NOTICE OF ANNUAL MEETING OF MEMBERS OF THE WESTBROOK VILLAGE COMMUNITY ASSOCIATION, INC.

NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE WESTBROOK VILLAGE COMMUNITY ASSOCIATION, INC. THAT THE ANNUAL MEETING OF THE MEMBERS WILL BE HELD AT THE TIME AND PLACE STATED BELOW.

Date: January 25, 2021
Time: 6:00 P.M.
Place: Web Meeting via www.Zoom.us.

If anyone needs information to access Zoom on their computer, please contact a member of the board of directors; John 303-931-1717, Tony 303-517-5825, Lana 720-684-615 , or Ray Hlavacek, 303-776-7939. Or you may contact Mr. Ed Kelley, our Zoom Coordinator at 303-303-651-0787.

Please sign-in to the meeting early to get your computer open and ready to participate

AGENDA

- **Call to Order**

- **Discussion about how this web meeting will be conducted:**
  John Marlin and Ed Kelley

- **Agenda Revisions and Approval:**

- **Review and Approval of the minutes of 2020 Annual Meeting**:

- **Report on the financial condition of the Association**;
  John Marlin and Linda Fetterman, bookkeeper.
  Please refer to financial information attached to this email.

- **Review and ratification of the 2021 Association Budget**:
  John Marlin
  Dues Increase and Special Assessment
  HOA Web Site: www.wbvco.com

Please note that all financial and budget information are available on the association's website www.wbvco.com ,and are attached to this email.

- **Election of New Board Members:** Susan Harmon

  John Marlin and Tony Bottagaro are retiring from the Board.

  Two members have offered to serve on the Board, if elected, Mr. Brian Harpole of 1025 Boxelder CR. and Ms Debra Lyford of 3527 Boxelder Dr.

  Nominations will be accepted from the members for 2 board members.

- **Conduct the election and results:** Susan Harmon, Ed Kelley

- **Discussion on level of services, maintenance, snow removal for 2021:**
  Members of the Board

- **Discussion of topics from the Membership**

Dated this 13th day of January, 2021.

WESTBROOK VILLAGE COMMUNITY ASSOCIATION, INC.

BY _____
JOHN MARLIN, ASSOCIATION PRESIDENT

Attachments: 2020 Financial Statements, Current HOA Roster, 2020 Annual Meeting Minutes, 2021 Budget, 2021, Meeting Proxy.

Note: Please print copies of the attached documents so you will have them ready for the meeting. A complete Annual Meeting Packet is attached and is available on the Association web site.

Annual Meeting Minutes of the Westbrook Village Community Association

Date: March2, 2020

Time: 6:30

Place: Longmont Association of Realtor, 420 Kimbark Ave. Longmont, Co.

Owners Present: Jack Bamberg, Chris Beck, Linda Fetterman, Dan & Janet Fremont, Susan Harmon, Ed Hochstein & Chata Baker, Jim & Mary Ann Jankowski, Marva Kelley, Lana Lathrop, Dick Levison, Debra Lyford, John & Mary Marlin, Linda & Larry McConahy, Jamie Meyers, Melba & Jim Redwine, Betty Nunnally, Aileen & Keith Solt, Susanne Townsend, Patsy Vandegrif. Represented by Proxy: Bruce Derking, Jan Roth, Dave & Beth Yoak.

The meeting was called to order by John Marlin, President of the Association at 6:35. It was confirmed that a quorum of members were present.

It was moved and seconded to approve the minutes of the 2019 annual meeting. The motion passed.

John went over the balance sheet and P&L statements for 2019, and the Budget for 2020. Due to increases in landscape maintenance cost and increasing the level of services for extra spring, summer and fall cleanup, water rate increases, the Association assessments were increased to $158 per month for homes in blocks 1 & 2, and to $68 per month for homes in block 3. There was a motion to ratify the budget of 2020 which was seconded. The motion was approved.

John went over the level of services of the association landscaping and snow removal services.

The following issues were raised;

1. The order in which homes are shoveled and mowed should be rotated so that different homes are serviced in a different order.
2. Ice melt and extra shoveling should be done around mailboxes.
3. The grass clippings need to be dumped more frequently so that clumps of grass are not left around the yard and walks.
4. On heavy snow days, the HOA should have the streets plowed to prevent ice buildup, especially at the southeast corner of Boxelder Cr. and Dr.
5. Have the snow removal crews remove snow from the homes first before the common area walks.
6. The HOA should consider sending out emails as to when the snow removal crew is coming.
7. There was a concern about the environmental friendliness of the sprays being used for pest and weed mitigation.
8. The Board should email a notice of Board meetings 1 week prior to any board meeting.
9. There was a request to have the gutters cleaned in early summer and late fall (at homeowner's individual expense)
10. Landscaper should be encouraged to be careful to not tear up the sod with the large mowing machines, particularly spinning the wheels and digging out large clumps of sod.

John ask for nominations for 3 board of director positions for a 2 year term. Nominated were Susan Harmon, Lana Lathrop, and Ray Hlavacek. There were no further nominations. It was moved and seconded to approve Lana, Ray and Susan as directors. Motion passed.

With no further items presented by the members, there was a motion made, seconded, and approved to adjourn the meeting.

Respectfully submitted by Mary Marlin

Westbrook Village Community Association
Balance Sheet
As of December 31, 2020

	Dec 31, '20
ASSETS	
Current Assets	
Checking/Savings	
Bank of Colorado- MM	11,705.41
FirstBank of South Longmont	1,487.71
Total Checking/Savings	13,193.12
Accounts Receivable	
Accounts Receivable	.00
Total Accounts Receivable	.00
Other Current Assets	
Undeposited Funds	.00
Total Other Current Assets	.00
Total Current Assets	13,193.12
TOTAL ASSETS	**13,193.12**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Working Capital - Reserves	5,830.00
Total Long Term Liabilities	5,830.00
Total Liabilities	5,830.00
Equity	
Retained Earnings	11,105.70
Net Income	-3,742.58
Total Equity	7,363.12
TOTAL LIABILITIES & EQUITY	**13,193.12**

Westbrook Village Community Association
P&L Budget Comparison
January through December 2020

	Jan - Dec '20	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
Association Dues	68,856.00	68,856.00	0.00
Transfer Fee Income	400.00	500.00	-100.00
Interest Income	21.23	100.00	-78.77
Total Income	69,277.23	69,456.00	-178.77
Expense			
Insurance			
Liability insurance	633.00	650.00	-17.00
Total Insurance	633.00	650.00	-17.00
Administrative Expenses			
Corporate Report Fee/State HOA	10.00	10.00	0.00
Postage and Delivery	16.50	0.00	16.50
Annual Meeting Facility	0.00	25.00	-25.00
Web site	0.00	250.00	-250.00
Total Administrative Expenses	26.50	285.00	-258.50
Professional Fees			
Accounting & Tax	1,500.00	1,500.00	0.00
Total Professional Fees	1,500.00	1,500.00	0.00
Landscape Maintenance			
Lawn Maintenance	28,560.00	28,570.00	-10.00
Entry Flower Planters	379.36	350.00	29.36
Landscaping Replacements	2,372.50	2,000.00	372.50
Tree Trimming/Stump Removal	3,427.48	3,000.00	427.48
Emerald Ash Bore, etc treatment	2,570.00	2,500.00	70.00
Tree Spraying	1,992.60	2,500.00	-507.40
Total Landscape Maintenance	39,301.94	38,920.00	381.94
HOA Summer Party	0.00	50.00	-50.00
Flag Replacement	24.37	45.00	-20.63
Repairs/Maintenance			
Sprinkler System Repair/inspect	1,959.00	1,000.00	959.00
Common Area Repairs	400.00	0.00	400.00
HOA Fence Repair	662.50	0.00	662.50
Total Repairs/Maintenance	3,021.50	1,000.00	2,021.50
Snow Removal	6,072.50	7,804.00	-1,731.50
Utilities			
Electric	620.25	700.00	-79.75
Irrigation Water	21,819.75	18,502.00	3,317.75
Total Utilities	22,440.00	19,202.00	3,238.00
Total Expense	73,019.81	69,456.00	3,563.81
Net Ordinary Income	-3,742.58	0.00	-3,742.58
Net Income	**-3,742.58**	**0.00**	**-3,742.58**

WESTBROOK VILLAGE COMMUNITY ASSOCIATION, INC.

APPROVED 2021 Budget

	2021 Projected Expese	2021 Projeted Income	2020 Budgeted Income	2020 Estimated Final Expenses	2020 Budgeted Expense
INCOME					
2020 Association Total Income		$ 69,276.00	$ 62,760.00		
Interest /Transfer fees		$ 200.00	$ 400.00		
Interest		$ 10.00	$ 20.00		
2020 Dues (per 2% CPI Increase)		$ -	$ 1,255.00		
2021 Supplemental Dues Assessment		$ 8,707.00	$ 4,841.00		
EXPENSES					
Insurance & Administrative Expense					
Association Liability Insurance	$ 650.00	Same		$ 633.00	$ 650.00
Office Supplies, envelopes/postage	$ 25.00	Increase		$ 16.00	$ -
State Reporting Fee	$ 10.00	Same		$ 10.00	$ 10.00
Bank Service Charge				$ -	$ -
HOA Annual Meeting Facility/Zoom	$ 35.00	Increase		$ -	$ 25.00
General Contingency	$ 2,000.00	Increase			
Legal Fees	$ -	Same		$ -	$ -
Web Site	$ -	Decrease		$ -	$ 250.00
Bookeeping/Accounting					
Accounting & Tax Preparation	$ 1,500.00	Same		$ 1,500.00	$ 1,500.00
Landscape Maintenance					
Landscape Maintenance	$ 32,059.00	Increase		$ 28,560.00	$ 28,570.00
Entry Planter Flowers north/south	$ 400.00	Increase		$ 379.00	$ 350.00
Landscape/Plant/Tree Replacements	$ 2,500.00	Increase		$ 2,373.00	$ 2,000.00
Tree Trimming	$ 3,979.00	Increase		$ 2,927.00	$ 2,500.00
Tree/Stump Removal	$ 500.00	Same		$ 500.00	$ 500.00
Emerald Ash Bore/maple Treatments	$ -	Decrease		$ 2,570.00	$ 2,500.00
Tree Spraying & Nutrient	$ 1,800.00	Decrease		$ 1,736.00	$ 2,500.00
Miscellaneous Expense					
HOA Summer Party	$ 50.00	Same		$ -	$ 50.00
Flag Replacement	$ 35.00	Decrease		$ 25.00	$ 45.00
Repairs/Maintenance					
Sprinkler System Repairs/Inspection	$ 1,000.00	Same		$ 1,959.00	$ 1,000.00
HOA Fence/Commonb Area Repairs	$ 500.00	Increase		$ 1,062.00	$ -
7 Regular Snow Removals including	$ 6,500.00	Same		$. 5445.00*	$ 6,500.00
	*Please note 2020 year end snow removal cost may increase subject to weather				
Snow Contingency	$ 2,000.00	Increase		$ -	$ 1,304.00
Utilities					
Common Electric	$ 650.00	Decrease		$ 619.00	$ 700.00
Irrigation Water 2 meters	$ 22,000.00	Increase		$ 21,871.00	$ 18,502.00
Totals	**$ 78,193.00**	**$ 78,193.00**	**$ 69,276.00**	**$ 72,185.00**	**$ 69,456.00**

Westbrook Village 2021 Dues Increase Summary

2021 Dues	Sppl. Assessment	2020 Dues	Increase per mo.	Total Dues/Month
Blocks 1 and 2 (29 lots, 80%)	$ 6,966	$ 158	$ 20	$ 178
Block 3 (17 Lots, 20%)	$ 1,741	$ 68	$ 9	$ 77

2021 Monthly Dues

Blocks 1 and 2	**$ 178**

Westbrook Village Community Association, Inc. Members page 1

Jan, 2021	Name	Address	Hm Phone M	E-MAIL Address
IO	Allen, Michael,Andria (3508 Boxelder)	1017 Willow Ct.	303-810-8375	andria@andriaallen.com
RO	Anderson, Brian (Kurt), Lavonne Reynolds	3417 Boxelder Dr.	303-882-3065, 303-882-3065	anderson-kurt@comcast.net
RO	Bamberg, Jack and Marie	3606 Quail Road	303-776-8833, 303-579-9594	jabamberg@gmail.com
RO	Baker, Donna & Paul Wallace	3401 Boxelder Dr.	303-772-3145	donna.jeanne.baker@gmail.com
RO	Beck, Chris	3519 Boxelder Dr.	402-676-9148	chrisbeck330@gmail.com
RO,X	Bottagaro, Tony and Catherine	1000 Boxelder Cr.	303-682-5313, 303-517-5825	tonybottagaro@comcast.net
RO	Covell, John abs Lorena	1016 Boxelder Cre.	303-673-9905	47johnecovell@gmail.com
RO	Creech, Teresa & Gary	3531 Boxelder Dr.	303-885-2955	creechteresa@icloud.com
IO	Dierking, Bruce (3600 Quail Road Owner)	2595 Canyon Blvd	303-447-0450	bruce@packarddierking.com
RO	Donley, Margaret	929 Boxleder Cr.	303-485-7067	davismary@comcast.net
RO	Fetterman, Linda	921 Boxelder Cr.	303-652-3456	lgfetterman@aol.com
RO	Fremont, Dan & Janet	1009 Boxelder Cr.	720-350-5638, 720331-8984(j)	dancfre@yahoo.com
RO	Furtney, David and Sue	3405 Boxedler Dr	720-352-2724(S), 720-352-2720(D)	melefurtney@lpcnextlight.com
RO	Greenberg, Eric & Erica	1005 Boxelder Cr.	303-818-4563	ebgreenberg@gmail.com
RO	Greenberg, Louis	3511 Boxelder Dr.		lougreenberg67@msn.com
RO	Harmon, Susan	3503 Boxelder Dr.	720-879-1165	susan.sujoh@gmail.com
RO	Harpole, Brian and Kathy	1025 Boxelder Cr.	303-772-8026	bkharp@comcast.net
RO	Hochstein, Ed	3504 Boxelder Dr.	303-541-0907	edhoch12@gmail.com
RO	Chata Roberts	3504 Boxelder Dr.	303-541-0907	edhoch12@gmail.com
RO,X	Hlavacek, Raymond and Sharon	1017 Boxelder Cr.	303-776-7939	rsh51466@gmail.com
RO	Jankowski, Jim and Mary Ann	1008 Boxelder Cr.	303-485-7098	jankowskijames@msn.com
RO	Kelley, Edward and Marva	1033 Boxelder Cr.	303-651-0787, 303-746-7276	keltek@comcast.net
RO	Krieg, Joe and Carol	3413 Boxelder Dr.	303-651-0565	jkrieg31@gmail.com
RO	Lacey, Gail	1001 Boxelder Cr.	303-774-1478	mark.sparn@gmail.com
RO,X	Lathrop, Rich & Lana	3520 Boxelder Dr.	720-684-6150 720-771-3714	richandlana@comcast.net
RO	Levison, Dick and Donna	3507 Boxelder Dr.	303-330-4951	dup1996@aol.com
RO	Lucas, Jim (Luke) and Barbara	3524 Boxelder Dr.	541-903-0518	jlbwrancho@aol.com
RO	Lyford, Debra	3527 Boxelder Dr.	402-499-9055	debralyford@gmail.com
RO,X	Marlin, John and Mary	3612 Boxelder Dr.	303-772-9513, 303-931-1717	johnmarlin973@msn.com
RO	Martin, Jayna	1041 Boxelder Cr.	303-870-1613	jayna.k@icloud.com
RO	McConahy, Larry and Linda	1024 Boxelder Cr.	303-678-1614, 505-270-942-	landlmcconahy@gmail.com
RO	Meyers, Jamie	3516 Boxelder Dr.	303-774-7684,907-252-8265	jamiemeyers1@gmail.com
RO	Nunally Bettie Brown and Stanley Nunally	1013 Boxelder Cr.	303-678-5812,	bettiebn@outlook.com
RO	Patterson, James and June	1029 Boxelder Cr.	303-651-9341, 303-809-5953	june.w.patterson@gmail.com
RO	Queen, Nancy, Mike and Sally	3608 Boxelder Dr.	303-834-8486 303-651-1397	Nqueen@gmail.com, Queensold@gs.com
RO	Redwine, Jim and Melba	1021 Boxelder Cr.	303-485-6817, 303-485-6817	melbaredw@gmail.com

	Westbrook Village Community Association, Inc. page 2			
		Address	Hm Phone M	E-MAIL Address
Jan, 2021	Name			
RO	Richers, Elizabeth	3409 Boxelder Dr.	720-494-3098,720-341-5032	defimpfurniture@gmail.com
RO	Rinner, Joan	3523 Boxelder Dr.	319-594-9011	joanrinner@gmail.com
RO	Rinner, Don	3523 Boxelder Dr.	319-541-0591	djrinner@gmail.com
T	Ross, Fred and Sandy (Tenants)	3508 Boxelder Dr.	303-819-0099	fross@watershedmarketinggroup.com
RO	Roth, Jan	1037 Boxelder Cr.	303-682-0821	janbr769@outlook.com
RO	Solt, Keith and Aileen	3512 Boxelder Dr.	303-594-2762	krsafs@msn.com
RO	Slauson, Ray and Alberta	1045 Boxelder Cr.	303-772-5012, 303-249-3278 (Linda Lang)	lmlang76@gmail.com
RO	Thorsvik, Dave and Bird	1020 Boxelder Cr.	720-341-2982	dlthorsvik@gmail.com
RO	Townsend, Gary and Suanne	1004 Boxelder Cr.	303-774-0404	gstownsend@aol.com
RO	Trager, (Treager) and Judith	1012 Boxelder Cr.	720-204-1050, 303-249-1103	trager@colorado.edu
RO	VanDeGrift, Jim and	3528 Boxelder Dr.	720-339-7979	pjv3j@aol.com
RO,X	Voogt, James and Mary Jane	3515 Boxelder Dr.	303-775-2731, 303-579-4324	jimvoogt@yahoo.com
RO	Yoak, David and Beth	925 Boxelder Cr.	303-485-2586	daveyoak@aol.com
RO	**Resident Owner**			
IO	**Investor Owner**			
T	**Tenant**			
X	**Member of Board of Directors**			

Please complete and return this form if you are not going to be attending the Annual Meeting and you wish to be represented. You may scan and email it back or have your Appointed Proxy bring it to the meeting.

ELECTION PROXY
POWER OF ATTORNEY
ANNUAL MEETING AND ELECTION
January 25, 2021

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 6:00 PM on January 25, 2021 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 present. I (we) hereby revoke all proxies heretofore given by me (us) for any Annual, Semi-Annual or Special meeting of the Association.

I (we) understand and agree that the Annual Meeting has been called for the purpose of ratifying the 2021 budget and electing two (2) Directors, each for a two year term, 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 you title. Co-owners must also sign.

In witness thereof, I (we) have executed this proxy on the _____ day of_____, 2021.

OWNER_____

OWNER_____

To be counted as votes, all proxies must be signed, dated and (if mailed) received by 5:00 PM, January 25, 2020. Mail to John Marlin 3612 Boxelder Dr., Longmont, Co. 80503, or proxies may also be emailed to jmarlin973@comcast.net or to susan.sujoh@gmail.com.