Westbrooke Subdivision Homeowners' Association

**Board of Trustees**

PO Box 1104

Hilliard, Ohio 43026

(614) 423-9742

email: trustees@westbrookehoa.com

**Announcement of HOA Annual Meeting**

**DATE: WEDNESDAY, OCTOBER 28, 2020**

7:00 (for sign-in; 7:15 to begin actual meeting) to 8:00pm

**ZOOM Meeting Link –** <https://bit.ly/2GyrlIp>

OR Open Zoom and Join Meeting ID: 951 387 6910 with passcode: hoa

Dear Owners of homes in the Westbrooke Subdivision,

Having missed our scheduled-in-March, pre-COVID, in-person annual meeting, we had held out hope that an in-person meeting would still be possible shortly thereafter. Now that conditions seem likely to persist for some time we have made the decision attempt for this year a virtual-only ZOOM meeting. We apologize for any inconvenience this may cause, but we feel it is essential to address several matters before the trustees that need your annual meeting attention. We hope "to see you there."

ZOOM Meeting – Please join the Zoom meeting 10-15 minutes early. In order to identify each participant (owners, tenants, and guests) during the ZOOM meeting we ask that each person join the meeting using their actual name. Our meetings are open to the public and having your actual name will expediate this identification. We welcome all interested parties to join and participate but do remember than per our neighborhood Code of Regulations, **one owner-vote is permitted per property**. If more than one owner per property plans to attend please coordinate who will vote and ensure only one vote is cast. Proxy voting is permitted providing the name of any voting proxy is submitted to the Board in advance of this meeting ([trustees@westbrookehoa.com](mailto:trustees@westbrookehoa.com)).

The link to the meeting is above. We recommend that you copy and paste it or click on the link. If that does not work then open Zoom or visit the website at zoom.us, click Join A Meeting, and enter the above meeting ID. If prompted enter the passcode above. We ask that you join the meeting early so that any additional verification of identity can be resolved and the meeting can start on time.

**Meeting Agenda**

1. Financial reportand annual budget for fiscal year 7/1/20 through 6/30/20 (including amounts for the reserve fund)
2. Creation of paid position of association treasurer (retro-active to 7/1/2020)

General job description

* manage invoicing for and collection of annual dues
* dealing with vendors (exp. entrance lawn care and landscaping, snow removal) as approved by the trustees
* payment of all HOA bills
* maintaining up-to-date financial reports of the Association and accurate records of HOA member payments
* making regular reports to the HOA trustees as requested
* making HOA reports available to HOA homeowner/members
* handling communication with realtors and title companies regarding HOA dues, arrearages, and liens
* filing liens on behalf of the HOA (per trustee-determined standards)
* managing lien releases on behalf of the HOA
* helping trustees ensure appropriate insurance coverage both on HOA owned property (Pinefield entrance) and fiduciary protection for the treasurer, trustees, and other board members)
* maintain accurate ownership contacts
* processing all mail sent to the HOA through post office box

The treasurer shall be an appointed contractor of the HOA and under the supervision of the trustees. To prevent any perception of a conflict of interest the treasurer will not be a trustee.

PROPOSED PAY: $600.00 per month, retroactive to 7/1/20 if David Koscielak, current active treasurer, is appointed otherwise effective as of the appointment.

1. Affirmation of nominated treasurer (acting treasurer last two years): David Koscielak
2. Creation of position of assistant treasurer *(volunteer position – during times when the treasurer is absent from the community)*

Job responsibilities:

* regular mail pick-up and perusal *(or make arrangements as needed with another HOA board member)* for appropriate response as needed
* timely depositing of all checks received
* payment of incoming bills (direct payment from checking) as needed

Trustee nomination: Matthew Moore *(formerly treasurer and familiar with accounting program and deposit posting process currently in use)*

1. Recommendation for continuation of Annual Due for fiscal year 7/1/20 through 6/30/21 of $70.00.
2. Annual election of trustees *(being nominated by the current trustees);* we welcome other nominations for trustee or to as a general board member

Dale Emerson, former board president (to return and serve as president)

Brad Green, current board member

*One position needing to be filled.*

1. 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)

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**IMPORTANT: 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)

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**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 current Westbrooke Homeowners Association Trustees,

David Ziegel, president

David Kocielak, treasurer & trustee

Ali Williams, trustee and Design Review Board member

Your Westbrooke Homeowners Association Board members *(in addition to above trustees)*

Brad Green, secretary

Design Review Board:

Ali Williams

Erin Selner

*One position to be filled by one of the three elected trustees.*

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

***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…."*

***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*