	2,600	1,000	(1,600)	2,726	7,000	4,274	8,000
5110 - Tree Remove/Replace	0	0	0	12,968	6,000	(6,968)	23,000
5120 - Palm Tree Trimming	23,589	0	(23,589)	23,589	27,000	3,411	27,000
5130 - Backflow Preventer Test	0	0	0	0	0	0	6,500
5140 - Tree Trimming	0	0	0	1,015	53,000	51,985	53,000
5170 - Rodent Control	0	100	100	0	1,100	1,100	1,500
5180 - Ant/Bee/Wasp Control	0	100	100	670	2,000	1,330	2,500
5200 - Grass Seed	0	0	0	0	0	0	4,600
5210 - Mulching & Fertilizer	0	0	0	0	1,000	1,000	3,000
5220 - Edging & Brick Repairs	0	500	500	300	1,500	1,200	2,000
5230 - Reflection Garden Brick	0	0	0	1,150	600	(550)	1,000
5240 - Water - Landscape	19,387	27,000	7,613	127,597	121,000	(6,597)	205,000
5250 - Electric-Sprinkler Clock	787	780	(7)	5,980	6,240	260	9,500
5320 - Granite Top Dressing	0	100	100	0	300	300	1,000
Total Landscaping	88,861	65,860	(23,001)	482,128	529,880	47,752	802,260

Maintenance/Repair

5540 - HVAC Repair/Maint	3,588	500	(3,088)	8,571	2,000	(6,571)	4,000
5550 - Association Signage	0	100	100	875	1,100	225	1,500
5560 - Assoc Furn & Equip	5,248	300	(4,948)	6,120	3,100	(3,020)	3,500
5570 - Lighting Repairs	0	100	100	2,048	1,500	(548)	2,000
5580 - Electrical Repairs	0	100	100	1,225	1,200	(25)	2,000
5590 - Pest Control Supplies	0	25	25	0	150	150	350
5600 - Holiday Beautification	0	0	0	294	0	(294)	2,500
5610 - Exercise Equip Maint	1,157	400	(757)	4,660	5,500	840	7,500
5620 - Tennis Court Repairs	0	0	0	434	250	(184)	350
5630 - Fire Equip Maintenance	0	100	100	0	1,600	1,600	2,000
5640 - Plumbing Repairs	0	200	200	370	2,200	1,830	3,000
5660 - Wall Repair/Maint	307	500	193	832	3,300	2,468	5,000
5670 - Doors & Windows Repair/Maint	0	325	325	984	2,700	1,716	4,000
5680 - R V Gate Repair/Maint	0	100	100	0	700	700	1,000
5690 - Maint Vehicle Repair/Main	1,427	300	(1,127)	2,691	2,300	(391)	3,500
5700 - Roof Repairs	0	0	0	0	300	300	500
5710 - R V Lot Repair/Main	0	100	100	175	700	525	800
5720 - 1st Aid Supplies	0	100	100	1,274	1,300	26	1,500
5740 - Clubs Equip Repair/Maint	795	200	(595)	2,723	1,700	(1,023)	2,500
5750 - Association Sidewalks	0	0	0	0	3,000	3,000	5,000
Total Maintenance/Repair	12,521	3,450	(9,071)	33,275	34,600	1,325	52,500

Payroll

5650 - Wages - Maint	20,568	27,273	6,705	172,242	231,820	59,578	354,546
5760 - Temp Labor	0	0	0	342	0	(342)	3,000
5780 - Payroll Taxes - Maint	1,627	2,216	589	13,811	18,837	5,026	28,810
5810 - Workers Comp - Maint	6,155	2,958	(3,197)	18,165	23,664	5,499	35,496
5820 - Health Plan - Maint	2,464	6,064	3,600	21,965	51,544	29,579	78,832
7480 - Overtime Wages	158	208	50	1,178	1,664	486	2,500
7481 - Vacation and Sick Pay	1,536	275	(1,261)	18,953	2,200	(16,753)	3,300
7510 - Payroll Taxes - Admin	1,550	1,950	400	14,487	16,551	2,064	25,326

**Westbrook Village Association
Operating Budget Comparison Report**

8/1/2021 - 8/31/2021

1/1/2021 - 8/31/2021

	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
7520 - Wages - Admin	21,382	23,628	2,246	193,631	200,839	7,208	307,170
7570 - Workers Comp - Admin	1,917	495	(1,422)	5,802	3,960	(1,842)	5,951
7580 - 401(k) Employee Plan	1,192	1,426	234	10,780	12,121	1,341	18,540
7590 - Health Plan - Admin	1,864	3,495	1,631	13,681	29,706	16,025	45,426
8010 - Wages - Rec Center	19,248	22,092	2,844	164,335	187,782	23,447	287,193
8040 - Payroll Taxes - Rec Ctr	1,576	1,955	379	14,067	16,620	2,553	25,422
8070 - Workers Comp - Rec Center	1,902	465	(1,437)	5,886	3,720	(2,166)	5,581
8080 - Health Plan - Rec Center	795	2,021	1,226	9,927	17,179	7,252	26,277
Total Payroll	83,935	96,521	12,586	679,253	818,207	138,954	1,253,370
<u>Pool</u>							
8820 - Pool & Spa Repair	0	200	200	0	2,300	2,300	3,500
8830 - Pool & Spa Supplies	334	300	(34)	2,847	2,300	(547)	3,500
8840 - Natural Gas - Lakes	422	800	378	21,273	18,000	(3,273)	28,000
8850 - Pool & Spa Chemicals	4,067	1,400	(2,667)	19,708	11,900	(7,808)	17,000
8860 - Pool & Spa Equip Repair	378	500	122	2,515	4,725	2,210	8,000
8870 - Annual Pool/Spa inspection	0	0	0	0	1,000	1,000	2,000
8880 - County Permits	0	550	550	1,735	550	(1,185)	1,260
8887 - Pool Furniture Repair/Maint	603	0	(603)	603	0	(603)	0
8920 - Natural Gas - Vistas	373	700	327	12,265	9,500	(2,765)	17,000
Total Pool	6,179	4,450	(1,729)	60,946	50,275	(10,671)	80,260
<u>Recreation Center</u>							
8020 - Event Wages	0	0	0	0	0	0	150
8030 - Event P/R Taxes	0	0	0	0	0	0	15
8090 - Uniforms	176	250	74	2,236	2,000	(236)	3,000
8100 - Photo ID	0	100	100	92	450	358	750
8110 - Event Expense	78	0	(78)	1,693	2,500	807	7,500
8120 - Promotion Items	0	250	250	0	250	250	500
8130 - Security Officers	0	0	0	0	0	0	500
8140 - Tools	0	200	200	288	1,400	1,112	2,000
8150 - Marketing Expense	0	0	0	2,704	600	(2,104)	1,200
8160 - Elect Supplies	0	95	95	193	265	72	600
8170 - Plant Maintenance	0	0	0	209	100	(109)	200
8180 - Janitorial Supplies	1,117	2,000	883	9,222	18,500	9,278	25,000
8200 - Plumbing Supplies	0	50	50	0	450	450	700
8220 - Hardware	69	50	(19)	168	400	232	600
8260 - Painting Supplies	0	300	300	359	1,400	1,041	2,200
8280 - Locks & Keys	0	50	50	238	150	(88)	300
8320 - Appliance Repair/Maint	0	100	100	415	700	285	1,000
8340 - Building Repair/Maint	(4,587)	542	5,129	15,900	4,336	(11,564)	6,500
8380 - In House Projects	502	400	(102)	7,275	3,300	(3,975)	5,000
8400 - Rec Center Use Permits	0	500	500	5,038	3,700	(1,338)	5,500
8410 - Pagers & Mobile Phones	510	460	(50)	4,495	3,680	(815)	5,520
8420 - Rec Center Signage	0	0	0	667	600	(67)	600
8430 - Electric	12,942	13,500	558	69,559	72,000	2,441	115,000
8460 - Gas - Kitchen	50	500	450	3,701	4,000	299	6,000
Total Recreation Center	10,858	19,347	8,489	124,450	120,781	(3,669)	190,335
<u>Tax Expense</u>							
7710 - Revenue Tax - Federal	0	0	0	3,140	2,500	(640)	5,000
7720 - Revenue Tax - State	0	0	0	0	700	700	700

**Westbrook Village Association
Operating Budget Comparison Report**

	8/1/2021 - 8/31/2021			1/1/2021 - 8/31/2021			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
7730 - Ariz Corp Comm Report	0	0	0	0	10	10	10
7740 - Vehicle Tax & License	0	0	0	0	600	600	600
7770 - Real Estate Property Tax	0	0	0	0	100	100	100
<u>Total Tax Expense</u>	0	0	0	3,140	3,910	770	6,410
<u>Water Feature</u>							
6350 - Electric-Sprinkler, Clock & Lights	63	100	37	458	800	342	1,200
<u>Total Water Feature</u>	63	100	37	458	800	342	1,200

Westbrook Village Association
Reserve Balance Sheet
Period Through: 8/31/2021

Assets

Reserve		
1160 - CIT Reserve- #7487	991,710	
1190 - Due To/From Operating	15,519	
1250 - Wealth Mgt/CIT CDARS CD's (purch value)	1,488,740	
1252 - Wealth Management Cash-#5795	1,250,057	
Reserve Total	<u>3,746,026</u>	
Assets Total		<u><u>3,746,026</u></u>

Liabilities and Equity

Reserve Equity		
3340 - Replacement Reserve Fund	3,210,807	
Reserve Current Year Surplus/Deficit	535,219	
Reserve Equity Total	<u>3,746,026</u>	
Liabilities & Equity Total		<u><u>3,746,026</u></u>

**Westbrook Village Association
Reserve Revenue/Expense**

	8/1/2021 - 8/31/2021			1/1/2021 - 8/31/2021			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Reserve Revenue							
<u>Reserve Allocations</u>							
9020 - Repl Reserve Fund Allocation	7,916	7,916	0	63,336	63,336	0	95,000
9030 - Preservation Fee	43,764	63,823	(20,059)	732,830	510,580	222,250	765,870
9060 - Interest Revenue	172	1,250	(1,078)	4,907	10,000	(5,093)	15,000
9066 - Grant Funds	0	0	0	3,075	0	3,075	0
Total Reserve Allocations	51,852	72,989	(21,136)	804,148	583,916	220,232	875,870
Reserve Expense							
<u>Reserve Disbursement</u>							
9101 - #1302-Foam Roof Recoat	0	3,267	3,267	0	26,132	26,132	39,200
9103 - #630-Office Computers	0	325	325	0	2,600	2,600	3,900
9108 - #1100-Interior Surface Repair	0	8,358	8,358	15,290	66,868	51,578	100,300
9114 - #1220-Pool Filters-Replacement	0	321	321	0	2,566	2,566	3,850
9122 - #865-Wood Floor Refinish	0	375	375	0	3,000	3,000	4,500
9128 - #1107-Metal Fence Repair	0	667	667	0	5,332	5,332	8,000
9131 - Perimeter Walls Repair/ Repair (GC)	0	8,750	8,750	112,464	70,000	(42,464)	105,000
9140 - #631-636-Computer/Network	3,068	2,083	(985)	3,068	16,668	13,601	25,000
9148 - #1200-Pool Deck-Resurface	0	1,833	1,833	0	14,668	14,668	22,000
9151 - #202-Asphalt-Seal/Repair	3,150	1,250	(1,900)	3,150	10,000	6,850	15,000
9165 - #1224 Pool/Spa Pumps	0	208	208	0	1,668	1,668	2,500
9171 - Metal Fence Replace #2196	0	1,417	1,417	0	11,332	11,332	17,000
9172 - #2192 Patio Furniture Vistas	0	417	417	0	3,332	3,332	5,000
9175 - #2224 Pool/Spa Pumps	0	258	258	0	2,068	2,068	3,100
9176 - #2233 Pool Heater	0	542	542	0	4,332	4,332	6,500
9177 - #2488 Asphalt	11,907	1,417	(10,490)	11,907	11,332	(575)	17,000
9182 - #2891 Floor Machines	0	208	208	2,131	1,668	(463)	2,500
9183 - #2893 Water Heater	0	367	367	0	2,932	2,932	4,400
9190 - #4350 Irrigation Controllers	0	646	646	0	5,166	5,166	7,750
9191 - #4360 Irrigation Lines	7,772	2,917	(4,855)	22,691	23,332	641	35,000
9192 - #4370 Landscape Granite	0	3,333	3,333	0	26,668	26,668	40,000
9199 - #780-Bingo Equipment	0	917	917	0	7,332	7,332	11,000
9201 - #2208-Pool Lane Lines	0	125	125	0	1,000	1,000	1,500
9207 - #2897-Door Openers	0	317	317	0	2,532	2,532	3,800
9211 - #1115 Exterior Stucco Repair (Lakes)	0	3,917	3,917	25,540	31,332	5,792	47,000
9215 - #2203 Pool & Spa Resurface	0	6,854	6,854	0	54,834	54,834	82,250
9216 - #2300 Aluminum Doors (Vistas)	0	250	250	0	2,000	2,000	3,000
9217 - HVAC-#2333/43/45	3,261	1,650	(1,611)	19,406	13,200	(6,206)	19,800
9221 - #656 Banquet Chairls (Lakes)	0	1,625	1,625	0	13,000	13,000	19,500
9222 - #2826-Cardio Equipment (Lakes)	0	500	500	0	4,000	4,000	6,000
9225 - #1226-Spa Blowers (2)	0	283	283	0	2,268	2,268	3,400
9226 - #2608-Tennis Courts 1 & 2 LED Lights	(168)	0	168	26,402	0	(26,402)	0
9227 - #655-Stage Curtains	0	667	667	0	5,332	5,332	8,000
9634 - Vistas Stadium Court Remove Surf	0	8,333	8,333	0	66,668	66,668	100,000
9638 - Lakes Alarm System	0	0	0	8,202	0	(8,202)	0
9640 - Vista Alarm System	0	0	0	3,312	0	(3,312)	0
9649 - Exterior Gym Equip (Country Club)	0	5,000	5,000	0	40,000	40,000	60,000
9652 - LRP-Prof Services	0	3,333	3,333	0	26,668	26,668	40,000
9665 - Door Replacement (Admin)	1,750	0	(1,750)	1,750	0	(1,750)	0
9670 - Exterior Water Fountains-Replace	0	192	192	0	1,532	1,532	2,300
9673 - Vistas Dance Room Floor Replace	5,422	0	(5,422)	5,422	0	(5,422)	0
9676 - Lakes Locker Room Stall Divder Repl	0	250	250	0	2,000	2,000	3,000
9677 - Muti-Purpose Room Recarpet	0	667	667	8,194	5,332	(2,862)	8,000
9678 - Card Access System Replace	0	1,250	1,250	0	10,000	10,000	15,000
9680 - Dust Filters Repace and Floor Refinish	0	358	358	0	2,868	2,868	4,300
9681 - Entry Walkway Replace	0	1,250	1,250	0	10,000	10,000	15,000
9687 - Reflection Garden Update	0	2,083	2,083	0	16,668	16,668	25,000
9688 - Tree Additions LRP (20)	0	550	550	0	4,400	4,400	6,600
Total Reserve Disbursement	36,161	79,330	43,169	268,929	634,630	365,701	951,950
Reserve Net Revenue	15,691	(6,342)	22,033	535,219	(50,714)	585,933	(76,080)

Abacus Homeowner Card Swipe Data Report
WVA Board of Directors, October 6, 2021
Data for: August 23, 2021 - September 19, 2021

Lakes Recreation Center	September 2021	September 2020 Covid	2021 YTD	September 2020 YTD
AARP	0	0	0	5
Aerobics	68	0	163	277
H2O Aerobics	30	0	288	169
Billiards	50	0	335	560
Bridge	0	0	0	795
Chess	0	0	0	74
Computer	0	0	14	472
Cribbage	10	0	10	85
Euchre	15	0	15	53
GCC (General Conditioning class)	0	0	0	0
H2O Boot Camp	19	0	139	11
Hand & Foot	164	0	325	1448
Horseshoes	0	0	0	7
Lapidary	17	11	153	501
Line Dance	0	0	0	0
Mah Jong	0	0	0	66
Meeting	18	54	909	543
Pinochle	0	0	0	76
Pool/Spa	1861	2149	14290	12187
Pottery	135	153	1180	1405
Samba	45	0	78	191
Shanghai	0	0	0	86
Tai Chi	59	0	148	449
Tennis	43	0	547	690
H2O Zumba	85	0	508	226
Wine Club	51	0	51	118
Woodshop	104	109	1267	1352
Yoga	0	0	0	926
Lakes MTD Total / YTD Total:	2774	2476	20420	22772

All WVA Common Area Buildings CLOSED on 3-16-2020 due to Covid-19

Lakes and Vistas Pools Re-Opened May 20, 2020 (Covid-19)

Vistas/Lakes Club rooms Re-Opened June 1, 2020 (Covid-19)

Vistas Gym Re-Opened June 1, 2020 (Covid-19)

Vistas Gym Closed again June 29, 2020 (Covid-19)

Vistas Gym Re-Opened September 1, 2020 (Covid-19)

Phase III Return to Business Hours 5:30am - 10:00pm March 18, 2021 Pools Open Regular Hours

In-Person Meetings and Classes return April 1, 2021 (Covid-19)

August 1, 2021 BOD approved complete re-opening of WVA Facilities

**Abacus Homeowner Card Swipe Data Report
WVA Board of Directors, October 6, 2021
Data for: August 23, 2021 - September 19, 2021**

Vistas Recreation Center	September 2021	September 2020 Covid	2021 YTD	September 2020 YTD
Bocce Ball	0	0	4	150
Bridge	220	0	357	663
Bunco	9	0	36	92
Ceramics	12	28	36	245
Dance Studio	24	0	30	241
GCC (General Conditioning Class)	162	0	1000	1160
Gin Rummy	0	0	0	106
Gym	2210	1486	18570	15615
Hand and Foot	0	0	0	210
Hearts	0	0	0	80
Line Dance	0	0	0	209
Mah Jong	57	0	0	201
Massage	0	0	0	64
Meeting (Varies)	61	79	140	956
Needle Arts	44	20	297	290
PAC	37	0	87	1332
Pickleball	29	0	221	4154
Pinochle	0	0	0	13
Poker	0	0	0	9
Pool/Spa	937	985	8355	6683
Samba	0	0	0	31
Tai Chi (moved to Lakes)	0	0	416	0
Glass Art (Stained Glass)	192	196	1909	2414
Table Tennis	27	0	65	223
Wine Club	0	0	0	53
H2O Zumba	0	0	0	28
Zumba	96	0	624	447
Vistas MTD / YTD Total	4117	2794	32147	35669

PAC Sponsored Events 2017 - YTD = 1443

PAC Sponsored Events 2018 - YTD = 1820 (Updated)

2018 PAC Events - Village Players = 663, Village Voices = 522

2019 PAC Events - Village Players = 450, Village Voices = 880

2020 PAC Events - Village Players = 0, Village Voices = 0 (Covid-19)

All WVA Common Area Buildings CLOSED on 3-16-2020 due to Covid-19

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Abacus Homeowner Card Swipe Data Report
WVA Board of Directors, October 6, 2021
Data for: August 23, 2021 - September 19, 2021

FALC	September 2021	September 2020 Closed/Covid	2021 YTD	September 2020 YTD
Bocce Ball	0	0	0	16
Bridge	0	0	0	91
Card Games	0	0	0	3
Fine Arts	0	0	0	224
Five Crown	0	0	0	28
Library	0	0	0	1672
Mah Jong	0	0	0	202
Meeting	0	0	0	303
Pan	0	0	0	120
Photography	0	0	0	42
Poker	0	0	0	21
Sheepshead	0	0	0	31
FALC MTD Total /	0	0	0	2753

Year End Totals

2020 YTD TOTALS = Lakes, Vistas, FALC = 73,700

2019 YTD TOTALS = Lakes, Vistas, FALC = 159,801

2018 YTD TOTALS = Lakes, Vistas, FALC = 148,671

2017 YTD TOTALS = Lakes, Vistas, FALC = 153,641

2016 YTD TOTALS = Lakes, Vistas, FALC = 128,434

2015 YTD TOTALS = Lakes, Vistas = 139,708

All WVA Common Area Buildings CLOSED on 3-16-2020 due to Covid-19

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FALC Card System closed 3-16-20 due to Covid-19

Phase III Return to Business Hours 5:30am-10:00pm March 18, 2021 Pools Open.

In-Person Meetings and Classes return April 1, 2021 (Covid-19)

August 1, 2021 BOD approved complete re-opening of WVA Facilities

Proposed amendment per AZ SB1722 effective September 29, 2021

Political Signs (amended ~~9-2-2020~~10-6-21)

- Political signs may be displayed on private property per State of Arizona law and in accordance with the City of Peoria sign ordinance.
- Display of political signs is permitted seventy-one (71) days before the day of ~~an~~ a Primary election and must be removed within ~~three-fifteen~~ (315) days after the day of the General election as provided by A.R.S. 16-1019 and 33-1808 (C). For a sign for a candidate in a Primary election who does not advance to the General election, the sign must be removed within fifteen (15) days after the Primary election.
- The maximum aggregate total dimensions of all political signs shall not exceed nine (9) square feet.
- “Political Sign” means a sign that attempts to influence the outcome of an election, including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer.

From: richard nonini <richard.nonini@gmail.com>
Sent: Saturday, September 18, 2021 11:39 AM
To: Karen Jones <karenj@westbrookvillage.org>
Subject: Tax Aide Program for 2021 at WBV

Hi Karen, thanks for getting back to me. I am planning for the 2021 tax season and need to know the status of WBV hosting the site as before.

In 2020 we moved the site to the Sun City Posse building. We did 300 returns with no incidence of COVID issues. We followed AARP procedures and minimized the contact between tax preparers and clients.

We will use appointments to manage the number of people who enter the site and use whatever AARP or WBV protective procedures that are required. I think that we can structure our process to meet any requirements. For example, rather than have people come through the rec center lobby we could have them come through the gate at the back of the building, monitored by one of my volunteers.

Because of the nature of the AARP Tax program I cannot limit it to only WBV residents. However WBV residents do make up a large part of our clients.

I would be happy to meet with the WBV board to discuss reopening the site.

Thanks for your help

--

Rich Nonini

September 16, 2021

Ways & Means Committee

Enclosed is information from Service Direct Landscape (SDL), President regarding seed availability and price for the upcoming season. The availability and prices have created a difficult situation for overseeding our community. The 2021 Budget amount is \$4,600. The Landscape & Facilities has discussed the issue and Mike Greene, Chair and Karen Jones, GM are requesting additional funds of \$5,400 for the upcoming season. Giving SDL \$10,000 in funds to overseed pertinent areas throughout the community. There are 4 areas that will not be overseeded and other areas will have less seed but kept green.



July 29, 2021

RE: 2021 Winter Rye Seed

Hello Friends and Colleagues,

It's time to start thinking about winter rye, which is hard to believe since we are still in the middle of summer! I have been asked numerous times about the cost of seed this year. Normally our distributors would have provided seed pricing by now and we'd have a ready answer, but this year has been drastically different.

This season's seed production in Oregon has turned out to be one of the most challenging seasons ever. Starting early 2021 we all saw fuel prices spike which in turn pushed fertilizer prices up. Those 2 factors alone meant the growers would raise prices to offset the higher production costs to run machinery as well as ship the seed down to Arizona.

Another major factor in driving seed costs is the sale of two of the major seed companies to companies that do not supply the Arizona market. Literally millions of pounds of perennial, Fescue, and other seed types normally marketed to the Arizona golf and landscape industries, are now headed to big box retail stores for home owner sales.

If these circumstances weren't enough to increase prices during this period, Willamette Valley in Oregon saw rainfall down 5.5 inches from normal from March to June, hampering the seed starts coming out of dormancy to produce the seed. Rainfall is critical for the crops to sprout reproductive tillers and seed heads. Oregon State University (OSU), who tracks and records yearly yields, is predicting up to 50% reduction on average for yields per acre due to this critical lack of moisture.

OSU records dating back to the 1970's show 2021 to be the worst deficit in yield since that they began tracking the data.

Then, at the end of June, Oregon saw temperatures as high as 117.

All these factors combined will drive the wholesale market pricing up as high as 65% over last year or even higher for some.

Please see the following article that appeared in the Oregon Capital Press. It is also copied below.
https://www.capitalpress.com/ag_sectors/water/heat-drought-spell-trouble-for-seed-crops/article_0382443e-d904-11eb-bec2-2bca1b8c07f2.html

Ed Macias
President
SDL
(602) 460-3943
emacias@sdl-az.com

"The issues are obvious," Ostlund said. "That's just the way Mother Nature throws it at us sometimes."

Denver Pugh, of Pugh Seed Farm in Shedd, Ore., said he anticipates reduced yields, though he hasn't started combining yet.

"When you really start looking at the seed heads, it's going to be an awful light seed, if anything at all," Pugh said. "Right now, everything looks to be for the most part down."

Pugh Seed Farm grows about 4,400 acres of primarily annual ryegrass and tall fescue, along with smaller amounts of wheat, radish seed, turnip seed and meadowfoam.

Pugh said the farm was fortunate enough to catch some much-needed rain in May, though the showers were isolated and didn't stretch beyond a few miles.

Grass seed was Oregon's fifth-most valuable agricultural commodity in 2019, with a crop worth \$517.4 million, according to OSU.

In response to the lower yields, Mark Simmons, executive director of the Oregon Grass Seed Bargaining Association, said prices are "up significantly" over last year, though he declined to provide exact figures.

The bargaining association negotiates prices for perennial ryegrass and tall fescue on behalf of growers. Other seed types, including fine fescue, clover, orchard grass and annual ryegrass, are sold on the open market.

"I think everyone is sure the Oregon crop is short, but nobody knows how short at this point," Anderson, of OSU Extension, said. "Time is going to tell, as seed gets into the combine, how bad yield is going to be."



84th Lane
2 - St Andrews
Chimney Basin phase 1

Park Dog Park

Karen Jones

From: Randy Zellers <rzellers@sdl-az.com>
Sent: Friday, September 3, 2021 11:18 AM
To: Karen Jones; Westbrook Village Admin; Susan Fabian
Subject: Rye Costs
Attachments: Rye_Seed_Cost_2021_Letter.pdf

Karen,

As you know, there has been a dramatic increase in the cost of rye seed this year. Contractors are paying double what we did in 2020 and the availability is in question for 2021.

Based on the square footage at Westbrook Village and our contracted line item for cost plus 20%, seed this year will run \$12,730.

Please let me know if you'd have any questions.

Randy Zellers
Director of Operations

O: 602.843.1310 | C: 602-541-1160 | rzellers@sdl-az.com

4130 E. Van Buren St., suite 350 Phoenix, AZ 85008 | ROC275065 | www.sdl-az.com




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**Westbrook Village Association
Ways & Means Committee Meeting FALC, 11:00 AM
DRAFT September 22, 2021**

Motion made by Mr. Maiorana to accept the bid from General Acrylics in the amount of \$99,850.00 as recommended by the Facilities Manager. Second by Mr. Harmann. Approved by those in attendance.

 B. Discussed the request for additional funds for Overseeding 2021-2022.

Motion made by Mr. Maiorana to approve the additional funds of \$5,400.00 for the upcoming overseeding for 2021-2022. Second by Mr. Harmann. Approved by those in attendance.

VII. For the Good of the Order

There being no further business to come before the Committee, the meeting was adjourned at 3:57 p.m.

VIII. Next Meeting is scheduled for Wednesday, October 27, 2021, at 3:00 pm FALC.

Respectfully submitted,
Renee Larsen, Executive Administrative Assistant

August 2021

Dear Westbrook Village Neighbor:

Enclosed, please find the 2021 Long Range Planning Committee Resident Survey. As we strive to maintain our position as a top choice retirement community, we are faced with some difficult choices: to satisfy the diverse needs of current and future homeowners, while staying within the Association's budget and financial constraints.

We are currently hiring a Space Assessment Design Firm to analyze the condition of current recreational facilities and to propose ideas to improve the space use of our existing facilities. This Survey will be used by the Consulting Design Firm and the Long-Range Planning Committee to better understand your opinion(s) and desires about future improvements and renovations for Westbrook Village Facilities only- Survey does NOT include the Westbrook Village Golf Club or facilities.

Please review the last page of this Survey to be entered in a drawing for a \$100 gift certificate. Three chances to win!

Demographic Questions

1. Please list the number of individuals in each age group within your household.

Age Group	Number	Age	Number
40-50	_____	71-80	_____
51-60	_____	81-90	_____
61-70	_____	91and over	_____
I prefer not to answer			_____

2. Approximately, how many **months per year** do you reside in Westbrook Village?

3. What is your current status? **Please check all that apply.**

Owner / Annual Resident _____

Renter _____ (requires 30 days or longer occupancy)

Own Home for Rental Purposes _____ (requires 30 days or longer occupancy)

4. What subdivision do you reside in? _____

Activity Utilization

5. **BEFORE COVID HOW MANY TIMES PER MONTH did** you utilize each of the Westbrook Village activities and amenities listed below.

Use Swimming Pools or hot tubs at the Westbrook Recreation centers.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use Swimming Pools within your sub-association.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use Westbrook Village Outdoor Sport Court facilities.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use Fitness Center for weightlifting, physical therapy and cardio.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use Westbrook Village campus for walking, bicycling or running.

0 1-5 6-10 11-15 16-20 21-25 26-31

Attend exercise classes at the Westbrook Village Recreation Centers

0 1-5 6-10 11-15 16-20 21-25 26-31

Play card and table games at Westbrook Village Recreation Centers.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use Westbrook Village Recreation Centers for fine arts, hobbies and crafts.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use Westbrook Village Recreation Centers for Club Meetings.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use Westbrook Village Recreation Centers for Village Players, Village Voices & Westbrook Musicians.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use the Westbrook Village ballrooms for club events.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use the Westbrook Village Wood Shop.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use the Westbrook Village Computer Rooms.

0 1-5 6-10 11-15 16-20 21-25 26-31

Use the Westbrook Village Library.

0 1-5 6-10 11-15 16-20 21-25 26-31

Attend Bingo night, Concerts and Westbrook special events.

0 1-5 6-10 11-15 16-20 21-25 26-31

Recreational Facility Improvements

6. Please list the top three Westbrook Recreational Facility/Building Improvements you would like the Long Range Planning Committee to address. Please rank by importance to you.

1. _____

2. _____

3. _____

Common Area and Grounds Improvements

7. Please list the top three improvements for the community common areas and grounds you would like the Long Range Planning Committee to address. Please rank by importance to you.

1. _____

2. _____

3. _____

New Amenities or Services

8. Please list the top three most important new amenities or services you would like to see included in the Westbrook Village Long Range Plan (10-year planning horizon).

1. _____

2. _____

3. _____

Survey Contest and Follow Up Information

Thank you for your valued participation in this Survey! Your Opinions matter to us!

Please complete the section below AND return your Survey if you would like to be entered into a \$100 gift certificate drawing. There will be three lucky winners!

Name (first, last), **please print** _____

Phone _____

Email, **please print** _____

NOTE: Please contact Karen Jones or a LRP Committee Member if you have a skill you would like to share with the LRP Committee. Some examples are website design, landscape design, space design, CAD drafting, or photographer.

Participation makes our Community Strong!

**WESTBROOK VILLAGE ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE MINUTES
September 21, 2021**

PRESENT: Ron Laumann, Jerry Johnson, Jo Anne Greene, Ed Hartman, Jerry Heschel, Marcy Reneau (Members)
Susan Fabian (Assistant General Manager)

ABSENT: Amy Miller,

HOMEOWNER AND MEMBER COMMENTS – Non-Agenda Issues - None

Ms. Greene called the September meeting to order at 1:00 p.m.

There is a quorum represented with six members in attendance.

NEW BUSINESS

HOMEOWNER APPEALS - None

HOMEOWNER APPLICATIONS

Lakeview Estates (G.C. Lot) – 4190005 – Elitewood Solid Insulated Patio Cover - Almond

MOTION by Mr. Hartman to approve the application from 4190005 as submitted. Second by Mr. Laumann. Carried unanimously.

Willowbrook Estates – 4311026 – Duralum Solid Insulated Patio Cover – Beechwood

MOTION by Mr. Johnson, second by Ms. Reneau, to approve the application from 4311026 as submitted. Carried unanimously.

Cyress Point Estates (ACC Member) – 4340144 – Exterior Malibu/Landscape Lighting

MOTION by Mr. Johnson, second by Mr. Laumann, to approve the application from 4340144 as submitted. Carried with Mr. Hartmann abstaining.

St. Andrews Place – 4370227 – Stationary BBQ; Paver Rear Yard Walkway – Territorial Blend; Rear Yard Artificial Turf; Lattice Alumawood Patio Cover; Travertine Rear Patio and Extension

MOTION by Mr. Johnson to approve everything on the application from 4370227 with the exception of the patio cover. Second by Mr. Laumann. Carried unanimously.

MOTION by Mr. Johnson, second by Mr. Heschel, to deny the application from 4370227 for the patio cover. Failed unanimously.

MOTION by Mr. Johnson, second by Mr. Laumann, to approve the patio cover with the 4'4" setback as discussed for this particular application. Carried unanimously.

St. Andrews Place -4370306 – Gate; Travertine Rear Patio and Extension; Pool/Spa; Block/Party Return Wall

MOTION by Ms. Reneau, second by Mr. Hartman, to approve the application from 4370306 as submitted. Carried unanimously.

Cypress Point Estates I – 4400539 – Gate; Kool Deck Rear Patio and Extension; Pool

MOTION by Mr. Laumann, second by Mr. Heschel, to approve the application from 4400539 as submitted. Carried with Mr. Heschel opposing.

Torrey Pines – 4460905 – Paver Rear Side Walkways – Territorial Blend; Irrigation Replacement; Rear Yard Landscape Planting Material; Exterior Landscape Lighting; Travertine Rear Patio and Extension; Elevated Spa Addition to Pool/Resurface Pool;

Stationary BBQ; Stationary Fire Pit; Alumawood Solid Insulated Free-Standing Shade Structure; Privacy Wall on Free-Standing Shade Structure

MOTION by Mr. Hartman, second by Ms. Reneau, to approve the first section of items from 4460905 as submitted. Carried unanimously.

MOTION by Mr. Laumann to approve the Stationary BBQ, Stationary Fire Pit, and the Alumawood Solid Insulated Free-Standing Shade Structure for 4460905 as submitted. Second by Mr. Heschel. Carried unanimously.

MOTION by Mr. Laumann to deny the Privacy Wall on Free-Standing Shade Structure as submitted as it does not meet the Standards. Second by Mr. Hartman. Carried unanimously.

MOTION by Mr. Laumann to approve the Privacy Wall at a maximum height of 6'. Second by Mr. Johnson. Carried unanimously.

Proposed Political Signs Standard Amendment:

MOTION by Mr. Johnson, second by Ms. Reneau, to approve the Revised Political Signs Standard as presented. Carried unanimously.

Posse Sponsored Pet Alert Sticker:

MOTION by Ms. Reneau to deny the placement of the sticker in view of the exterior of the home. Second by Mr. Heschel. Carried unanimously.

Above Ground Propane Tanks Discussion: At this time requests would be denied as there is no Standard. Mr. Johnson will draft a Standard for review and consideration at the next meeting. The Standard will follow City Code.

UNFINISHED BUSINESS

Front and French Doors Color Palette Update D.E. Representative presentation: Current colors were reviewed. Committee Members discussed options for additional colors.

Paint Color, Palette Update D.E. Representative presentation: Current paint palettes were displayed along with several proposed new color palettes.

MINUTES OF PREVIOUS MEETING – August 17, 2021

Page 2 – Delete sentence beginning “Because the neighbor....”

MOTION by Mr. Heschel, second by Mr. Hartman, to approve the Minutes of the August 17, 2021 meeting as corrected. Carried by unanimous vote of the members in attendance.

REPORTS

Architectural Applications Report: Included in packet for review and discussion.

FOR THE GOOD OF THE ORDER

Next Meeting – October 19, 2021

Meeting adjourned at 2:55 p.m.

Respectfully submitted,
Jody Brown

MINUTES & MORE

LANDSCAPE AND FACILITIES COMMITTEE MEETING
September 8, 2021
MINUTES

PRESENT: Michael Greene, Jon Pardoll, Steve Merkovich, Gary Walker, Clarke Stough, Leslie Friedman, Butch Rasmussen (Members)
Jesse LaPlaca (Facilities Manager)
John Rivera (SDL personnel)

ABSENT:

HOMEOWNERS: Six Homeowners in attendance

HOMEOWNER COMMENTS - None

CALL TO ORDER

Michael Greene, Chairman, called the meeting to order at 9:00 a.m.

A quorum was confirmed with all members in attendance.

MINUTES – July 14, 2021

MOTION by Mr. Rasmussen, second by Mr. Merkovich, to approve the July minutes as presented. Carried unanimously.

UNFINISHED BUSINESS

LRP Update: Mr. Pardoll reported review of the survey and the information from the realtors continues.

Horseshoe Pits: Mr. Greene reported a surveyor was hired and it has been determined the Association owns most of the land. The small section that belongs to the golf course has been turned over to WVA. SDL is currently working on the design of the area.

Vistas Pool Update: Update provided by Mr. LaPlaca. He will be meeting with two contractors and hopes to have three bids for review shortly.

NEW BUSINESS

Abacus Data Reports: Reports for the periods of June 26 through August 22, 2021 were included in the packet for review and discussion.

MOTION by Mr. Stough, second by Ms. Friedman, to provide the Abacus Report to the Committee on a quarterly basis. Carried unanimously.

Pickle Ball Stadium Court Repair: Three bids were obtained – General Acrylics (\$99,850), Elite Sports Builders (\$123,299), and Pacific Tennis Courts (\$125,144).

MOTION by Mr. Rasmussen, second by Mr. Pardoll, to accept the bid from General Acrylics in the amount of \$99,850 as recommended by the Facilities Manager and the

General Manager. Carried with Mr. Stough abstaining because there will not be card readers at the courts and the courts should not be used for parties.

MANAGER – REPORTS

Landscape Report: Report from SDL included in Committee packet for review and discussion, with clarification provided by SDL personnel in attendance. There was considerable discussion about the increase in winter overseeding because of the increased cost of seed, with suggestions of reducing the area overseeded, not overseeding at all or removing some of the turf.

Facilities Manager Report: Report included in Committee packet for review and discussion with clarification provided by Mr. LaPlaca, Facilities Manager, as requested.

Water Consumption History Report: Report included in Committee packet for review and discussion. Clarification provided as requested.

FOR THE GOOD OF THE ORDER - None

The next Meeting is September 8, 2021, 9:00 a.m., FALC

Mr. Greene adjourned the meeting at 10:20 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE

**WESTBROOK VILLAGE ASSOCIATION
LONG RANGE PLANNING COMMITTEE
September 21, 2021**

PRESENT: Sil Maiorana, Jon Pardoll, Bob White, Joy Groves, Jim McKenna (via phone) Lynette Jones (via phone)
ABSENT: Gary Harmann
HOMEOWNERS: Seven (7))

HOMEOWNER AND MEMBER COMMENTS

Homeowners in attendance are given the opportunity to address concerns and ask questions of the Committee and Management. These comments are not made a part of the Minutes.

CALL TO ORDER

Sil Maiorana, Chair, called the Meeting to order at 9:07 a.m. and announced there was a quorum with six members present.

MINUTES – August 17, 2021

Mr. Pardoll opposed the motion on FoRM Design.

MOTION by Mr. White, second by Mr. Groves to approve the August 17, 2021 Minutes as amended. Carried by unanimous vote of the members in attendance.

OLD BUSINESS

Vistas Pool Update: Bids have been requested.

Resident Survey Update: Changes requested and approved at last month's meeting have been incorporated into the survey. Mr. White has the updated survey.

It was suggested the survey refer to building improvements as well as the recreational facilities. Mr. White will update the survey and will submit it to Ms. K. Jones.

Hard copies will be available at the recreation centers; advertising will be ongoing to remind Homeowners to pick up a hard copy or respond to the survey on-line. Target launch date is October 1, 2021 with responses due in by December 1, 2021. The Committee reserves the right to extend the survey past December 1, 2021 if necessary.

All residents in a household can respond to the survey.

Space Planner Engagement Discussion: The Committee had previously approved the proposal from FoRM Design Studio, and it was sent on to Ways & Means. The vote at Ways & Means was one in favor, one opposed, and one abstention because it was felt this work had already been done by the Architect. Mr. Maiorana stated he had reviewed the information submitted by the Architect and there does not appear to be a conclusion. Mr. Pardoll explained that due to issues with the Architect's report, most of the information has disappeared with the exception of what Mr. White has been able to locate. Nothing was ever sent to the Board of Directors with a recommendation from the Committee.

Mr. White has developed a spreadsheet that will do what Mr. Maiorana is asking the Committee to do, however there are considerations/assumptions that need to be made and included in the spreadsheet.

A priority list of projects has been established using Committee input, Board input, and input from the Architect's report.

Mr. White stated he would not be in favor of rejecting the proposal from FoRM Design, but he does think they need focus.

Mr. Pardoll stated his opinion that a report from Staff would be beneficial as they see all of the issues on a daily basis. Such a report has never been requested. A water drought contingency plan is also needed, and this has never been addressed.

Ms. Groves stated it is necessary to have someone from the outside come in to advise WVA on the best use of the space. She has experience in space planning and in reviewing the Master Plan she noted there are no drawings or blueprints showing what they were thinking. She agreed there should also be a plan that addresses water conservation.

In response to a comment from the floor it was stated new building was not on the table. There has been talk, however, about tearing the FALC down and rebuilding something else.

The Committee reaffirmed their position to hire FoRM Design; this will go to Ways and Means again.

NEW BUSINESS - None

FOR THE GOOD OF THE ORDER

There had been previous discussion about Members doing site visits; this has not been scheduled at this time.

Doing a new build would require a vote of the Homeowners.

Next Meeting – Tuesday, October 19, 2021 – 9:00 a.m., FALC

There being no further business to come before the Committee, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE

**WESTBROOK VILLAGE ASSOCIATION
RECREATION COMMITTEE MEETING MINUTES
September 14, 2021 – 8:30 a.m.**

PRESENT: Max Allen, Steve Merkovich, Jim Schulz, Norma Apodaca, Dina Lawther,
Ron Laumann (Members)
Jan Lawlor (Recreation Centers Manager)
Karen Jones (General Manager)

ABSENT: Marti Harper

HOMEOWNER COMMENTS

Residents are given the opportunity to address concerns to and ask questions of the Committee prior to the start of the business portion of the meeting. These comments/discussions are not included in the Minutes of the meeting. Issues included:

CALL TO ORDER

Max Allen, Chair, called the meeting to order at 8:29 a.m.

There was a quorum with six members in attendance.

MINUTES

Mr. Laumann was present via telephone.

MOTION by Mr. Schulz, second by Ms. Apodaca, to accept the Minutes of the July Meeting as corrected. Carried by unanimous vote of the members in attendance.

RECREATION MANAGER'S REPORT

The Recreation Manager's Report was included in the Committee binders for review and discussion.

OLD BUSINESS

Abacus Report: The Abacus Report – June 28 – August 22, 2021 - was included in the Committee binders for review and discussion.

Discussion on why people playing Pickleball or Tennis need to scan since they are not in an Association facility. Members are encouraged to swipe.

Billiards Room Re-configuration update: Ms. Jones reported this has gone through the appropriate Committees. Ways and Means denied adding 3rd table in 2021 and urged the Billiards Committee to present this for the 2022 Budget. The Budget will also include funding for painting the room.

A Homeowner in attendance stated there is not sufficient room for three tables, and he questioned how much use the Billiards table will get since not many people play Billiards. It was stated the table has pockets, so it is actually a Pool table. Mr. Merkovich will find out the actual size of the table being donated.

It was also pointed out that with the existing two tables are sufficient; players don't have to wait for a table.

Silver Sneakers Certified Instructors Update: This is an instructor program; WVA would fall under the Flex Program. Instructors can choose to get certified. WVA has one instructor who is certified for Silver Sneakers. It is up to the instructor to bill the insurance company to get their payment.

MOTION by Mr. Schulz that after research into the Silver Sneakers program, it is suggested it not be included as part of the instructor requirement. Second by Mr. Laumann. Carried by unanimous vote of the members in attendance

NEW BUSINESS

Annual Club Presidents Meeting Discussion: Should there be a meeting, or should it be done as it was last year with the packets being handed out, but no meeting.

MOTION by Ms. Lawther that the President's Meeting be done via digital packet for 2021. Second by Ms. Apodaca. Carried by unanimous vote of the members in attendance.

Upcoming WVA Events Discussion: A list of upcoming WVA Events was included in the packet for review and discussion. It is suggested the Recreation Committee agree to forego the New Year's Eve Party for 2021.

MOTION by Ms. Lawther to forego the New Year's Eve Party for 2021. Second by Mr. Markovich. Carried by unanimous vote of the members n attendance.

COMMITTEE REPORTS

Arts & Crafts: No Report

Cards & Games: No Report

Service, State and Social Clubs: Mr. Laumann reported on recent events and future Club events currently being planned.

Performing Arts Council: Ms. Apodaca provided updates on the Village Voices, the Village Players, the Musicians Club and the Desert Dancers along with a review of the upcoming events.

Sports: Mr. Merkovich reported on a recent Pickleball Club event. Design of the Horseshoe Pits and Cornhole area is in progress.

Physical Fitness: Mr. Schulz reported on a possible donation of a Nu-Step; he will follow the procedures for getting this approved.

FOR THE GOOD OF THE ORDER

Food Truck Friday will be this Friday – there will be two trucks – a Burger truck and a Dessert Truck. Menus are on the website. Pickleball is considering having a food truck at some of their events.

Next Meeting – October 12, 2021, 8:30 a.m., FALC.

There being no further business to come before the Committee, the Meeting was adjourned at 9:57 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE

**Westbrook Village Association
Ways & Means Committee Meeting FALC, 11:00 AM
DRAFT September 22, 2021**

- I. Call to Order** – The September 22, 2021, WVA Ways and Means Committee Meeting was called to order at 3:03 p.m. by Committee Chair, Sil Maiorana.
- II. Roll Call:**
Members Present: Sil Maiorana, Gary Harmann. Absent, Amy Miller
Staff Present: Susan Fabian, Assistant General Manager and Renee Larsen, Executive Administrative Assistant.
Homeowners Present: 7
- III. Review of Minutes of the August 24, 2021, WVA Ways and Means Meeting**
The minutes were reviewed by the Ways & Means Committee.

Motion by Mr. Harmann to accept the meeting minutes as presented. Second by Mr. Maiorana. Approved by those in attendance.

- IV. Monthly Ongoing Business**
- A. Financial Statement Overview – August 31, 2021**
- 1. Operating Statement** – Reviewed Operating Statement for period ending August 31, 2021.
 - 2. Replacement Fund** – Reviewed Replacement Fund for period ending August 31, 2021.
 - 3. Trend Report** – Reviewed Trend Report for period ending August 31, 2021.

Motion made by Mr. Harmann to accept financial statements, subject to formal audit and forward to the Board of Directors for review at the October 1, 2021, Board of Directors Meeting. Second by Mr. Maiorana. Approved by those in attendance.

- V. Unfinished Business:**
- A.** Investment Ladder was discussed.
 - B.** Discussed monthly resales.
 - C.** LRP Space Utilization Planner Proposal was discussed.

Motion made by Mr. Maiorana to approve the Space Utilization Proposal from FoRm Design Studio, Ltd., for the amount of \$21,500. Second by Mr. Harmann. Approved by those in attendance.

- VI. New Business**
- A.** Pickleball Stadium Court Repair was discussed.

Motion made by Mr. Maiorana to accept the bid from General Acrylics in the amount of \$99,850.00 as recommended by the Facilities Manager. Second by Mr. Harmann. Approved by those in attendance.

B. Discussed the request for additional funds for Overseeding 2021-2022.

Motion made by Mr. Maiorana to approve the additional funds of \$5,400.00 for the upcoming overseeding for 2021-2022. Second by Mr. Harmann. Approved by those in attendance.

VII. For the Good of the Order

There being no further business to come before the Committee, the meeting was adjourned at 3:57 p.m.

VIII. Next Meeting is scheduled for Wednesday, October 27, 2021, at 3:00 pm FALC.

Respectfully submitted,
Renee Larsen, Executive Administrative Assistant

Ways and Means Committee Meeting
FALC
DRAFT September 22, 2021 (Executive Session)

- I. **Call to Order:** The September 22, 2021, WVA Ways and Means Committees Meeting was called to order at 4:00 p.m. by Committee Chair, Sil Maiorana.
- II. **Roll Call:**
Members Present: Sil Maiorana, Gary Harmann
Absent: Amy Miller
- III. **Staff Present:** Susan Fabian Assistant General Manager, Renee Larsen Executive Administrative Assistant. Homeowners Present: none
- IV. **Review of Minutes of the August 24, 2021, WVA Ways and Means Executive Session Committee Meeting:**

Motion by Sil Maiorana to accept meeting minutes as presented, seconded by Gary Harmann. Approved by those in attendance.
- V. **Collections:** Collections were discussed.
- VI. **Next Meeting October 27, 2021, FALC**

Respectfully submitted,

Renee Larsen, Executive Administrative Assistant

**Westbrook Village Association
A/R Report-Detailed w/address
Period Through: 8/31/2021**

Unit	Name	Unit Address	Total Due	Current	30 days	60 days	90 days	Status
41300304	B.N and Dagmar Strunk	9832 W Oraibi Dr	\$1,900.58					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
	1/31/2020 - Late Fee						\$64.84	
	1/1/2020 - 2020 Annual Assessment						\$648.40	
	1/31/2019 - Late Fee						\$63.73	
	1/1/2019 - 2019 Annual Assessment						\$217.95	
	1/31/2018 - Late Fee						\$62.05	
	1/31/2017 - Late Fee						\$60.87	
	1/31/2016 - Late Fee						\$60.15	
41500363	Stanley Michael and Vaughn Hughes	9214 W Kerry Ln	\$722.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
41600671	William H. Uptain	9263 W Oraibi Dr	\$722.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
41900083	Mary Beth Brown	9657 W Kimberly Way	\$1,435.83					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
	1/31/2020 - Late Fee						\$64.84	
	1/1/2020 - 2020 Annual Assessment						\$648.40	
42600060	Susan Getz	19094 N 97th Ln	\$722.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
42600076	Helen Waugh	9715 W Kerry Ln	\$722.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
42900135	Wayne W. Tompkins	9256 W Morrow Dr	\$722.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
44410163	Donald R. Musselman	9140 W Behrend Dr	\$422.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$356.90	
44600781	Helen J Kilbride	8547 W Rockwood Dr	\$357.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$291.90	
44700694	Marvin and Beverly Goldfarb	19835 N 90th Ln	\$722.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
44900738	Alberto and Olga Carreno	9043 W Sierra Pinta Dr	\$722.59					
	2/1/2021 - Late Fee						\$65.69	
	1/1/2021 - January 2021 - 2021 Annual Assessment						\$656.90	
Totals:			\$9,174.72	\$0.00	\$0.00	\$0.00	\$9,174.72	

**GENERAL MANAGER'S REPORT
FOR THE MONTH OF September 2021
PRESENTED ON OCTOBER 6, 2021
BOARD OF DIRECTORS MEETING**

OPERATIONS

- The Amendment Initiative ad-hoc committee will be sending out a **one-question survey** asking for resident input on what percentage/level of voting percentages they would support a change to.
- Long Range Planning Committee approved hiring a Space Utilization Planner.
- Vista's pool plans and RFP are out for bids. The deadline for bids is October 8, 2021. This project will be placed on the 2022 Budget.
- Vistas stadium court post tension overlay was approved and awarded to General Acrylics. Project to start this fall.
- Vistas ballroom and restrooms have been painted.
- New entry doors were installed at the administration building, security doors to be installed on September 30, 2021.
- Annual employee reviews are on-going and scheduled to be completed soon. Love our team members!
- GM preparing 2022 annual Budget. Committee meetings start October 8, 2021.
- Asphalt repair and re-coat projects for the Lakes and the Vistas have been completed and look great.
- The Lakes complex exterior painting project has been completed and looks beautiful!
- Garth Brooks Live Tribute Concert will be on Friday October 29, 2021 and tickets go on sale October 7, 2021 available to residents only (must show PID card) and limited to 10 tickets maximum per person.
- Food Truck Friday is planned again for October.
- The Lakes and Vistas lobby have been updated and look beautiful!
- Water Drought Contingency Plan is being reviewed and updated with Service Direct Landscape (SDL). The future of our water is serious and must be addressed. Please do not waste water.
- Remaining tree trimming is being completed this week.
- Cornerstone Committee continuing to work on the upgrade plans for the reflection garden.
- Visit us at www.WestbrookVillage.org for all updates and information.
- Checkout the online Marketplace where residents offer their items for sale.
- Final plans for two (2) horseshoe pits and two (2) cornhole pits north of the Lakes tennis courts along with shade and seating area are being worked on.
- General Manager attended the annual Large Scale Manager Conference in Herndon Virginia.
- New security/access system was approved for RV lot and will be installed in October.

ARCHITECTURAL CONTROL COMMITTEE

- Current Architectural Control Committee Discussion Items:
 - Proposed Political Signs Standard Amendment (Revised AZ Statute) – to BOD for decision.
 - Front & French Doors Color Palette Update Discussion/Review.
 - Paint Color Palette Update Discussion/Review.
- ACC Submittals (9/1 – 9/27/2021)
 - Total received – 114
 - Approved within Standards – 112
 - Denied – 2

RESALE DEPARTMENT

- Number of Resales (9/1 – 9/27/2021)
 - Opened - 25

- Closed - 11
- Cancelled - 2
- Foreclosed - 0

COMPLIANCE DEPARTMENT

- Violations (9/1 – 9/27/2021)
 - Number of Violations issued – 63
 - Number of Continuing Violations - 2
 - Number of Violations corrected (current and previous) – 35

RECREATION CENTERS MANAGER REPORT.

- Wednesday, September 1, BOD Meeting was held in the FALC.
- All September Committee meetings were held in the FALC. (No Cornerstone Meeting)
- Friday, September 17, Food Truck Friday was held in the Lakes Parking Lot. Great turnout of residents. Next Food Truck will be in October.
- Tuesday September 21, Coffee Talk was cancelled for September.
- In September, outside events were scheduled and paid for **2020 - 2021** are: **1** wedding, **0** meeting, **2** private parties.
- **Club events** held for the month of **September 2021** were: 1 Wine Club party in the Lakes ballroom.

FACILITIES MANAGER REPORT

- Woodshop AC warranty repair complete.
- Lakes lobby light installed.
- Pump room Rolachem line replaced.
- Stage right organized for extra space.
- Titan signal booster installed at Lakes. Free of charge.
- New toilets at Vistas women's ballroom bathrooms.
- New table and chairs built and in place at lakes lobby.
- Lakes Pool Laminar screens cleaned.
- FALC doors adjusted.
- New security lights installed at Admin.
- Vistas hot water flex line replaced.
- Lakes exterior paint complete!
- Gym deep clean.
- Fire suppression system tested. Passed.
- New fax machine installed at Vistas.
- Vistas lobby AC replaced. 4ton
- Staff reviews complete.
- Clock wiring repair. Photocell, mount rainbird box.
- Dodge work truck serviced.
- Lakes BBQ gas dial replaced.
- New flags purchased!
- Lake's chlorine lines cleaned.

LANDSCAPE REPORT

Bi- weekly report for the week of September 10th.

- Maintenance Practice: Crews are currently in section#2 which is both sides of 91st Ave from Beardsley to Union Hills which will be completed on September 14th. Lakes/Vista recreation center are detailed every morning prior to crew's daily task. Flowers are fertilized bi-weekly and dead head weekly. Mowing is performed every Wednesday and Thursday. Porter's police community for trash/debris every morning, spot spray weeds at various areas and detail corner areas as needed. Lakes artificial grass is brushed the 1st week of each month. Monday's, Wednesday's, Friday's tennis, and pickle ball area are blown every morning.
- Future Projects: Thinning of trees at various areas throughout community, removal of stress bottle trees, over seed with winter rye grass 2nd week of October, plant winter annual flowers 3rd week of October and rejuvenate Red Birds 2nd week of November.
- Items Completed: Removal of Mesquite tree at 19472 N. 90th Lane on 9/2/2021
- Arbor Division: Currently removing dead wood from Pine trees. Arbor supervisor Jorge will inform Karen when completed.
- Irrigation System: Drip stations are currently at 3 days per week depending on if Pine trees are in DG areas. Turf areas are currently at 2 days per week at 2 start time if Pine trees are in turf areas. Filters are inspected and cleaned every Tuesday. Repaired stuck valve at Lakeview/Utopia Rd on 9/1/21, replaced leaking valve at Country Club/Kimberley on 9/2/21, replaced 2-leaking sprinklers at Edgewater/98th on 9/3/21, repaired main line leak at Lakeview 96th lane, repaired main line at Edgewater/Chino Dr. on 9/3/21, replaced split swing joint at Westbrook Pkwy/Edgewater on 9/9/21 and repaired main line at Vistas recreation center on 9/10/21
- General Comments: Crew is on site Monday through Friday. Currently crews are reducing mow height weekly to prepare for scalping until completed. Prior to over seeding, irrigation tech will perform complete irrigation inspection and repair all irrigation issues for proper germination.

Bi- weekly report for the week of September 26th.

- Maintenance Practice: Crews are currently in section#3 and 4 which is along Lakeview, Edgewater, Westbrook Pkwy, Village Pkwy, Westbrook Dr., and County Club. Lakes/Vista recreation center are detailed every morning prior to crew's daily task. Flowers are fertilized bi-weekly and dead head weekly. Mowing is performed every Wednesday and Thursday. Porter's police community for trash/debris every morning, spot spray weeds at

various areas and detail corner areas as needed. Lakes artificial grass is brushed the 1st week of each month. Monday's, Wednesday's, Friday's tennis, and pickle ball area are blown every morning.

- Future Projects: Thinning of trees at various areas throughout community, removal of stress bottle trees, over seed with winter rye grass 2nd week of October, plant winter annual flowers 3rd week of October, prior to over seeding fill low areas in turf areas along, Westbrook Pkwy, Lakeview, Edgewater with clean fill, rejuvenate Red Birds 2nd week of November, rejuvenate Texas Sage, Cassia's, and Oleander's 3rd week of December.
- Arbor Division: Dead wood removal of Pine trees should be completed the week of September 27th. Jorge supervisor will inform Karen.
- Irrigation System: Drip stations are currently at 3 days per week depending on if Pine trees are in DG areas. Turf areas are currently at 2 days per week at 2 start time if Pine trees are in turf areas. Filters are inspected and cleaned every Tuesday. Replaced 1- broken sprinkler at Lakeview/Westbrook Pkwy, 1- broken sprinkler at Lakeview/Oraibi Dr. on 9/16/21, replaced leaking sprinkler at Edgewater/Westbrook Pkwy, replaced 2- broken swing joint at Edgewater/Westbrook Pkwy, repaired lateral line leak at Edgewater/Oraibi Dr., 3- leaking sprinklers at Edgewater/Marco Polo on 9/17/21, repaired 2- main lines at Vistas recreation center on 9/21/21 and replaced seeping valve at Union Hills/Westbrook Pkwy on 9/24/21.
- General Comments: Crew is on site Monday through Friday. Scalping of selected turf area should be completed by September 30th. Prior to over seeding, irrigation tech will perform complete irrigation inspection and repair all irrigation issues for proper germination.