

Westbrook Subdivision
ANNUAL HOMEOWNER MEETING MINUTES
2023-12-05

CALL TO ORDER

Richard Barmeier, Leader, called the meeting to order at 7:00 PM

ATTENDEES

Board of Trustees Members present:

Richard Barmeier, Leader
Jack Federhofer, Secretary

Board of Trustees Members absent:

Sue Gieseke, Treasurer

Others present are as follows:

Angie Dietrich, Manager, Sterling Management, LLC

TRUSTEE PRESENTATION AND SLIDES FOLLOW THIS SECTION

DISCUSSION/Q&A

1. Tennis and Pickleball Court Security
 - a. One resident suggested Trustees implement locks to secure courts from vandalism and unauthorized use. A second said key pass card inexpensive means to provide resident access. Agreed that Trustees would investigate feasibility.
2. Compliance with Community Standards
 - a. Tow Truck
 - i. Residents appreciative Tow Truck issue finally resolved.
 - b. Waste Container Violations
 - i. Residents supported continued pursuit of compliance.
 - ii. Trustees will publish a reminder about containers in the Spring Newsletter.
 - c. Spring Newsletter will have a reminder about removing mold/mildew from siding; general exterior lot upkeep; not parking vehicles across the sidewalk, all of which attendees expressed concern about. Reminder to homeowners about obtaining Fence and Construction requests prior to beginning work.
3. Rental Property
 - a. One homeowner living in Westbrooke also owns a rental home in the Subdision, and did not receive a rental letter. Since both lots registered under same ownership and each lot is the mailing address, the criteria to flag potential rental lots [own lot in Westbrooke but mailing address not in Westbrooke] would not have been met. Homeowner asked to complete the rental form and return.
 - b. A homeowner felt Trustees did not have the back of residents. Problems with the neighbor/property next door for which the lot is a rental under an LLC. Homeowner contacted Trustees, but was told to contact Neighborhood

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Preservation (NP)--tried to do so, but NP not responsive because it had a 3 month backlog; felt that Trustees would have more clout writing a letter to the LLC to secure some cooperation in addressing complaints. Trustees asked the homeowner to see them after the meeting to discuss further and how Trustees could help. Trustees said the Board would review policy about homeowner contacting NP for assistance before contacting the Board.

- c. As more LLCs and corporate entities buy homes in the subdivision, greater potential for problems both in upkeep of property and renter problems. This viewpoint was supported by other attendees who asked Board to see what could be done to limit home rentals. A homeowner will send Trustees Indenture language from another subdivision related to this issue.
4. Appointment New Trustee
- a. In response to why no one offered to be a candidate this year, Trustees had no information from which to identify specific reason; but intend to send a brief survey to homeowners about their perception of being a Trustee and reason why they would/would not want to be one. This information may be helpful in developing a strategy to secure homeowner interest in becoming a Trustee.
 - b. The June and August Newsletters highlighted the 1 ½ hour per month time commitment; that Sterling performs the bookkeeping, mailings, and other administrative duties.
5. Budget and Assessment
- a. The \$10 increase was viewed as extremely reasonable.
 - b. Homeowners support investigation savings that can be realized for groundskeeping, insurance, and electricity.
 - c. Trustees reported they had contacted Ameren about the cost to switch light pole heads to LED. Ameren is replacing at no cost to subdivision when a current light goes out or is damaged and has to be replaced. If HOA wants lights replaced outside this schedule, it will cost \$100 per light head. Analysis shows it would take several years to recoup cost.
 - d. There was a digression about lighting at the Big Bend entrance: the monument lights were out again, making it difficult to see into the entrance. When there was a stalled vehicle at the intersection of WB Terrace Dr, a driver could not see it. Trustees will look into the cost for Ameren to place a light standard on the North side of the island.
6. Web Site
- a. Overall positive reaction to the redesign.
 - b. One drawback to adding the Trustee Updates is how will homeowners become aware that new information is posted.
 - c. Suggestion to add waste hauling pickup days to the Waste Management information.

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ACTION STEPS

1. Investigate court security locks.
2. Continue compliance for waste containers and general upkeep of exterior lots.
3. Investigate if there is a way to eliminate/limit rentals within WB in order to maintain property values and quality of life.
4. Review Board policy about homeowners contacting NP for issues it can assist with before contacting the Board.
5. Mail survey to homeowners to gauge perception of serving as Trustee from which to develop a strategy to secure candidates for the 2025 election.
6. Search for savings to reduce or contain costs for groundskeeping, insurance, and electricity.
7. Determine why Big Bend monument lightning keeps going out.
8. Quote from Ameren for the cost to install light at the North end of Big Bend entrance.
9. Consider adding waste hauling days to WM information on the website.
10. Spring Newsletter reminder about removing mold/mildew from siding; general exterior lot upkeep; not parking vehicles across the sidewalk; reminder about obtaining Fence and Construction requests prior to beginning work.

The meeting adjourned at 8:10 PM.



Secretary

December 10, 2023

Date

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TRUSTEE PRESENTATIONS

1. Board Report to Community - Jack Federhofer
 - a. Accomplishments
 - i. Welcome Letter: Sue Gieseke created a letter that Sterling Management Solutions will mail to new homeowners. It gives basic orientation to the Subdivision and directs them to the website for homeowner resources.
 - ii. Playground maintenance and Courts
 - The tennis and basketball court areas were cleaned and leveled out, cracks patched.
 - The tennis court was repainted and a new net installed. The curled bottom of the fence was straightened.
 - 3 pickleball courts were striped in the basketball courts and a new basketball standard with net was installed.
 - iii. Tree trimming around courts
 - Tree limbs over courts were cut back to reduce hazard to players and provide more light. Brush around the courts was cut back to clear the area for easier navigation
 - iv. Removal of dead trees on Common Ground
 - 2 downed trees cost an average of \$1400 to remove. Another tree was living but had to be fixed since the trunk was split. We can likely expect more like this as the trees on the Common Ground are old.
 - b. Compliance with Indenture and Community Standards
 - i. Tow Truck appears to be resolved.
 - ii. Trash/Recycling Yard Debris container location
 - Trustees are responding to lots not in compliance with the Community Standards the homeowners approved, and which attendees at 2023 Annual Meeting requested to be addressed: it made the Subdivision appear unsightly and could affect property values for homeowners selling homes.
 - Trustees published a June Newsletter asking homeowners to bring waste containers in after hauler pickup and store them so not visible from the street. It also said Trustees would follow up with those who were not in compliance.
 - Board started contacting homeowners late Summer.
 - Trustees will work with these homeowners to find a solution for placement of their containers if they are unable to find one..

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- Trustees are here to support homeowners, but we need to fairly apply the Standards for all homeowners.
 - iii. Trustees will publish in Spring Newsletter reminders about mold on siding.
 - iv. Rental Property Information: Board sent letters to 17 homeowners it believed were renting their homes. To date we have received 5 responses, and will continue to seek compliance with Community Standards, since rental property remains a concern for homeowners.
- 2. Appointment of New Trustee - Richard Barmeier
 - a. No one volunteered to have their name placed on the ballot.
 - b. The Indenture allows the Trustees to appoint a person. We are conducting a search to fill the position.
- 3. Discussion on Budget & Assessment - Richard Barmeier
 - a. Review Budget as provided in mailing
 - i. Expense - Costs continue to increase for insurance, grounds, and electricity, which make up about 80% of expenditures.
 - ii. In order to cover expected expenses, the Annual fee is being increased by \$10 to \$155 per lot.
 - iii. Ending Cash Balance - good business practice is to have enough reserve to cover expenses.
 - iv. Annual Assessment Limit - Trustees have the ability to increase the Assessment Cap every year by 5%. The Assessment Cap is the maximum Assessment that Trustees could make in a given year. The Assessment Cap for 2024 is \$214. The assessment of \$145 has been in place since 2017. The increase to \$155 is the first in 6 years and well below the \$214 Cap.
 - b. Potential Cost Savings for 2024 Budget Year
 - i. Electricity - As lights are reported out, Ameren is replacing them with LED lights at no cost to us. If we request they be replaced outside of this event, it will cost us \$100 per light.. Trustees are looking at options.
 - ii. Grounds Maintenance - Trustees are going to meet with our current Vendor to discuss ways to see if any changes can be made to what is required. We are looking into other options for Big Bend Entrance and cul-de-sacs. We will solicit bids from other vendors.
 - iii. Insurance - Trustees will review current coverage levels and solicit bids from other Companies in the summer.

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4. Westbrook Website & Improvements - Jack Federhofer
 - a. We are reorganizing how content is presented to the user for easier navigation, renaming some tabs for better understanding of content, and providing more content such as Quarterly Financial Reports.
 - b. Provide homeowners with important updates on a more timely basis. This enhancement was expressed in last year's annual meeting.
 - c. Currently working with PC Systems Computers in Valley Park, which is owned by resident Chuck Sedano. Chuck and his team built the initial website and have maintained it since its inception

5. Discussion with Attendees

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Westbrooke Subdivision Annual Meeting 2023

<https://www.westbrooke-subdivision.com/>



Agenda

- Introduction to Meeting
- Board Report to Community
- Appointment of New Trustee
- Discussion Budget & Assessment
- Cost savings 2025 Budget Year
- Westbrooke Web Site & Improvements
- Homeowner Questions & Comments

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Board Report to Community

Accomplishments

Compliance
with
Indentures and
Community
Standards

Questions
&
Comments

—
Appointment New Trustee

Trustees
Conducting Search
for Open Trustee
Position

Questions
&
Comments

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Discussion Budget & Assessment

2024 Budget

Cost Savings for 2025

Questions & Comments

Westbrooke Subdivision Homeowners, Inc. 2024 Budget 414 Homes			
	2023 Actual As of August	2023 Projections	2024 Budget
Beginning Cash Balance	\$82,022.17	\$82,022.17	\$63,471.56
Income			
Assessment Income	\$59,885.00	\$60,030.00	\$64,170.00
Late Fees	\$665.00	\$665.00	\$0.00
Violation Fees	\$592.00	\$592.00	\$0.00
Legal Fees			
Reimbursement	\$2,061.83	\$2,061.83	\$0.00
Owner Interest Income	\$532.83	\$532.83	\$0.00
Interest Earned	\$35.75	\$45.00	\$0.00
Total Income	\$63,772.41	\$63,926.66	\$64,170.00
Expense			
Management Fee	\$4,800.00	\$7,500.00	\$7,725.00
Postage and Mail	\$2,060.62	\$2,740.00	\$2,575.00
Insurance	\$0.00	\$7,353.00	\$7,725.00
Legal Expense	\$1,526.65	\$1,526.65	\$1,030.00
Tax Preparation	\$375.00	\$375.00	\$386.00
Grounds Maintenance	\$20,367.30	\$21,000.00	\$23,285.25
Tree Maintenance	\$0.00	\$3,285.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Sports Courts	\$16,877.49	\$16,877.49	\$0.00
Electricity	\$14,180.13	\$21,268.13	\$21,900.00
Water & Sewer	\$306.13	\$552.00	\$527.00
Total Expense	\$60,493.32	\$82,477.27	\$65,153.25
Net Income	\$3,279.09	(\$18,550.61)	(\$983.25)
Ending Cash Balance	\$85,301.26	\$63,471.56	\$62,488.31
ANNUAL ASSESSMENT LIMIT -5%		YEAR	AMOUNT
Assessment Base		2023	\$204.02
Max Increase 5%			\$10.20
Assessment Cap Next Year		2024	\$214.22

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Westbrooke Website

**Web Site
Enhancements
& Reorganization**

**Questions
&
Comments**

Indenture/Forms

Governance Documents

Refer to Indenture to understand the Governance of the HOA.

Refer to Community Standards for specific criteria which supplement the Westbrooke Indenture and St Louis County Ordinances.

Westbrooke Subdivision Indenture 2015

First Amendment Indenture 2015

Westbrooke Community Standards

Forms

Before any work can proceed on construction, replacement or modification to a home or lot, the homeowner must receive Trustee approval. Use the Home/Lot or Fence Request to initiate the approval process.

A lot owner who does not reside at the property must provide information to the Board as required by Community Standards number 5.

Home/Lot Request

Fence Request

Rental Property

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HOA Information (top half)

Trustee Updates

The Trustees have some valuable information to share with homeowners.

- Hope you can attend the HOA Annual Meeting on Dec 5, 2023.

Quarterly Financials

The HOA Financial Information provides actual and budget information by category.

2023 Quarter 3

Community Newsletters

2023 Summer

2021 Fall

2019 Summer

2019 Spring

2018 Summer

**Miller Sinkhole
(on common ground along Fishpot Creek)**

MO Department of Revenue 2020

MO Department of Revenue 1995

Homeowner Questions & Comments

Questions via
Zoom

Questions via in
Person

