

**Westbrook Village Community Association Board Meeting  
November 15, 2021  
Via Zoom**

Board Members present:

Brian Harpole  
Ray Hlavacek  
Susan Harmon  
Lana Lathrop  
Deb Lyford

Accountant:  
Linda Fetterman

HOA Members present:  
Kurt Anderson  
Carl and Sue Henrikson  
Melba Redwine  
Lavonne Reynolds  
Gary Townsend  
Jim Voogt

Deb Lyford called the meeting to order at 3:05 p.m.

**Agenda:**

Budget  
Board Vacancies  
Grounds Keeping Contract  
New accountant

**Budget:**

Linda Fetterman is working on the new budget for 2022 and will present it to the Board prior to the December 8, 2021 Annual Homeowners meeting for discussion and adoption. She still needs finalized contracts for landscaping, snow removal, tree trimming, tree fertilization, attorneys fees.

At this time there are adequate funds for the remaining 2021 needs and there may very well be some carry over of unused funds at the start of 2022. The unknown factor is snow removal costs for the remainder of the year.

**Board vacancies**

Lana Lathrop is retiring from the Board after 3 terms and Sue Harmon after 1 term. There are two homeowners who have expressed interest in joining the board. Nominations and voting will take place at the December annual meeting. Sue Harmon will continue to take minutes at quarterly and annual meetings.

Proxy voting forms will be attached to the announcement of the December meeting which will be held via Zoom December 8, 2021, from 3-5 p.m.  
Guests at the meeting left at 3:48 p.m.

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### **Landscaping Contracts**

Ray Hlavacek presented three bids for 2022 landscape contracts. The most expensive is Solid Grounds @\$36,554. JGT Construction, LLC (Javier, our current contract) came in at \$32,059 with an additional bid just under \$40,000 that would include hand mowing of front yards. EA Proscapes has presented a bid of \$27,258. Ray has sought recommendations about them and they have all been favorable. The owner thinks only a few front lawns need to be mown by hand as his equipment is different and smaller than Javier's. Proscapes can also do snow removal , charging per circumstance.

### **Trees, Emerald Ash Borer Treatment and Fertilization**

Brian Harpole presented the bids for work to be done within the AMA of WBV. Summit Tre Care will not increase costs for next year and would like to do tree removal and trimming in February and if agreed, this will reduce cost by 10%.

St Vrain Arbor Care also is not increasing costs for 2022 for Emerald Ash Borer Treatment and tree Fertilization.

### **Bookkeeping, Accounting Replacement**

At 3:50 p.m., Linda Fetterman introduced Michelle Michaels of Atlas CPAs, who will be taking over the accounting processes for WBV. She will set up a Gmail address for herself for communicating with the HOA and its' members. She will also provide a personal phone number for calls and texts to and from Board members.

Michelle will be paid \$200/month (\$2400/yr) which is an increase of \$1200 from what Linda has been paid.

Barb Claussen, C.P.A., will provide the annual tax return #1120 H for the same \$300 fee.

Linda and Michell will work together to transfer WBV funds to the Bank of Colorado, which is in the same building as Atlas. Arrangements will be made for automated funds transfers so that residents can pay dues. These will be set up for quarterly, semi annual and yearly payments only. Residents who wish to pay by check will be able to either mail their checks to Michelle at a locked mailbox exclusive to WBV or drop them off personally to her at 916 S. Main, suite 206, Longmont, CO 80501.

Information about the dues payments will be provided to residents prior to the Dec. 8, 2021 annual meeting.

Michelle will process and pay vendors for landscaping, etc. by electronic funds transfers after sending such bills to the Board for review.

Charges for printing and postage will be listed on a monthly invoice.

Linda will continue to create status letters for home sales and will keep financial records.

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Michelle will be paid directly by the WBV Community Association. She said that she is adequately insured personally with an umbrella policy and Linda will check that WBV's policy will cover her as well.

Sue Harmon made first motion to vote to accept this arrangement with Michelle Michaels. Ray Hlavacek seconded the motion. The Board voted unanimously to hire Michelle as bookkeeper for the WBV Association.

After Linda and Michelle have made arrangements for HOA dues payments and their due dates, the Board will meet via Zoom to make and vote on a resolution to adopt them.

A motion was made by Brian Harpole to make dues due on the first of each month. Ray Hlavacek seconded. The Board voted unanimously to accept this resolution. Quarterly dues payments will be due the 1st of January, April, July and October. Semi annual dues will be due the 1st of January and July. Annual dues payment will be due on the first of January.

A motion was made by Deb Lyford and seconded by Lana Lathrop to keep the homeowner dues amount the same as last year with no increase. This resolution was passed unanimously. Dues will be \$178/mo. for Blocks 1 and 2, and \$77/mo. for Block 3.

### **Landscape Vendor Contract**

Javier/JTG Construction LLC work this past year has not been up to the standards the Board would like. He has been difficult to pin down to get work done. His bid came in higher than that of EA ProScapes. Ray investigated recommendations about ProScapes and was satisfied by what he heard and with ProScape contract.

Deb Lyford made the 1st motion to contract with ProScapes for landscape services and snow removal for 2022. Sue Harmon seconded the resolution. The Board voted unanimously accept ProScapes contract for 2022.

It was noted that Javier/ JTG still has one more fall cleanup to do and will cut down ornamental grasses at that time.

### **Gutter Cleaning**

Javier will come Saturday, November 20 to blow out residents gutters for \$50 per home. Residents will need to contact him personally to get on schedule.

Tom Lloyd of Full Spectrum Maintenance, 303-641-3247, can also clean gutters for \$50-100 per home. Residents will need to contact him to make arrangements.

### **Attorney Services**

There are adequate funds in the budget to hire an attorney to review the Association's CC&Rs to update them. Linda would like to have an attorney on board prior to the annual meeting.

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It was discussed to have a WBV email address for residents to send complaints to website rather than directly to Board Members.

## **December 8, 2021 WBV Annual Homeowners Meeting**

The meeting will be held via Zoom fro 3-5 p.m., hosted by resident Ed Kelley. Linda will give him copies of the budget and profit and loss statement to show on a split screen during the meeting.

Proxy vote forms will be sent with the meeting announcements.

Nominations for the two open positions on the Board will be taken during the meeting. Currently Don Rinner and (Robert) Traeger have expressed interest in running for the open positions.