

Approved October 2, 2024
WESTBROOK VILLAGE ASSOCIATION
BOARD OF DIRECTORS MEETING
September 4, 2024

MINUTES

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

ABSENT:

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 September Board Meeting to order at 9:00 a.m.

CONFIRM QUORUM

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

MINUTES – July

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

MOTION by Mr. Greene, second by Mr. Allen, to approve the Minutes of the July 3, 2024, meeting as amended. Carried with Mr. Merkovich abstaining as he was not in attendance at the meeting.

TREASURER’S REPORT

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

MOTION by Mr. Greene, second by Mr. Allen, to accept the June and July 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 June 24 through July 28, 2024, and July 29 through August 25, 2024, were included in the Board Packet for review and discussion.

Electronic Voting Update: Ms. Reneau reported that three proposals have been reviewed by the IT Committee; a fourth proposal is anticipated. Once a company is selected all Homeowners will receive a mailing telling them how to request a paper ballot and how to access and vote on the electronic system. Voting will still be allowed in person at the Annual Meeting.

It is suggested a procedure be established for voting.

NEW BUSINESS s

Easement 19065 North 96th Avenue, Lakeview Estates: Ms. Miller reported on the attorney opinion that indicates the easement is owned by Mr. Bernier, however because the easement is a utility easement, the City is responsible for maintenance. WVA had been maintaining the area; the WVA Articles of Incorporation state HOA funds cannot be used in this manner. The HOA can only spray for weeds. Mr. Bernier stated WVA has used this as a through path since inception and has maintained it in all that time and therefore should continue to maintain it. The City installed an ADA ramp at the start of the path at the request of WVA, and bollards were put in place to keep vehicles off the path. He stated the City has indicated the path must be brought up to specs before they will accept maintenance responsibility and he questions who will be doing the work to bring the path up to spec. Ms. Miller stated the City has accepted responsibility for the path and will be paving it. Mr. Bernier is concerned that there will be damage to his wall and he questioned who would be responsible for such damage. He also questioned why decisions are being made by the General Manager without a Board vote. Ms. Miller stated this was discussed by the Board of Directors in an Executive Session. After discussion with the Association's attorney it was determined the Association is not responsible for maintenance of the path. Ms. Jones read from the letter from the City in which they accept full responsibility for maintenance and repair of the path (including what is necessary to bring the path up to specs) and will proceed with the work following a meeting with Ms. Jones, Ms. Miller and Mr. Bernier. This meeting will be scheduled and a timeline for the repairs will be established.

Lakes Complex Asphalt Proposals: Six proposals were obtained and included in the Board Packet for review and discussion.

MOTION by Mr. Greene, second by Mr. Garrison, to accept the recommendation of the Ways & Means Committee and to award the contract for the Lakes Complex Asphalt project to Roadrunner Paving and Asphalt Maintenance in the amount of \$282,613, with a 10% contingency. Carried unanimously.

Proposed Standard Amendment to Doors: Revised Standard included in the Board Packet for review and discussion.

MOTION by Ms. Reneau, second by Mr. Allen, to approve the update to the Decorative Bronze Iron and Glass Entry Doors Standard. Carried unanimously.

Proposed Standard Amendment to Gates: Amended Standard included in the Board Packet for review and discussion.

MOTION by Ms. Reneau, second by Mr. Merkovich, to accept the amendment to the Gates Standard. Carried unanimously.

2025 Budget Committee Member Recommendations: Budget meetings for the 2025 Budget will begin in October. Four Homeowners submitted applications to serve on the Budget Committee: Kurt Kimmerling, Paul Schnetzky, Jim Schulz, and Edward Strother.

MOTION by Mr. Merkovich, second by Mr. Greene, to accept Kurt Kimmerling, Paul Schnetzky, Jim Schulz and Edward Strother as members of the 2025 Budget Committee. Carried unanimously.

Board Study Sessions: Mr. Davis is suggesting the Board hold Study Sessions which will help to facilitate the Board Meetings and improve Board Member communication. These sessions would occur prior to the 9:00 a.m. Board Meeting; no action would be taken at the Study Session. Study sessions would be open to all Homeowners. The Study Sessions could be scheduled for 8:00 pr 8:30 prior to the Board Meeting.

MOTION by Mr. Davis, second by Mr. Garrison, that when time permits, or a specific item requires additional information and discussion, a Study Session would be authorized by the Board. Carried with Mr. Greene and Mr. Merkovich opposed.

COMMITTEE REPORTS

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

Government Relations: Mr. Davis reported he spoke to the Mayor's staff with regard to Study Sessions.

It was suggested that Mr. Davis attend the City Council meeting as has been done in the past.

Information Technology Committee: Minutes of the August meeting were included in the Board Binders.

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

Long Range Planning Committee: There were no meetings in July or August. There will be a meeting in September.

WVA Cornerstone Committee: There were no meetings in July or August. The pizza fundraiser continues on the 3rd Thursday of each month.

Personnel Committee: There were no meetings in July or August.

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

Town Hall: Nothing to report

Ways and Means Committee: Minutes of the July and August meetings and the Delinquency Reports included in the Board Binders. Three Budget Meetings are scheduled for the month of October.

WVGC-WVA Joint Meeting: Minutes of the July meeting included in the Board Binders. There was no meeting in August.

MANAGERS' REPORT

The General Manager's Reports for the months of July and August 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

Tickets for the Veterans Ball in November are on sale at this time.

Next Meeting – October 2, 2024

There being no further business to come before the Board, the Meeting was adjourned 10:40 a.m.

Respectfully submitted,

Jody Brown, Recording Secretary

MINUTES & MORE