

Westbrooke

www.westbrooke-subdivision.com

Westbrooke Subdivision Homeowners, Inc
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October 01, 2024

Dear Westbrooke Homeowner:

The Annual Meeting of the Westbrooke Homeowners Association will be held:

Nov 20, 2024 7:00 PM to 8:30 PM
Wren Hollow Elementary School
655 Wren Ave, Manchester, MO 63011

ENCLOSED WITH THIS MAILING:

1. This cover letter, which you are reading
2. Proposed Budget and its Cover Letter with the Assessment for 2025.
3. Proposed changes to the Community Standards

AGENDA FOR THE MEETING:

1. Board Report to the Community
 - Accomplishments
 - Rentals - Long and Short Term
 - Community Standards Revisions
 - Community Standards Compliance
 - 2025 Goals
2. Trustee Election
3. Discussion of Proposed Budget and Assessment for 2025.
4. Homeowner Questions and Comments

Note About Payment of Assessment:

We appreciate homeowners paying their assessments when due. Timely payment provides the funding of current expenses and reduces administrative costs.

Assessments are due by the dates shown on the payment notice sent to homeowners. If payment is not received within 30 days of the due date, the homeowner will be charged a late fee of \$10 per month for each month the payment is late. Interest will also be charged on the entire amount due at an annual rate of 18%.

If unpaid assessment, late fees and interest exceed \$350, the account will be sent to collection. Homeowner will become responsible for all attorney costs and fees.

We ask for the cooperation of all homeowners by paying their assessments on time.

Your Trustees,

Sue Gieseke, Jack Federhofer. Paul Gabris

WESTBROOKE SUBDIVISION HOMEOWNERS INC
2025 BUDGET & ASSESSMENT

Dear Fellow Westbrooke Resident:

On the next page you will find the Trustee-approved budget for the operation of the Subdivision for the calendar year 2025. Please take a few moments to review it. Your Trustees project that Westbrooke will incur expenses of approximately **\$73,592** next year. A small surplus of \$2218 is projected in 2025.

To keep up with increasing costs, we need to raise the 2025 annual assessment from \$155 to \$190. The Indenture allows the Trustees to increase the maximum Assessment by 5% annually, which results in a 2025 maximum assessment cap of \$224.94.

Included in the Income section is a line item "Estimated Unpaid Assessment". While we want all homeowners to be current, we do have some that fail to meet their obligation. We currently have 12 homes (3%) that have not paid their 2024 assessment. Of those 12, 8 accounts have been turned over to legal for collection. Including this line gives a realistic view of monies expected to be received.

The Trustees have worked diligently in 2024 to explore ways to reduce costs in our three highest areas: Insurance, Electricity, and Groundskeeping:

- **Insurance** - bids were requested from 3 brokers. While the Trustees were able to reduce the cost for 2024, they are anticipating an increase of 15% for next year.
- **Electricity** - Ameren is replacing street lights with LED bulbs whenever they burn out. While we could incur a cost of \$100 per light stand to go to LED, the Trustees determined that the savings would not warrant the cost at this time.
- **Groundskeeping** - Trustees are reviewing the bids and meeting with the companies to choose only those services needed to maintain the aesthetics of the subdivision.

During 2024, we had several large expenditures that were not included in the original budget. These included: replacement of monument lights at the Big Bend Entrance, several downed trees in the common area, and repair to the Playground retaining wall and additional pea gravel. These amounted to approximately \$10,000.

While we are not expecting any large expenditure in the near future, there is always the possibility that Westbrooke will incur extraordinary expenses. It is recommended that we maintain a reserve to cover one year of Assessment Income. With the funding of the 2025 budget, it is estimated that Westbrooke will continue to have a cash reserve of sufficient amount (\$69,217) to meet unexpected expenses.

Your Trustees,

Sue Gieseke	314-277-1963	trustee.wb.ballwin@gmail.com
Jack Federhofer	636-225-0210	trustee1.wb.ballwin@gmail.com
Paul Gabris	314-459-4417	trustee2.wb.ballwin@gmail.com

**2025 Budget
414 Homes**

	2024 Actual As of August	2024 Projections	2025 Budget
Beginning Cash Balance	\$69,635.77	\$69,635.77	\$66,999.22
Income			
Assessment Income	\$63,225.00	\$64,170.00	\$78,660.00
Estimated Unpaid Assessment	\$0.00	(\$1,860.00)	(\$2,850.00)
Late Fees	\$1,890.00	\$2,835.00	\$0.00
Violation Fees	\$100.00	\$100.00	\$0.00
Returned Check Fee	\$10.00	\$10.00	\$0.00
Legal Fees Reimbursement	\$523.36	\$523.36	\$0.00
Owner Interest Income	\$403.70	\$403.70	\$0.00
Interest Earned	\$29.58	\$45.00	\$0.00
Total Income	\$66,181.64	\$66,227.06	\$75,810.00
Expense			
Management Fee	\$5,150.00	\$7,725.00	\$7,956.00
Postage and Mail	\$1,774.58	\$2,661.87	\$2,770.00
Insurance	\$0.00	\$6,831.00	\$8,000.00
Legal Expense	\$2,905.65	\$4,358.48	\$4,576.00
Tax Preparation	\$257.36	\$257.36	\$265.00
Miscellaneous G&A	\$208.00	\$0.00	\$0.00
Grounds Maintenance	\$20,361.29	\$23,285.25	\$26,000.00
Tree Maintenance	\$1,422.50	\$2,133.75	\$1,500.00
Other	\$0.00	\$0.00	\$0.00
Electricity	\$12,465.23	\$21,120.00	\$22,000.00
Water & Sewer	\$327.27	\$490.91	\$525.00
Total Expense	\$44,871.88	\$68,863.61	\$73,592.00
Net Income	\$21,309.76	(\$2,636.55)	\$2,218.00
Ending Cash Balance	\$90,945.53	\$66,999.22	\$69,217.22

ANNUAL ASSESSMENT LIMIT -5%	YEAR	AMOUNT
Assessment Base	2024	\$214.22
Max Increase 5%		\$10.71
Assessment Cap Next Year	2025	\$224.93

COMMUNITY STANDARD MODIFICATIONS

As specified in the Westbrooke Indentures Section 4.5 Making Subdivision Rules, the Trustees are required to submit revisions to all homeowners for a 30 day comment period before becoming effective. Below are the proposed changes. Sections 9, 10 and 11 are new Standards.

Section 3 Waste Containers changes are:

- In the first sentence “not visible from the street” changed to “not visible in any direction from the street” in order to clarify the intent.
- Includes the use of screens to hide Waste Containers

3. Waste Containers

Containers (whether constructed of rigid or non-rigid material) for trash, yard debris, and recycling shall be stored out of sight (not visible in any direction from the street).

Containers shall be placed at collection point (as determined by your waste service provider) no earlier than 3:00 pm of the day prior to pick-up and must be returned to their appropriate storage places following pick-up, on the same day as collection.

Materials that will not fit into a container due to size (e.g. Cut tree branches, bulky items to be placed for collection) is subject to the same rules as that for containers.

Homeowners may choose one of the following options to conceal their waste containers:

- In the garage
- Behind an existing fence
- Outside the existing building with installation of a Screen
 - This requires the submission of a Property Improvement Request Form with the proposed work. (The Form has a checklist of the items that must be submitted to the Trustees.)
 - Work cannot begin until the homeowner has received the signed approval of the Trustees. We recommend that homeowners not purchase materials until they have received the Trustees’s signed approval.

Additional requirements for screens:

- Color should harmonize with the current exterior colors (house, trim, or fence).
- Height not to exceed 48” when placed on level terrain. Height may vary due to the slope of the ground.
- Panels must be securely set in ground, placed upright (not leaning), tops of panels level
- Where panels meet a common post or join, they must form a 90 degree angle.
- Screens must be kept in good repair and upright.

9. Compliance with Indenture & Standards

By purchase of a home within Westbrooke Subdivision, lot owners (Owners) have agreed to follow the Indenture and Standards of the HOA. (Association) All Owners are expected to have read these documents to understand their rights and responsibilities.

There will be times when a lot owner may not be in compliance with the Governing Documents. When this happens, the Trustees will notify the Owner in writing. The Association's goal is not to take punitive action or apply fines, but to resolve the non-compliant situation.

The notification process is as follows:

1st Notification Includes:

1. The specific condition that is not in compliance.
2. The corrective action that needs to be taken within 30 days of receipt of the notification.
3. The Owner may request a Board hearing in person within 30 days from receipt.

2nd Notification When Corrective Action Not Taken Includes:

1. Statement that Trustees have not received the Owner's response that corrective action was taken.
2. The Owner is given additional 40 days to take the corrective action.
3. If the Owner has not taken corrective action or not notified the Association that the corrective action has been taken, the following will commence:
 - The monthly assessment of fines.
 - The Indenture, Section 4.2, imposes a \$10 late fee for each calendar month amounts due are unpaid and interest of 18% per year on the entire amount.
 - If the account goes to collection, the Owner will be responsible for all attorney costs and fees.

10. Collections Policy

Lot owners (Owners) are expected to pay sums due the HOA (Association) within the time established for payment. If payment is not made within the time shown (most often 30 days after receipt of the billing statement), then the Association will begin the collection process as follows:

1. The Association will send the delinquent Owner a monthly billing statement showing the amount owed.
2. When the total amount of any sum owed exceeds twice the current year's Annual Assessment, the Owner's account will be sent to collection.
3. When the account goes to collection, the Owner will be responsible for all attorney costs and fees.

11. Fines

Fines are applied to an Owner as a last resort to secure compliance with the Indenture or Standards (refer to Standards, #9 Compliance with Indenture & Standards and Indenture, Section 4.11).

The current fine structure is:

1. \$50 for each calendar month the Owner is non-compliant.
2. The Board may adjust the upper fine limits based on inflation.