

APPROVED – MARCH 26, 2025
WESTBROOK VILLAGE ASSOCIATION
ANNUAL MEETING MINUTES
March 20, 2024

POSTING OF THE FLAG, PLEDGE OF ALLEGIANCE – Westbrook Village Posse Honor Guard Attendees were asked to stand for the Posting of the Flag, the Pledge of Allegiance, and the National Anthem.

CALL on TO ORDER

Any Miller, Board President, called the 2024 Annual Meeting to order at 6:04 p.m.

INTRODUCTION OF DIRECTORS

Ms. Miller introduced herself (President, Architectural Committee Chair, Cornerstone Chair, Member of Long-Range Planning, Ways and Means and 2024 Budget Committees), Michael Greene (Vice President, Landscape & Facilities Chair, Personnel Committee Chair), Jerry Johnson (Treasurer, Member of Architectural Control, Government Relations, IT, Personnel, Town Hall, Ways and Means and 2024 Budget Committees), Max Allen (Secretary, Recreation Committee Chair, Member of the Cornerstone Committee), Steve Merkovich (Director, Long-Range Planning Chair, Member of the Landscaper & Facilities, Personnel, Ways and Means and 2024 Budget Committees), Gary Harmann (Director, Member of the Landscape & Facilities Committee) and Kathy Mraz (Director, Member of the Recreation, IT and Cornerstone Committees).

PROOF OF CALL

Max Allen 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 21, 2024, not less than ten days nor more than fifty days before the date of the Annual Meeting.

PROOF OF QUORUM

Mr. Allen 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 with the receipt of 1,480 ballots.

MINUTES – March 15, 2023, Annual Meeting

MOTION by Mr. Greene, second by Mr. Merkovich, to approve the Minutes of the 2023 Annual Meeting as presented. Carried by unanimous vote of the members in attendance.

ELECTION OF DIRECTORS

Candidates on the Ballot are Max Allen, Bob Carneiro, Tim Davis, Bruce Garrison, Michael Giroux, Jerry Heschel, Homer Landreth, and Marcy Reneau.

There were no nominations from the floor. Final ballots were cast.

GENERAL MANAGERS REPORT

Karen Jones, General Manager, welcomed the Homeowners to the Annual Meeting and thanked them for the privilege of serving as General Manager for the community.

She reminded the Homeowners that the Board of Directors are also Homeowners in the community, and they volunteer their valuable time to improve and protect the community. They regularly face hard decisions and must choose to do what is best for the community as a whole.

Westbrook Village community continues to be one of the industry leading "unique active adult communities" in the valley because of you, our residents. Without you "community" has no meaning. Oh what fun we have in this community.

Ms. Jones reported on positive comments she has seen published about Westbrook Village and its amenities, and the welcoming residents/lifestyle. Westbrook Village has become one of the premiere HOA's in the Valley. The Board of Directors has accomplished what they set out to do ten years ago.

The new Chief of Police attended a recent Coffee Talk and was amazed at the safety the Village offers, largely due to the Westbrook Village Posse. The Posse is visible, available, and they continue to protect the community.

What makes Westbrook so great? Helping one another, whether it be a phone call to check on a neighbor you have not seen, positive reinforcement, meal sharing, transportation, food drives, coat drives or just a friendly wave and hello – it all matters. Please continue to show human kindness each day. A smile and a wave can really make someone's day.

If leaving for the summer months or just taking a well-deserved vacation - remember to stop by the Posse office and sign-up for vacation watch of your property; this is such a wonderful service available to only Westbrook residents. The Posse checks about 100-200 homes every day during the summer, making sure the doors are closed and everything is secure.

You have heard this from me many times before..."bring me your suggestions, comments, ideas and your problems, but as I tell the Staff, you must come with 2 possible solutions"! I implore you as residents to do the same....the more suggestions - the better we are as a community.

Service Direct Landscape – SDL. Their maintenance division continues to keep our community beautiful and safe. Water savings continues to be an important issue with over 6 million gallons saved in 2023. Thank you, SDL and the Landscape & Facilities Committee.

The Westbrook Living magazine – What a great communication tool. Thank you to Judy for your continued dedication and love for our community! The magazine is such an important staple for our community. Please support the vendors who advertise in our magazine. If you have a contractor you are really pleased with, encourage them to put an ad in the magazine.

2023 Review:

New air filtration system

The assembly room at the FALC got new carpet, paint, lighting and audio/visual system

The Lakes Complex has new roof tiles

Front entryway improvements

Repair and painting of 18.4 miles of walls; \$108,000 spent on this project in 2023

Sidewalk repairs

Replacing air conditioning units

Day-to-day maintenance of the facilities which are open 364 days a year from 5:30 a.m. to 10:00 p.m.

This is all done with 32 staff members. Thank you to the Staff.

The biggest project we wrapped up this year was the Vistas swimming pool - a beautiful, relaxing and inviting resort-style atmosphere. The project did run past our deadline; we were supposed to be open June 1st but ended up the end of August. Considering the trying times with vendors, it was not fun but we pursued and we got it completed. The Grand Opening event for the Vistas pool was amazing; we had the steel drums and SDL cooked everybody dinner.

Westbrook Commons - once again the Cornerstone Committee took on an area in the community that needed some love. The took donations, raised money and made these great improvements. It's so nice to drive by.

The horseshoe and cornhole area - When the Golf Club first came to us and said they needed to relocate their well and it going to be right where your horseshoe pits are, we were shocked. Not only did they get relocated, but by listening to Westbrook residents, two sets of cornhole boards were included. The Cornerstone Committee has volunteered to soften it up and make it pretty. The Westbrook Village Golf Club contributed \$4,000 to the relocation of the horseshoe pits. Equipment for horseshoes or cornhole can be checked out in the Rec Center office.

Turf Reduction – The City of Peoria has notified Westbrook Village of the awarding of a grant for turf removal on Rose Pilar and Westbrook Commons. The grant is nearly \$16,000. Thank you to the Cornerstone Committee for pursuing this grant.

All large-scale communities such as ours experience change aging facilities, failing infrastructure, new trends and ever-changing resident needs. The path we choose to move forward on determines our success. Long-Range Planning is currently working toward improving the fitness facilities. In 2024 they will hire an architect to design the new facilities in hopes the project can begin in 2025.

The Board continues to support fiscal responsibility. Assessments this year were increased by 3.7% while expenses increased 10.4%. Jerry Johnson will go into greater detail about the financial side of everything.

Thank you to our volunteers in Westbrook Village. Without you we could not make any of this happen.

Introduction of Staff: Susan Fabian, Assistant General Manager, is in the kitchen counting ballots. I would like to introduce Sean Gorenstein, Facilities Manager; Sarah Maxwell, Communications Liaison; Renee Larson Executive Administrative Assistant; Duane Michael, Compliance and Resale; Susie Wilson, Recreation Centers Assistant; and Denise Murphy, Recreation Centers Manager.

I have often said you purchased your home here with an expectation and a lifestyle in mind. It is our job to ensure that happens by maintaining the common areas, fair enforcement of the governing documents, handling minor neighborhood issues, monitoring revenue and expenses, entertaining, answering questions and listening and guiding you, the residents of Westbrook Village. While we would love to make all of you happy, it is not possible. We need to remember we have to do what is best for this community as a whole and we pledge to do our best and give it our all here at Westbrook village. Thank you.

WVA FINANCIAL POSITION – Jerry Johnson, Treasurer

Mr. Johnson introduced the members of the 2024 Budget Committee – Steve Merkovich, Peter Atkins, Jim Schulz, Ed Strother, Paul Schnetzky, Amy Miller, Karen Jones and Susan Fabian.

2023 Financial Review

Operating Fund: Used for day-to-day operations in the community, funded primarily by the Annual Assessment. There is an amount transferred to the Reserves each month; \$225,000 was transferred in 2023. Assessments were increased 3.7% (CPI Index) while expenses increased more than 10%.

Reserve Fund: In addition to the amount transferred from the Operating Account, the Reserve fund is funded mainly by the New Homeowner Preservation Fee, paid by each buyer when they purchase their home in Westbrook (\$3,742 per sale). Reserve funds are used for major improvements, equipment replacement, infrastructure needs.

In 2023 the Association collected \$2,927,000 in member assessments. Other revenue included \$603,000 for recreation center rentals, the RV lot, and ERC (Employee Retention Credit - \$230,000 received from ERC). There was \$311,000 budgeted for additional revenue.

Expenses for 2023:

	Budgeted	Spent
Administration	\$260,000	\$312,000
Landscaping	\$837,000	\$800,000

The Association budgeted expenses totaling \$2,980,000 and spent \$2,987,000. There was a \$225,000 transfer from Operations to Reserve. The net surplus was \$24,000; the actual was \$311,000.

The final Reserve Fund total was \$4,000,057 with a positive variance of \$168,000 due to resales. There was \$1.2 million budgeted for Reserve Expenses with only \$675,000 spent. The Reserve Fund Ratio at the end of 2023 was 123%. The Association does a new Reserve Study every three years which identified all assets in Westbrook Village, including a value and an age at which an item will need to be replaced. The national average for Reserve ratios for HOA's is 75%.

Reserve Cash on hand at the beginning of 2023 was \$3,000,007; fully funded Reserves are \$3,286,000.

Preservation fees are not charged to a Westbrook Homeowner who chooses to downsize or purchase an investment home.

Major projects in the last four years have included repair and painting of the walls, maintenance of IT systems, software updates, irrigation repairs/updates, the Vistas Pool, repairs to the 83rd Avenue sound wall.

Preservation fee income for 2024 is based on 150 new home sales; the Reserve Fund ratio will be 117%. There will be major expenses for the Lakes asphalt repair, irrigation, some granite replacement and exterior wall repairs/paint. Expenditures are estimated at just under \$1 million. Reserve Cash on hand is \$4,794,00 at the beginning of the year with a year-end balance of \$3,842,000.

The Association is in a solid financial position with operating expenses that align with revenue from assessments.

VOLUNTEER RECOGNITION

The following were recognized as 2023 Volunteers of the Year:

Kim Mraz
Gary Harmann
Graham and Susan McDonald
Jerry Johnson

2023 Employee of the Year – Renee Larsen

COMMENTS FROM THE FLOOR

Judy McLeon, 18833 North 96th Avenue, Lakeview Estates: Agrees with the comments about Westbrook Village, she has lived here since 1987. She is representing her neighbors in Lakeview Estates, Lakeside Terrace and Fairway Springs; they are against the closure of the pathway on 96th and Taro Lane into Westbrook Village and are requesting the pathway be fixed to allow wheelchair bound residents and able-bodied residents continue to use it. Ms. Miller stated it has been left in the hands of the Homeowner who owns the property and the City to come up with a resolution. She will follow up on this.

Joy Groves, Long-Range Planning Committee, St. Andrews Place: Problems with the Vistas Pool and a challenge to the Board/Long-Range Planning Committee to not make the same mistakes with the fitness center. The Vistas pool is not at the proper depth for water aerobics, the step risers are not correct, and the tile is slippery. She suggested that when there is a major project there should be a Project Committee made up of people who will be using the space to supervise the project. Ms. Miller requested that Homeowners attend the Committee and Board Meetings so they can give feedback.

Barbara, Ironwood Estates: Is it necessary to change the flowers on the clock seasonally? Is there a way something could be put in without the need for the floral expense? Ms. Miller responded she has a plan for a mosaic insert for the clock, and she would like input from Barbara on alternate solutions.

ELECTION RESULTS

There were 1,480 ballots received, somewhat lower than the approximately 1,700 normally received.

Ballot tally is as follows:

2023 Annual Meeting Minutes 1,282 approvals 10 denials

New Board Members are:

Bruce Garrison	1,185 votes
Marcy Reneau	1,008 votes
Tim Davis	876 votes
Max Allen	764 votes

Thank you to Candidates:

Bob Carneiro	749 votes
Jerry Heschel	764 votes
Michael Giroux	333 votes
Homer Landreth	222 votes

There being no further business to come before the Members, the 2024 Annual Meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE