

**APPROVED JULY 3, 2024**  
**WESTBROOK VILLAGE ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**June 5, 2024**

**MINUTES**

**PRESENT:** Amy Miller, Michael Greene, Steve Merkovich, Max Allen, Marcy Reneau, Bruce Garrison, Tim Davis (Board Members)  
Karen Jones (General Manager)  
Susan Fabian (Asst. General Manager)  
Sean Gorenstein, (Facilities Manager)  
Denise Murphy (Recreation Centers Manager)

**ABSENT:**

**HOMEOWNERS:** Full House

**HOMEOWNER FORUM**

Homeowners are given the opportunity to address the Board about 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 9:08 a.m.

**CONFIRM QUORUM**

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

**MINUTES – May**

If corrections are needed, they will be made as requested, and the Minutes resubmitted for file.

***MOTION by Mr. Davis, second by Mr. Greene, to approve the Minutes of the May 1, 2024, meeting as amended. Carried unanimously.***

**TREASURER’S REPORT**

The April 2024 Financials were included in the Board binders for review and discussion.

***MOTION by Mr. Greene, second by Mr. Allen, to accept the April 2024 Treasurer’s Reports and Financial Reports, both Operations and Replacement Reserve, as presented, subject to audit. Carried unanimously.***

**UNFINISHED BUSINESS**

**Facilities Usage Report:** Reports for April 22 through May 26, 2024, were included in the Board Packet for review and discussion.

**Zoom Meeting Presentation:** Ms. Jones reported on the use of Zoom for meetings in the past, noting the Association still has an active Zoom Pro account. The Association could move to Zoom Business which is an upgraded program with many improvements for security, storage, participation control, customer support and training, etc. She reported on the benefits of Zoom meetings as well as pricing. Options:

- Go to Meetings – basically the same features as Zoom but the Association is more familiar and more comfortable with Zoom
- Zoom Pro – already integrated with the system, allows up to 150 virtual attendees
- Zoom Business Plus - \$7.00 more per month, allows up to 250 virtual attendees.

Ms. Jones recommends if a Zoom type platform is selected, Zoom Business Plus would be best for the Association. There will be an expense for audio and video hardware upgrades in the meeting room at a cost of \$6-10,000. In addition, a staff person is needed to manage the Zoom system. She suggests a trial period of six months with an evaluation after that trial period.

***MOTION by Mr. Greene to embark on a six-month trial period, beginning September 1, 2024, to determine the amount of usage and the refinements needed to make the system more secure. Motion died for lack of a second.***

***MOTION by Mr. Allen to conduct a survey to establish interest in the Zoom initiative. Second by Ms. Miller. Carried with Mr. Merkovich opposed.***

**HB2298:** Information being compiled; this will be included on a future Agenda.

#### **NEW BUSINESS**

**2024 Fall and 2025 Spring Overseeding WVA, Golf Courses and Sub-Associations:** Mr. Greene reviewed the motion made at the Landscape & Facilities Committee meeting.

***MOTION by Mr. Greene, second by Mr. Allen, to accept the recommendation of the Landscape & Facilities Committee that due to the current shortage of seed and continuing drought, the Westbrook Master Association, Golf Club and Sub-Associations are granted one season, 2024 Fall and 2025 Spring, to forego overseeding of the common area turf, subject to architectural approval. Turf areas must be maintained in a neat and orderly manner. Any decision to overseed or not overseed may not supersede the Golf Club Overseed Agreement. All must submit a plan, in writing, advising WVA of their plans for overseeding for the year. Carried unanimously.***

**HVAC Replacements:** The Budget includes replacement of two HVAC units. One has been replaced, but there are currently three HVAC units that are failing. Cost for the three replacement units would be \$28,885.

***MOTION by Mr. Garrison, second by Mr. Greene, to accept the proposal from Sinclair Air, LLC for the replacement of three HVAC units at a cost of \$28,885. Carried unanimously.***

**SDL (Service Direct Landscape) Contract Renewal:** New contract submitted for review and discussion; this is a three-year contract with the first-year cost of \$497,904, second year cost of \$522,804 and third year cost of \$548,940.

***MOTION by Mr. Greene, second by Mr. Garrison, to accept the new three-year contract with Service Direct Landscape. Carried unanimously.***

#### **AED Request:**

***MOTION by Mr. Garrison, second by Mr. Allen, to accept the recommendation of the General Manager and the Facilities Manager to purchase two FRx AED machines from American AED at a cost of \$2,768 with one machine to be installed at the Pickleball Ramada and one machine to be installed at the Tennis Ramada. Carried unanimously.***

**Townhall S.O.P.:** Procedure drafted by Mr. Davis with minor revisions made by Ms. Miller and Ms. Jones. Mr. Davis read the document, with the suggested revisions, for the benefit of the Homeowners in attendance.

***MOTION by Mr. Davis, second by Mr. Merkovich, to adopt the Townhall S.O.P (Standard Operating Procedure) as read. Carried unanimously.***

**Electronic Voting Discussion:** The team of volunteers/proctors who have been managing the voting process, counting ballots, etc., has decided to retire. Ms. Jones suggests getting proposals from several electronic voting companies for Board review and consideration. Homeowner Debbie Baker read a letter from two of the proctors asking that the Board consider on-line voting for the next election. The Board authorized obtaining proposals for electronic voting.

#### **COMMITTEE REPORTS**

**Architectural Control Committee:** Minutes of the May meeting included in the Board Binders with a brief review by Ms. Reneau.

**Government Relations:** Mr. Davis reported he is currently talking with the City of Peoria Mayor and Staff to determine how WVA and Peoria can work together. Ms. Miller met with Debbie Lesko, a candidate for County Supervisor, and made a request to have the strip of land across Union Hills to be landscaped and an appeal for a golf cart path from Westbrook Parkway to the Fry's parking lot. Ms. Lesko is having a staff member look into the possibility of federal funding. Ms. Miller will also contact the other candidates for County Supervisor.

**Information Technology Committee:** No meeting in May

**Landscape & Facilities Committee:** Minutes of the May meeting included in the Board Binders with a brief review by Mr. Greene.

**Long Range Planning Committee:** Minutes of the May meeting included in the Board Binders with a brief review by Mr. Merkovich.

**WVA Cornerstone Committee:** Minutes of the May meeting included in the Board Binders with a brief review by Ms. Miller.

**Personnel Committee:** Mr. Greene reported there was no meeting in May, however he did participate in interviews of candidates for a management position.

**Recreation Committee:** Minutes of the May meeting included in the Board Binders with a brief review by Mr. Allen.

**Town Hall:** No meeting in May; Mr. Davis has been tasked with bringing in some political candidates for a future Town Hall; all candidates are invited to speak to the community at separate times.

**Ways and Means Committee:** Minutes of the May meeting and Delinquency Reports included in the Board Binders with a brief review by Mr. Merkovich.

**WVGC-WVA Joint Meeting:** No meeting in May; it is anticipated there will be a meeting in June with the topic of painting walls along the golf course, and discussion on what will be done with the area by the tennis courts.

#### **MANAGERS' REPORT**

The General Manager's Reports for the months of April are included in the Board Binder with clarification provided by Ms. Jones. The General Manager's Report includes reports from the Architectural Control Committee, Resale Department, Compliance Department, Recreation Centers Manager, Facilities Manager and Landscape Company.

**FOR THE GOOD OF THE ORDER**

The project on Rose Pilar and Westbrook Commons has begun; the City has sent the Association a check in the amount of \$8,794 and has given the Association a grant in the amount of \$9,553 for the turf conversion project.

Colby Smithwick is the new Recreation Centers Assistant at the Vistas.

Susan Craig (Fabian) has given her notice and will be going to work for CCMC as a community manager of 900 properties. She is thanked for all she has done for Westbrook Village.

**Next Meeting – July 3, 2024**

There being no further business to come before the Board, the Meeting was adjourned 11:20 a.m.

Respectfully submitted,  
*Jody Brown*, Recording Secretary

**MINUTES & MORE**