

Approved October 4, 2023
WESTBROOK VILLAGE ASSOCIATION
BOARD OF DIRECTORS MEETING
September 6, 2023

MINUTES

PRESENT: Amy Miller, Jerry Johnson, Steve Merkovich, Max Allen, Kim Mraz, Gary Harmann, Michael Greene (Board Members)
Karen Jones (General Manager)
Susan Fabian (Asst. General Manager)
Jan Lawlor (Recreation Center Manager)
Sean Gorenstein, (Facilities Manager)

ABSENT:
HOMEOWNERS:

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

Homeowners were asked to stand for the Pledge of Allegiance.

CALL TO ORDER

Amy Miller, President, called the June Board Meeting to order at 8:09 a.m.

CONFIRM QUORUM

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

MINUTES –July 5, 2023

Corrections are made as requested, and the Minutes resubmitted for file.

MOTION by Mr. Johnson, second by Ms. Mraz, to approve the Minutes of the June 7, 2023, meeting as amended with the removal of the Discussion items. Carried unanimously.

TREASURER’S REPORT

The June 2023 Financials were included in the Board binders for review and discussion.

MOTION by Mr. Johnson, second by Mr. Allen, to accept the June 2023 Treasurer’s Reports and Financial Reports, both Operations and Replacement Reserve, as presented, subject to audit. Carried unanimously.

MOTION by Mr. Johnson, second by Ms. Mraz, to accept the July 2023 Treasurer’s Reports and Financial Reports, both Operations and Replacement Reserves, as presented, subject to audit. Carried unanimously.

UNFINISHED BUSINESS

Vistas Pool Update: Ms. Jones reported on the ribbon cutting stating there are a few issues that are being addressed. There has been concern about the depth of the aerobics pool and the height of the drains. The water depth is 3’ to 3’6” at both the Lakes and the Vistas. Larger drains are needed at the Vistas because of the difference in gallonage.

Facilities Usage Report: Reports for June 26 through July 24 and July 25 through August 27, 2023 were in the Packet for review and discussion.

Employee Retention Tax Credit (ERC): The Association has received the first two of four payments.

Horseshoe Pits/Cornhole Update: Ms. Jones reported the improvements have been approved and the turf is being killed so grading can start in mid-to-late September. There are additional funds for retaining walls should those walls be needed.

Westbrook Commons Update: Ms. Miller reported the look of the Commons area will be similar to that of the Reflection Garden. Construction of the pergola and arbors should begin within a couple of weeks. Thank you to the Veterans Club for their generous donation to this project.

NEW BUSINESS

Introduce Facilities Manager – Sean Gorenstein

2024 Budget Committee Recommendations: Nine Homeowners submitted applications to serve on the Committee; Ways and Means is recommending the appointment of four of these Homeowners to the Budget Committee.

MOTION by Mr. Greene, second by Mr. Merkovich, to accept the recommendation of the Ways and Means Committee and to appoint the four Homeowners they have selected to the Budget Committee. Carried unanimously.

Policy Prohibiting Organized Sports League Use of Association Common Area: Ms. Miller read the proposed policy for the benefit of the Homeowners in attendance.

MOTION by Mr. Johnson, second by Mr. Greene, to accept the proposed Policy Prohibiting Organized Sports League Use of Association Common Areas as presented. Carried with Ms. Miller abstaining.

Meeting recessed at 10:55 a.m. and reconvened at 11:02 a.m.

Architectural Application Appeal #4280030 – Outdoor Furniture: Homeowner was in attendance to present her appeal.

MOTION by Mr. Allen, second by Ms. Mraz, to grant a variance for the current cushions until replacement is necessary. Carried unanimously.

COMMITTEE REPORTS

Architectural Control Committee: Minutes of the July and August meeting(s) were included in the Board Binders.

Government Relations: Report from the August Council meeting included in the Board Binders. Mr. Johnson provided a verbal report of the most recent Council meeting.

Information Technology Committee: No meeting(s) in July or August.

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

Long Range Planning Committee: The next meeting is scheduled for September 19, 2023, 9:00 a.m.

WVA Cornerstone Committee: No meetings in July or August.

Personnel Committee: No Meeting(s) in July or August.

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

Town Hall: No Meeting(s) in July or August.

Ways and Means Committee: Minutes of the July and August meeting(s) were included in the Board Packet.

WVGC-WVA Joint Meeting: No meeting(s) in July or August.

MANAGERS' REPORT

The **General Manager's** Report was included in the Board Binder with clarification provided by Ms. Jones. Report included reports from the Architectural Control Committee, Resale Department, Compliance Department, Recreation Centers Manager, Facilities Manager and Landscape Company.

FOR THE GOOD OF THE ORDER

Next Meeting – Wednesday, October 4, 2023, 8:00 a.m.

There being no further business to come before the Board, the Meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE