

## **Westbrook Village Home Owners Association**

### **Minutes of Board Meeting 9:30 a.m., March 23, 2021**

The Board meeting was held via Zoom courtesy of Ed Kelley who hosted the meeting.

#### Members present:

Susan Harmon, Ray Hlavacek, Brian Harpole, Lana Lathrop and Deb Lyford.

Also attending: Linda Fetterman, Ed Kelley, Barbara and Luke Lucas, Larry and Linda McConahy.

Meeting minutes for February 24 and March 10 meetings were read and approved. Motions for acceptance were made by Linda Fetterman and Brian Harpole.

#### March Financial Report

A financial report through March 23 was sent via email to Board members from Linda Fetterman.

Current assets: \$51,260

Current Long Term Liabilities/working capital: \$5,830

Equity of Retained Earnings: \$7,383 and Net Income: \$38,067

Total expenditures are within budget and total \$13,824. (Snow removal = \$4186; Lawn Maintenance =\$8015).

#### Insurance Bid

Common general liability insurance fee for HOA Officers, errors and omission coverage from Bolder Insurance remains the same as last year, \$630 for the year, due April 20, 2021. Susan Harmon made motion to approve the insurance payment; Ray Hlavacek seconded the motion and it was approved.

Insurance for trees and irrigation system is prohibitively expensive due to the difficulty of assigning value to these items.

#### Tree Care

Brian Harpole and Ray Hlavacek have solicited bids for tree trimming, tree removal, stump grinding, fertilization and insect treatment from St. Vrain Plant Health Care, Summit Tree Care and Western Cut Tree Care.

A motion was made and accepted to use St. Vrain to fertilize or apply insect control to select trees. Brian will contact St. Vrain to have the work completed. \$810, and includes a 10% discount.

Because of the high cost to have all trees trimmed and some trees removed, Ray will ask Javier if his crew can do light work cutting down some trees, raise the skirt on a few trees (trim low hanging branches near the ground) and remove the debris. Then the company who has done stump removal in the past for a \$250 fee per tree can be hired to do so. Some trees will be trimmed. Ray and Brian will continue to work with Summit to get this done.

Board will consider xeriscaping the parkway turf area between the sidewalk and the street as much water is wasted keeping it irrigated. Healthy trees there should be able to get enough water from lawn irrigation.

#### South End Landscape Refreshment.

Ray will ask Javier about removal of underperforming shrubs and trees. The Board approved Ray getting mulch @ \$41 per cubic yard from Colorado Material to replace the mulch the south end berm and in the garden across the street in the corner lot. Will consider replacing some shrubs.

Mary Marlin has already agreed to plant flowers in the planter pots.

Ray and Brian will research a newer list of suitable small scale trees and shrubs to replace removed items. This list should be uploaded to the website in the future.

#### Sign Replacement

New signs were discussed last year but no action was taken. The Board will take up the issue at the next meeting.

Possible version for discussion and editing:

“You are entering the Private Property of Westbrook Village Community Association. Guests are asked to use the sidewalk, keep pets on a leash and clean up waste in order to keep our Common Area enjoyable for all.”

Deb Lyford will contact the Management Company for the HOA of the neighborhood directly to the west and ask them to remind homeowners that the commons area is private property and not a city park.

#### Feasibility of a Future HOA Management Company

Linda Fetterman has been in contact with Foster Property Management Company of Longmont about the possibility of managing our HOA in the future. The company is short staffed at the moment but will contact us in the summer after they have retained more personnel.. At that time, Linda will give them the CC&Rs, financials, etc. they need to consider the job and give us a quote, before a November budget meeting and December presentation and homeowners vote on the matter. A management company would takeover the financial work that Linda does for the HOA, lead the annual meeting, deal with the property maintenance and violations at the Board's direction.

#### Fenced Yard Maintenance

The Board will take up this issue and come to a decision at the next Board meeting in order to give Javier direction when he starts lawn care.

The next Board meeting will be via Zoom at 9 a.m., Tuesday, May 4,2021.

The meeting concluded at 12 p.m.