Westbrooke Subdivision Homeowners' Association

**Board of Trustees**

PO Box 1104

Hilliard, Ohio 43026

(614) 423-9742

email: trustees@westbrookehoa.com

**Announcement of Annual Meeting**

**IMPORTANT: WE NEED VOLUNTEERS OR**

**LIKELY WILL NEED TO IDENTIFY AND HIRE**

**PROFESSIONAL MANAGEMENT ASSISTANCE**

**DATE:** March 30, 2020

7:00 to 9:00pm

Darby Creek Elementary School

6305 Pinefield Dr.

Dear Homeowners,

It is once again that time of year for our Westbrooke Subdivision Homeowners' Association annual meeting.

**Last Year in Review:**

Briefly, last year was less productive than we would have preferred as unforeseen changes in several of the trustees’ lives occurred. We did have continuity in essential roles as well as the Design Review Board, DRB but other areas were suboptimal. Fewer new initiatives were considered and less oversight to our neighborhood health and wellness was conducted. You may have experienced some impact as a result but we hope those were isolated and minimal. Regardless, we apologize.

Unfortunately David Ziegel (trustee president) and David Koscielak (treasurer) have asked to step down from their positions following our March annual meeting. Please join us in thanking them both for serving the community.

Your Association Board has identified a number of important areas and matters for our neighborhood which we think need greater neighborhood and trustee attention. In the absence of increased volunteer participation, your current association board members and trustees think we will need to investigate hired HOA management, at least for some essential roles. The effect of this, of course, would be to simultaneously reduce some control and decision-making from a neighbor-run board, as well – no doubt – requiring an increase in Association annual dues.

Please help us keep our community a premier living experience through volunteer/neighbor trustees and association board!

**Areas/Teams for Volunteer Service Your Association Board Thinks Are Critical to Neighborhood Well-Being and Success**

1. LEGALLY REQUIRED - three elected trustees, one of whom shall serve as president of the trustees and the Association Board*;*
2. LEGALLY REQUIRED – one Treasurer selected/approved by the trustees (this can be a trustee);
3. IMPROVE – Expand our Finance team to ensure adequate oversight of financial management for the Association. Our treasurer is not returning for 2020. We are considering hiring a paid adviser/financial secretary to help us with financial management, best practices, and strict fiduciary responsibility;
4. EXISTS TODAY - A 3-person Design Review Board, DRB, to review, approve, and monitor required property alteration requests. We feel well positioned for 2020 but welcome additional participants;
5. EXISTS TODAY - A Secretary (or secretaries) -- can be a trustee: This person(s) attends all trustee, association board, and HOA meetings, records minutes, and documents and files all decisions/recommendations for future reference;
6. IMPROVE - Landscaping oversight team for HOA entrance, to coordinate or assist with contracting services and overseeing performance. This has most recently been performed by our current treasurer, David Koscielak, who is not returning for 2020;
7. IMPROVE – Communications and Digital media *(Letters, notices, emails, Facebook, new website, etc.)*. Our "retiring" treasurer has been primary, with periodic assistance;
8. RECOMMENDED - A Neighborhood Health and Wellness team to serve as the liaison to the official block watch group as well as monitor and report general community conditions and areas of property need requiring Association’s board's attention.

You are welcome to volunteer to be part of one or more of these teams. You can submit your name for consideration in-person or via email at [*trustees@westbrookehoa.com*](mailto:trustees@westbrookehoa.com)*.*

**Meeting Agenda**

1. Discussion of critical areas listed above and how to staff
2. Annual election of trustees and appointment of volunteers – many needed

1. Financial Report *(enclosed)*
2. Annual Budget for fiscal year 7/1/20 through 6/30/20 (including amounts for the reserve fund) – REPEAT OF BUDGET FOR PAST YEAR *(enclosed)*
3. Recommendation for continuation of Annual Due for fiscal year 7/1/20 through 6/30/21 of $70.00. Without additional volunteers, 2020 annual due will need re-evaluated and could increase. Annual increases could follow.
4. Open forum *(as time permits – this is an open discussion of topics among all in attendance)*

**NOTE: *though not necessary specific to just open forum, the trustees would appreciate being informed in advance of concerns lot-owners/members of the association would like discussed in public forum****. We want to be sure time is given to member concerns. Email your topics for consideration to:* [*trustees@westbrookehoa.com*](mailto:trustees@westbrookehoa.com)

**REQUEST FOR UPDATED HOMEOWNER CONTACT INFORMATION (regardless if you are attending the meeting or not.** *Please email to* [*trustees@westbrookehoa.com*](mailto:trustees@westbrookehoa.com)**):**

1. Email address or addresses
2. Best contact phone #
3. Best text contact #
4. Property Address
5. Mailing Address of Owner if different than Property Address
6. Preferred Method of Contacting You (FYI - some items must be snail mail by rule)

**Contact Us or Find Documents**

* **WEBSITE:** [www.westbrookehoa.com](http://www.westbrookehoa.com) (newly renovated)
* **FACEBOOK: Westbrooke HOA**
* **EMAIL:** [*trustees@westbrookehoa.com*](mailto:trustees@westbrookehoa.com)

Your Westbrooke Homeowners Association Trustees,

David Ziegel, president

David Koscielak, treasurer & trustee

Ali Williams, trustee and Design Review Board member

Your Westbrooke Homeowners Association Board members:

Brad Green, secretary

Design Review Board:

Ali Williams

Erin Selner

Abby Dunn

***APPENDIX*** *(Pertinent Rules and Regulations)*

***Annual Meeting Requirement****: Per the Code of Regulations of Westbrooke Subdivision Homeowners' Association, Inc. “an annual meeting of the voting members for the election of trustees … shall be held on the last Monday in March … or on such other date within one month thereafter as may be designated by the Board of Trustees of the Association.”*

***Voting Eligibility:***  *“though, of course, all residents of our neighborhood are welcome to attend, on any matter requiring vote of the members of the homeowners' association, only one vote is permitted per lot/home. Owners may designate someone to serve as their proxy, including a tenant. The trustees should be notified in writing of any proxy, preferably in advance of the annual meeting.”*

***Voting Rights Suspension:*** *Per the Articles of Incorporation, Section 5, paragraph C, “owner voting-right is suspended for any owner whose Assessment remains unpaid for thirty (30) days after the due date."*

***Annual election of trustees****: Per Article 4, Code of Regulations, “3 persons…one-year terms with eligibility for indefinite re-election, terms beginning upon election and continuing through the following year's annual meeting”*

***Design Review Board appointments:*** *Per the Code of Regulations, one of the trustees must serve as a member of the DRB.*

***Required number of Trustees and Specific Positions:*** *Per the Code of Regulations, three trustees must be elected, one of whom shall serve as president of the trustees and the Association Board. The trustees must also select and/or approve a Treasurer*