

NOTICE OF 2025 ANNUAL MEETING
WESTBROOK VILLAGE COMMUNITY ASSOCIATION, INC.

Notice is hereby given to the members of Westbrook Village Community Association, Inc. that the Annual Meeting of this HOA will be held at the time and manner stated below.

Date of Annual Meeting: Wednesday, December 4, 2024

Time of Annual Meeting: 4:30 p.m.

Zoom link to join Annual Meeting: Link to be provided closer to meeting date

MEETING AGENDA

1. Call Annual Meeting to order; Agenda additions/revisions; approval of Agenda, attached.
2. Confirm quorum—at least 16 homeowners need to attend this meeting, either by Zoom or by proxy. (A proxy is attached for those who need it.)
3. Approve all proxies properly made and received.
4. Review and approve the attached Minutes from the December 12, 2024, Annual Meeting.
5. Review and ratify the 2025 Budget, a copy of which is attached.
6. Discussion of annual WBV HOA dues for 2025.
7. Request volunteers to plant and care for flowers at the north and south entrances to our HOA.
8. Announce that the Board voted to replace the wooden surrounds around utility posts in the common areas and this job will be completed before the end of 2024. Any questions from homeowners will be answered.
9. The Board is postponing a vote on the replacement of the drip watering system in blocks 1 and 2 until the CC & R's are reviewed and legal advice is provided on how to proceed with this issue.

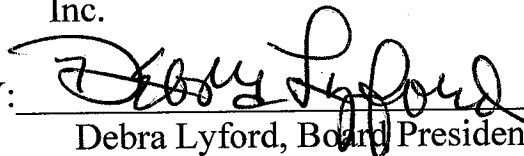
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10. Nominations for the three openings on the Board of Directors. Debra Lyford is leaving the Board after finishing two consecutive two-year terms. Brian Harpole, a board member from block three, is coming to the end of his two-year term and he is available to be nominated for another two-year term on the Board. Don Rinner, a board member from block 1, is coming to the end of his two-year term and he also is available to be nominated for another two-year term on the Board. There are a total of three openings on the Board and at the Annual Meeting nominations will be taken from all who wish to make them. A vote by a show of hands will determine who is elected to new terms on the Board. Although there is nothing written in the CC & R's about the number of board members coming from each of the three blocks, the HOA has striven to have fair representation from all three blocks. For this election we need a nominee from either block one or two as a replacement for Debra Lyford who resides in Block one.
11. Open discussion from the membership relating to topics pertinent to our HOA.

November 3rd 2024.

Westbrook Village Community Association,
Inc.

BY: 
Debra Lyford, Board President

Please complete and return this Proxy form if you are not going to be attending the Annual Meeting via Zoom and you wish to be represented. You may scan and email it back to Deb Lyford at the email at the bottom of this page, or hand deliver it to any current board member.

ELECTION PROXY
POWER OF ATTORNEY
2025 ANNUAL MEETING AND ELECTION
December 4, 2024

WESTBROOK VILLAGE COMMUNITY ASSOCIATION, INC.

The undersigned, being the owner(s) of a home in Westbrook Village Community Association at (address) _____, Longmont, CO. 80503 do hereby constitute and appoint _____ as true and lawful Attorney-at-Fact, with all powers the undersigned would have if personally present, for me (us) in my (our) names(s), place and stead, to vote my (our) interest in the Annual Meeting and Election of the Westbrook Village Community Association, Inc., to be held at 4:30 PM on December 4, 2024 via www.Zoom.us, or at any adjournment thereof, with full power to vote and act for me (us) to the same extent I (we) might have were I (we) personally participating. I (we) hereby revoke all proxies heretofore given by me (us) for any Annual, Semi-Annual or Special meetings of the Association.

I (we) understand and agree that the Annual Meeting has been called for the purpose of ratifying the 2025 budget, and for other Association matters that may come before the members.

Note: Please sign exactly as your name appears on the deed for your home. Executors, Administrators, Trustees, Guardians or Attorney's should indicate when signing. If signing for a corporation, please indicate your title. Co-owners must all sign.

In witness thereof, I (we) have executed this proxy on the ____ day of _____, 2024.

OWNER _____

OWNER _____

To be counted as votes, all proxies must be signed, dated and (if mailed) received by 3:00 PM, December 4, 2024. Mail or deliver to Debra Lyford 3527 Boxelder Dr., Longmont, Co. 80503; or proxies may be scanned & emailed to debralyford@gmail.com; or proxies may be hand delivered to any current HOA board member prior to 3:00 p.m. on December 4, 2024.

Minutes of the 2024 Annual Meeting
Westbrook Village Community Association
Tuesday, December 12, 2023
4:30 p.m.
Via Zoom Link

The Meeting was called to order at 4:30 p.m. by Board President Deb Lyford. Board members present : Linda Fetterman, Brian Harpole, Larry McConahy, Don Rinner; Secretary, Sue Harmon.

A quorum of 23 households was present, 21 on Zoom and two proxies correctly submitted, meeting the requirements.

A motion to approve the 2022 Annual Meeting Minutes was put forth, first by Brian Harpole, seconded by Linda Fetterman. and approved as presented.

Budget: Linda Fetterman presented the Budget Report for January through December 2024. Please see attached budget.

Notes on the budget: \$1,700.00 is anticipated on a CD and these proceeds were added to the budget to help defray increased expenses. and keep dues at the same level.

Landscape maintenance costs are up 5% and the budget is adjusted accordingly. Water and snow removal costs remain unpredictable. Any surpluses can be applied to futures costs. Overages may result in special assessments.

The final December 31,2023 financial statements will be put on our website once they are reconciled mid-January, 2024.

2024 Association Dues will remain the same as last year: \$2136 for homes in Blocks 1 and 2, and \$924 for homes in Block 3.

A motion to accept the 2024 budget was made by Ed Hochstein and seconded by Jim Jankowski, and approved by a majority vote.

Notices of Homeowner association dues will be sent to homeowners by our accountant, Michelle Michael.

Jack Bamberg reported that the Association's website is current.

Homeowners concerns about landscape maintenance and snow removal issues will be addressed by a questionnaire in the spring with a followup meeting. Contracts for maintenance and snow removal have been signed for 2024.

Snowfall accumulation of 2 inches on sidewalks will now be the benchmark to call for the snow removal crews as the city requires sidewalks to be cleared within 24 hours of the end of snowfall.

Board Member Nomination and Election: two positions of the Board are open for a two year term. Brian Harpole nominated Linda Fetterman to represent Block 3 and Marva Kelley nominated Larry McConahy for Block 2. There were no other nominations from the floor. Linda and Larry were unanimously voted in for this next term.

The position of Board secretary remains open as Sue Harmon is stepping down.

A request for committee volunteers to plant and maintain the flower pots at the entrances was answered by Deb Lyford, Chata Roberts, Sue Harmon and Don Rinner. Dennis Skinner offered to drive his truck when the committee goes to purchase flowers and supplies.

Chris Beck brought up how the issue of landscaping elements provided by the developer vs. those planted by homeowners is unclear and confusing as to who is responsible for their maintenance, removal and replacement. It was suggested that a form designating responsibilities be included with the sale of homes.

The possibility of Xeriscaping properties and open spaces is a concern of homeowners and will be discussed going forward.

Utility box enclosures have deteriorated. Don Rinner is in communication with the utility companies to determine who is responsible for maintenance and what can be done.

A motion to adjourn the meeting was put forth by Deb Lyford and second by Larry McConahy.

Westbrook Village Community Association
Budget Report
 January through December 2025

	Jan - Dec '25
Ordinary Income/Expense	
Income	
Association Dues	84,792.00
Transfer Fee Income	100.00
Interest Income	1,200.00
Total Income	86,092.00
Expense	
Administrative Expenses	
Corporate Report Fee/State HOA	10.00
Flag Replacement	35.00
Insurance	
Liability insurance	750.00
Total Insurance	750.00
Meeting Space Rental Fee	35.00
Office Supplies/ envelopes	10.00
Postage and Delivery	50.00
Printing/Reproduction	10.00
Professional Fees	
Accounting & Tax	300.00
Bookkeeping	2,400.00
Legal Fees	800.00
Total Professional Fees	3,500.00
Web site	100.00
Total Administrative Expenses	4,500.00
Landscape Maintenance	
Entry Flower Planters-Common	400.00
Landscaping Replacements	
AMA replacements	800.00
Common Area replacements	200.00
Total Landscaping Replacements	1,000.00
Lawn Maintenance	33,168.00
Sprinkler System Repair/inspect	3,000.00
Tree Spraying	
Emerald Ash Bore, etc treatment	0.00
Tree Spraying - Other	1,100.00
Total Tree Spraying	1,100.00
Tree Trimming/Stump Removal	7,555.00
Total Landscape Maintenance	46,223.00
Utilities	
Electric	800.00
Irrigation Water	18,000.00
Total Utilities	18,800.00
Snow Removal	13,200.00
Total Expense	82,723.00
Net Ordinary Income	3,369.00
Net Income	3,369.00