

Approved March 17, 2021
WESTBROOK VILLAGE ASSOCIATION
ANNUAL MEETING MINUTES
March 11, 2020

POSTING OF THE FLAG, PLEDGE OF ALLEGIANCE

Westbrook Village Posse members presented and posted the Flag. Members were asked to stand for the Pledge of Allegiance.

CALL TO ORDER

Peter Atkins, Board President, called the 2020 Annual Meeting to order at 6:05 p.m.

INTRODUCTION OF DIRECTORS

Mr. Atkins introduced himself, (President), Officers Tom Canepa (Vice President), Sil Maiorana (Treasurer), Mike Greene (Secretary), and Directors Amy Miller, Max Allen (not present), and Jerry Johnson.

Karen Jones, General Manager, was introduced.

PROOF OF CALL

Mr. Greene announced that pursuant to Article III, Section 5 of the Bylaws of Westbrook Village, written notice of the Annual Meeting stating the date, time and place of the Annual Meeting was mailed to each member on February 5, 2020, not less than ten days nor more than fifty days before the date of the meeting.

PROOF OF QUORUM

Mr. Canepa announced that pursuant to Article III, Section 6 of the Bylaws of Westbrook Village, at any meeting of members of the Corporation the presence of members in person or by valid absentee ballot holding 30% of the votes eligible to be cast shall constitute a quorum. There are 3,910 members in Westbrook Village making Quorum 1,173. ARS 10-3708 of the Non-Profit Corporation Act grants a corporation the ability to take any action by written ballot that may be conducted at any Annual Meeting. The quorum has been established.

MINUTES – March 13, 2019 Annual Meeting

MOTION and second to approve the Minutes of the 2019 Annual Meeting as presented. The motion carried by unanimous vote of the members in attendance.

ELECTION OF DIRECTORS

Candidates on the Ballot are Max Allen, Thomas Canepa, Gary Harmann, Jerald Heschel, and Sil Maiorana.

There were no nominations from the floor; nominations were closed. Homeowners who had not yet cast their ballot were instructed to do so.

GENERAL MANAGERS REPORT

Karen Jones, General Manager, welcomed the Homeowners to the Annual Meeting and reported as follows:

- Attendees were asked to please silence their phones.
- Thank you to resident musician Bill Chism.
- Thank you to Randy Weiland for the WVA Anthem
- Thank you to the Homeowners for the honor of being their General Manager.
- Information on what WVA is doing to combat COVID-19: For the past two weeks Staff has been taking preventative measures in cleaning and training. Spartan Chemical Company conducted a disinfectant training session for the maintenance crew. Homeowners who feel ill or have a weak immune system are urged to stay home to rest and recover.
- Thank you to the Board of Directors for their vision, guidance and un-wavering passion. Because of them, Westbrook Village continues to be one of the industries leading “active adult communities” in the Valley.
- The Westbrook Village team is top notch and they have accepted the challenge to maintain and improve Westbrook Village and to keep the residents safe.
- Staff introductions included: Susan Fabian (AGM), Jan Lawlor (RCM), Terry Madtson (FM), Renee Pinkerton (RCA), Renee Larsen (EAA), Shelby Moncada (Compliance Inspector), Debbie Thommason (Admin Receptionist), Kristan Grier (Communications Liaison) Jackie Young (Rec Center Receptionist), and Maintenance Staff in attendance.
- Homeowner input, suggestions and complaints are always taken under advisement. Management discussion and action items are addressed each week at the Team Meetings.
- Thank you to everyone for their cooperation during ballroom and pool renovation projects.
- Thank you to Lori Reiland and Judy Carrucciu for their dedication to the community by publishing the Westbrook Living magazine.
- Sil Maiorana, Board Treasurer, will be addressing the Budget later in the meeting.
- The Board supports fiscal accountability; careful spending and close financial oversight continue to be of utmost importance.
- Thank you to the Long-Range Planning Committee for their inspiring vision.
- There were nearly 160k visitors to the Rec Centers in 2019. Thousands visited the website; hundreds of newsletters were picked up from the Rec Centers and every mailbox receives the Westbrook Living magazine. “Pink Slips” are available for those who are not on the e-blast list.
- Projects completed in 2019 include:
 - Lakes resort style swimming pool

- Lakes Grand Ballroom
- Irrigation and granite repair and replenish
- Perimeter wall repair, paint and replace
- Sidewalk grinding and repairs on over 18 miles of walkways
- Continued partnership with our Golf Club
- LED parking lot light conversion and pole and painting at the Lakes Rec Center
- Lakes Walkway Trellis replacement
- Lakes locker room remodel
- Lakes Tennis court improvements including new windscreens, shaded cabana benches, fans and lighting
- Vistas dance floor replacement
- Events included a Billy Joel and Elton John Tribute, dancers, theatre, BINGO, concerts orchestra, Yoga, Tai Chi, Chi Gong, Zumba, water aerobics, fine arts, needle arts, pottery, glass arts, afternoon at the movies, summertime fun series, car show and Veterans’ Dinner.
- Upcoming Projects for 2020 include:
 - Review the two major projects and plan for Phase II of the Long-Range Plan
 - Completion of the walkway covers at the Lakes Rec Center
 - New Homeowner database software changeover slated for April 2020
- Thank you to the committee members, volunteers and clubs for all you do
- Thank you to all the volunteers
- Remember – Westbrook Village is a Lifestyle – go and enjoy!

TREASURER’S REPORT

Mr. Maiorana, Treasurer, reported on the Operating Fund and the Reserve Fund, stating WVA is in a strong financial position and the Board is working to keep it that way.

Mr. Maiorana thanked the Members of the Ways & Means Committee and the Budget Committee. He reported WVA was in a strong financial position at end of 2019, staying within budget and exceeding forecasts for revenue.

WVA has two funds:

Operations	Used for day to day management and funded by the HOA fees of \$648.40
Reserve Fund	Used for major capital improvements and infrastructure, and funded from the new HO preservation fees and an annual transfer Of \$300K from the Operating Account. This amount will be reduced to \$235,000 in 2020.

Review of Revenue and Expense Statement - 2019 forecast/actual/variance were reviewed. There was an Operations Fund surplus of \$66,000.

The 2020 Operations fund budget was discussed. HOA fees were raised 1.75% (as allowed by the CC&Rs), for a total increase of \$11.15 per home while expenses increased by more than 1.75%.

Mr. Maiorana pointed out that if the Association was not limited to CPI increases, a 5% increase would have increased the assessment by \$32, allowing a full contribution to the Reserves.

Passing the CC&R written consent will allow a future vote proposition to remove the CPI handcuffs and replace it with a 5% (for example) maximum increase per year.

Reserve expenses in 2019 were about three times what is normally spent; this is due to the Ballroom and pool renovations. The CC&R initiative will impact the Reserve fund as well.

Mr. Maiorana stated that at the end of 2019 the Reserves were 66% funded; at the end of 2020 it is anticipated the Reserves will be 75%.

While the Association's financial position is strong, the Operating Fund is stretched. The community needs to pass the CC&R amendment initiative to provide financial flexibility. To date the Association is half-way to the total votes needed. Forms are available at this meeting for those who have not yet signed.

VOLUNTEER RECOGNITION

The following were recognized as the 2020 Volunteers of the Year:

Bonnie Franco
Amy Miller
Claudia Potter
Jackie Young
Tom DeFeo
Jim Schulz
Jo Ann Greene
Joyce White

Employee of the Year – Kathy Posey, Maintenance Department
Peter Atkins, Board Member 2004 - 2020

Karen Jones was presented with a brick in appreciation of her dedication to the community.

QUESTIONS OR COMMENTS FROM THE FLOOR

Homeowners were given the opportunity to make comments to or ask questions of the Board and staff.

PRESIDENT’S COMMENTS

Mr. Atkins thanked the community for electing him to the board 7 times. He thanked all Board Members who served with him over the years as well as the staff he has worked with along with a special thank you to his wife. Wishing everyone well in the future, he stated he’s going back to being a full-time resident.

ELECTION RESULTS

New Board Members are Max Allen, Thomas Canepa, Gary Harmann and Sil Maiorana.

There being no further business to come before the Members, the 2019 Annual Meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE