

NOTICE of SPECIAL LIVE, IN-PERSON MEETING
WESTBROOK VILLAGE COMMUNITY ASSOCIATION, INC.

TO: Homeowners in Westbrook Village Community Association, Inc.

FROM: Board of Directors—Debra Lyford, Linda Fetterman, Brian Harpole, Larry McConahy, and Don Rinner

DATE: Saturday, October 5, 2024

TIME: 1:00 p.m. - 3:30 p.m.

LOCATION: Longmont Fire Station No. 5, 617 Barberry Dr., Longmont.
(Near Proto's Pizza, Robin Chocolates, Fabulous Finds)

MEETING AGENDA:

1. Discussion about repair/replacement of wooden utility boxes around the utility towers owned by Comcast and Century Link. There are 8 boxes within the common areas of our HOA and these are still being used by the companies who have an easement. The responsibility for repairs and replacement of the boxes is ours. The cost will be \$6,900.00 per the Proposal from Ketchum Painting and Remodeling which is attached.

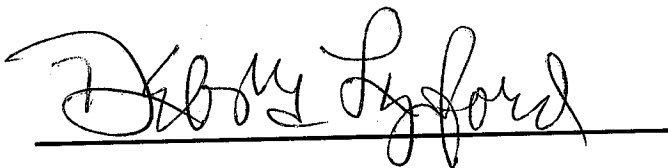
2. Discussion regarding what should be done with the drip system in blocks 1 & 2 originally designed to water plants near foundations. This is a complex issue for which the Board appointed a three-person committee to study the problem and suggest solutions. The Drip System Committee's Report is attached. The committee members will be present at the meeting to answer questions.

Meeting Agenda, Page 2

3. Discussion of the Questionnaire answered by homeowners several months ago.
4. Brief discussion about the Association's budget.
5. Discussion about lawn and tree concerns.
6. General questions and issues concerning our HOA.

We look forward to an opportunity to see you in person and discuss matters of importance in our HOA. We urge all of you to attend.

September 12, 2024

A handwritten signature in black ink, reading "Debra Lyford", written over a horizontal line.

**Debra Lyford, President of Board of Directors
Westbrook Village Community Association, Inc.**

KETCHUM

PAINTING AND REMODELING



KetchumPainting.com
720.465.0148

Debra Lyford
3527 Boxelder Dr.
Longmont, CO 80503

PROPOSAL

Ketchum Painting and Remodeling will perform all tasks and labor necessary for the board removal and board installation as indicated below in the Additional Job Specifics and Project Details. The cost of material is included in the price.

ADDITIONAL JOB SPECIFICS

- 1) Work hours – 8am – 4:00pm or 9am-5:00pm
- 2) The estimated completion timeline is 4-5 days.
- 3) Tyler Ketchum, Owner of Ketchum Painting and Remodeling will be on the job site daily.
- 4) Ground Contact Pressure Treated Lumber will be used.
- 5) The start date will be mutually agreed upon.

PROJECT DETAILS – 8 Electrical Box Pits

- Box 1 – All boards will be replaced.
- Box 2 – All boards will be replaced.
- Box 3 – All boards will be replaced.
- Box 4 – Top 2 boards will be replaced all the way around box.
- Box 5 – All boards will be replaced.
- Box 6 - Top 2 boards will be replaced all the way around box.
- Box 7 – Top 1st layer of boards will be replaced all the way around box. The south side will have the 1st and 2nd layer replaced.
- Box 8 - Top 1st layer of boards will be replaced all the way around box.
- All boxes will have 6x6 new Ground Contact Pressure Treated Lumber.
- All rotten lumber will be removed and disposed of.

10% New Customer Discount - \$6,900



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/05/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance PO BOX 188065 Fairfield OH 45018	CONTACT NAME:	
	PHONE (A/C, No, Ext): 800-962-7132	FAX (A/C, No): 800-845-3666
E-MAIL ADDRESS: BusinessService@LibertyMutual.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: General Insurance Company of America		24732
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 0049047467 REVISION NUMBER: 2016-03

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Businessowners GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	BWG61017090	02/18/2024	02/18/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	SCHEDULED AUTOS							\$
	NON-OWNED AUTOS ONLY							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Contractors Errors And Omissions Coverage			BWG61017090	02/18/2024	02/18/2025	Aggregate Limit	\$100,000
							Deductible	\$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance

CERTIFICATE HOLDER Tyler Ketchum Dba Ketchum Painting 1733 Collyer St Longmont CO 80501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Curtis Luken

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Drip System Committee Report

Submitted August 22, 2024 by Susan Harmon, Patsy VanDeGrift, Mary Jane Voogt

- A. **The Problem** - The drip system for the foundation plants in Blocks 1 and 2 is not functioning correctly due to several reasons. This committee was asked to provide suggestions and pricing for different solutions to the problem.
- B. **The Responsibility** - It is the duty of the HOA to manage and care for Common Areas and Association Maintenance Areas (AMA's). See Section 4.4. of Westbrook Village CC&Rs.
- C. Section 6.26 of the HOA Covenants requires that homeowners use the Associations irrigation system but allows that "if special irrigation needs are required within AMA areas, an Owner shall obtain approval of the Association to install a privately owned system to supplement the Association system. Such private systems shall be connected to the Owners water system and meter." This does not relieve homeowners with individual or supplemental systems of the allocated water sharing costs of Blocks 1 and 2, without a legal process to change the covenants.
- D. Any changes to this responsibility of the HOA to maintain the irrigation system will require a vote of the HOA members and institutions holding their mortgages. See section J for links on statute requirements for this vote.
- E. **Possible solutions:**
 - 1. Require each homeowner in Blocks 1 and 2 to pay for the installation of, arrange for and pay for the annual maintenance of an individual hook up irrigation system for foundation plants. This would require a legal process, and require an HOA vote to change covenants. Each homeowner would be responsible for managing the irrigation schedule for their own system and paying for their water. Susan

Harmon received an estimate for \$2500 to install an individual foundation irrigation system at her house. Patsy VanDeGriff's estimate for her house from J and S Landscaping was \$2,200. Pierce Sprinkler Service estimated an average of \$2,500 per individual home.

2. Install a new foundation irrigation system which would use HOA water and replace the service of the broken system. We have estimates from the two companies below. See Section J for links to attached documents.

In & Out remodeling - Martin Munoz (970-643-9639)

M C Faith Landscaping Construction Services LLC - Omar Salmeron (720-296-0507)

F. Considerations

1. In the process of our work we have uncovered that there are new CCIOA (Colorado Common Interest Ownership Act) statutes governing the process of changing HOA Covenants
2. Most people who bought into Westbrook Village did so partially because they wanted what the HOA covenants promise: A virtually care-free yard.
3. Many homeowners are either uninterested in managing a drip system or potentially physically unable to do so.
4. The conditions of our lawns and foundation plantings need to be well-maintained in order to preserve home values.
5. To let lawn care and maintenance of common areas deteriorate invites legal action.

6.Changes to the covenants would likely require legal services and would significantly add to the costs to residents.

7.Some homeowners have more plants than others. Should equitable distribution of water be an issue reflected in individual homeowners costs. Or is this even possible.

G. Suggestions

1. Increase dues to pay for area maintenance that is needed and not being done.

2. Issue a special assessment to Blocks 1 and 2 for the installation of a new drip system, or give owners an informed choice on which to vote. (Voting for individually owned irrigation systems would mean the intricate and costly process of changing covenants. A special assessment requires a homeowner vote as per CCIOA statute: 38-33.3.217.)

3. Consider hiring a person to monitor our irrigation and drip system once a month (eg) to troubleshoot. The knowledge for this challenging job should not reside in a single board volunteer. That is unfair to the board member, and to the residents.

4. Our CC and R's are due for an update. Section J has some relevant videos from Altitude Law Firm (altitude.law)

H. Irrigation provider companies

1. In & Out Remodeling, (970)643-9639. Martin Munoz. Can hire as a monitor/repairer/troubleshooter of irrigation systems. Company does installations.

2. Pierce Irrigation Systems 970-762-2640. Kyle. A small company willing to do individual home irrigation systems for about \$2,500.

Also hires out with an hourly charge to troubleshoot and repair and adjust irrigation systems. (\$75-100 per hour)

3. MC Faith Landscaping Construction Services LLC. 720-897-5047. Omar Salmeron. Will do mowing, trimming, irrigation installation and maintenance, stump removal, troubleshooting.
4. Wards Lawn Service (Weld County) - highly recommended by Kyle from Pierce Irrigation Systems for installation of big projects like HOA systems. We did not talk to Ward Lawn Service since we had two bids by the time this company was recommended.

J. Links to bids for Drip System Replacement and HOA procedures videos.

1. Drip System Bids

a. Omar Salmeron, M C Faith Landscaping Construction Services, bid

b. In and out Remodel, Martin Munoz, bid

2. Videos by Altitude Community Education outline the legal process for changing covenants, and amending your government declarations:

<https://www.youtube.com/watch?v=veaL8pm3bu>,

Community association law

<https://altitude.law/>

Amendment vs resolution

<https://www.youtube.com/watch?v=eyfoKHgmaXU>

Raising money

<https://www.youtube.com/watch?v=Lj7CNIkrt08>

(HOA) DRIP IRRIGATION SYSTEM REPLACE FOR A 29 HOMES, QUOTE#08152024. DATE:08/15/2024

TO: MARY JANE VOOGT

- 1- WE REPLACE THE EXISTING DRIP LINES FROM THE DRIP VALVES
- 2- CONNECT A NEW DRIP LINES TO THE EXISTING PLANTS DRIP LINES FOR EACH HOME
- 3- WE CONNECT 4 TO 5 HOMES ON EACH EXISTING DRIP VALVES
- 4- WE INSTALL A NEW 1 1/2" PVC SLEEVE UNDER THE SIDEWALKS TO CROSS THE NEW DRIP LINES
- 5- WE ADJUST ALL THE DRIP ON EACH PLANT AND TREES ON EACH HOME
- 6- WE PATCH ALL THE TRENCHES ON THE GRASS WITH A NEW SOD AND MAKE EVERYTHING LIKE NOTHING HAPPENS

TOTAL===== \$800 FOR EACH HOME

TOTAL ALL TOGETHER ===== \$23,200

THIS INCLUDES MATERIAL-EQUIPMENT AND LABOR COST

IF YOU APPROVE I REQUIRED THE 50% BEFORE START AND THE OTHER 50% WHEN WE DONE

DOWN PAYMENT===== \$11,600

THIS IS FOR ORDER MATERIAL SAVE A DATE TO START ACCORDING YOUR FROM THE DATE YOU APPROVE THE ESTIMATE

REMAINING BALANCE ===== \$11,600

WHEN WE DONE AND WALK TRHU ALL AROUND THE PROJECT

IF YOU APPROVE YOU CAN MAKE A PAYMENT VIA ZELLE TO SAMUEL PUENTE (720)-517-5242 - CHECK PAYABLE TO OMAR SALMERON OR CASH

THANK YOU FOR TOUR BUSINESS 🙏

PLEASE FEEL FREE TO CONTACT ME FOR ANY QUESTIONS

ATT: OMAR SALMERON, MC FAITH LANDSCAPING CONSTRUCTION SERVICES LLC

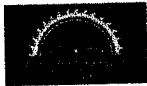
BUSINESS (720)-296-0507

PERSONAL (720)-517-5242

2:46



Invoice.pdf



Indoor&Out Remodeling

Business # 9706439639
9706439639
indooroutdoorremodel@gmail.com

ESTIMATE

Billed To

Westbrook Village HOA
3515 boxelder drive, Longmont CO 80503

Billed From

Indoor&Out Remodeling
3509 Wyatt act, Greeley co 80620

Estimate #: EST8674

Date: Aug 10, 2024

Item	Price	Quantity	Total
29 Homes Drip Line Repair/replacement Over 1500 L/F of 1"to3/4 drip line	\$75,000.00	1	\$75,000.00

Subtotal \$75,000.00
Grand Total \$75,000.00

Price includes estimated project, Extra fees may apply

Any additional plumbing outside of estimated proposal is subject to \$175/hr plus part.

50% to begin project
50% when project is complete

Owner is responsible for HOA plans/fees and or city permits
Indoor&Out remodeling is responsible for all labor, material cost
Indoor&Out remodeling is not liable for damage to unmarked lines

Project is subject to change due to additional cost/repairs/permits/ unplanned .

1 year labor warranty plus manufacture warranty

Signature accepts all the above agreements
Signature is only provided once first half of project is payed