

# *Willowbrooke Villas Home Owners Association, Inc.*

November 18, 2021

«Homeowner»  
«Mailing\_Address\_1»  
«Mailing\_City\_State\_Zip»

Willowbrooke Villas Home Owners:

On Wednesday, December 7, 2022, join us at 6 pm for PIZZA followed by our Annual WVHOA meeting at 7 pm at the St. George Church, 11001 Greenwood Street. It is just up the street on the North side of Greenwood and College Boulevard.

An important part of this meeting will be to elect Board members. Board positions are staggered in two year terms. Pete Bajich and Bob Ostgulen will have completed their two-year term.

Two board member positions will be elected at the Annual Meeting. It is very important to elect members who you feel will work in the best interest of the community and work together with the other members of the board.

Nominations can be made in two ways. First, you can complete the self-nomination form included in this packet. You will be asked to introduce yourself and give your qualifications for running at the meeting. Second, nominations can be made from the floor at the meeting. Nominations will only be accepted from the floor for people who are present and willing to run. A nomination form must be completed at the meeting by anyone nominated from the floor.

Voting will occur in two ways. Paper ballots may be cast in person at the meeting by owners selecting the candidates they choose to support. If you are unable to attend, you may give permission to another resident or someone on the board to vote as your proxy.

To be included on the ballot and be able to vote, you must be an owner at Willowbrooke in good standing with the HOA. Nominees must be current with dues and have no legal actions pending against the HOA.

The following is the schedule for the election process for 2021:

11/23 - Deadline for nomination forms to be submitted to Young Management Group per instructions on the enclosed form titled "Board Member Petition for Nomination 2023".

11/25 - Nomination forms received will be posted on the Willowbrooke website at [www.willowbrookeks.com](http://www.willowbrookeks.com).

12/7 - Annual Meeting/Election will take place and results will be announced.

# *Willowbrooke Villas Home Owners Association, Inc.*

## **Annual Meeting**

### **Pizza at 6 pm**

December 7, 2022 at 7:00 pm

St. George Church

11001 Greenwood Street (N. Side of College & Greenwood)

### **AGENDA**

- I. Call to order
- II. Welcome and introduction of new members/owners
- III. 2021 Annual Meeting Minutes - Reviewed and posted on website.
- IV. Old business
  - a. Year in Review
- V. New business
  - a. 2022 Committee Reports: Pool and Clubhouse, Landscape, and Social are on the Willowbrooke website and were included in the Annual Meeting packet sent to all homeowners for review.
  - b. Discussion of proposed budget
  - c. Miscellaneous
- VI. Election/Process for Voting
  - a. Introduction of candidates for the board and nominations from the floor
  - b. 2 minute speech by each candidate
- VII. Vote on board members
- VIII. Announcement of election results
- IX. Adjournment
- X. NOTE: Immediately following the annual meeting, the new board members will meet to select the Office Positions for 2023.

**\*\* Proxy - 2022 Willowbrooke Villas Annual Meeting \*\***

**Willowbrooke Villas Home Owners Association**

If you are unable to attend the Annual Meeting of Willowbrooke Villas Home Owners Association to be held December 7, 2022, at St. George Serbian Orthodox Church, 11001 Greenwood, Lenexa, KS 66215, your vote may be assigned by completing this Proxy.

This is to certify that:

\_\_\_\_\_  
Owner of Home (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

Assigns Voting Rights to: (please check one)

\_\_\_\_\_ The WVHOA Board of Directors

\_\_\_\_\_  
Other WVHOA Owner (Print Name)

Please check one. If neither is checked, it will be assumed the proxy is for the board.

This Proxy is only valid for the December 7, 2022 annual meeting. It is revocable.

Proxies are due before the December 7, 2022 annual meeting. Please return proxies to Young Management Group at the email, fax number or mailing address below. Young Management Group will file the proxies with the secretary.

**Young Management Group, Inc.**  
**10660 Barkley Street Suite 200**  
**Overland Park, KS 66212**  
**Fax: (913) 890-2320**  
**E-mail: Jake Stauch <jake@ymginc.com>**

WILLOWBROOKE VILLAS HOME OWNERS ASSOCIATION, INC.

BOARD MEMBER PETITION FOR NOMINATION 2023

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To serve on the board, you must be an owner of property located within Willowbrooke Villas Home Owners Association, Inc., (HOA). Only one member per household may serve on the Board of Directors at any given time. All nominees must be in good standing with the HOA - that is, current with dues and no legal actions pending against the HOA (none exist at this time.) There are currently 2 open positions on the Board.

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Complete this section if you are interested in serving on the Board of Directors. Also be prepared to introduce yourself and answer the questions below at the December 7, 2022, WVHOA Annual Meeting. You will be running for a place on the Board and not a specific office. Although nominations will be accepted from the floor on Dec 7<sup>th</sup>, ballots will have already been printed. Nominations made at the Annual Meeting will be treated as "write in" candidates. Therefore, you are encouraged to submit a nomination form ahead of time.

Returned self-nomination forms will be posted at our [www.willowbrookeks.com](http://www.willowbrookeks.com) website.

Candidate's Name:

\_\_\_\_\_

Candidate's Street Address and Unit

#: \_\_\_\_\_

Candidate's Email Address and Phone

#: \_\_\_\_\_

\_\_\_\_\_  
Prior Experience with Homes Association & Career Background:

\_\_\_\_\_  
Why You Want to Run for a Position on the Board:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form by 11/24/2022 to: Fax: 913-890-2320 or email: [jake@ymginc.com](mailto:jake@ymginc.com)

Young Management Group, Inc.

10660 Barkley Street Suite 200  
Overland Park, KS 66212

**2022 Year In Review**  
**Pete Bajich, HOA President**

Willowbrooke Villas Home Owners:

The 2022 year was a strange one. We got a couple of early snowfalls that our new lawn and landscape company seemed could handle and meet our requirements, only to have them stumble on next, and largest one of the winter and subsequently break our agreement within two months. Luckily we were able to reach a new agreement with Messengers Lawn and Landscape who has been a work in progress this year. As mentioned in our monthly meetings, we have a two year agreement with them as they suggested that it sometimes takes a while to figure things out. We learned that pretty early on, as tons of wet weather put the grass mowing behind and created a much tougher mow for a few weeks. We have our landscape committee working with them to help the transition to our property and keeping them on task.

After that was the introduction of Google Fiber into our community. Although discussed at multiple board meetings, the board should have sent out an announcement when the work was going to begin. Trucks and workers began to show up and cables and holes were found all over the property. In addition, there was irrigation damage throughout the whole community causing a shutdown of the large sprinkler system on the oldest section of the community. That just happened to coincide with the longest drought that Kansas has seen in many years. This caused a lot of dead grass and hard ground. Many homeowners took it upon themselves to water their yards and trees to fend off the damage. We will only find out the extent of the damages that will need to be dealt with next spring.

The board also approved a new Deck Replacement Guide. It introduced the acceptance of some of the newer, longer lasting materials as well as a potential deck extension procedure for certain decks. This was welcomed by many homeowners, but also was the subject of a healthy discussion at one of the monthly board meetings. Please make sure you are following the guidelines on all of your projects and submitting the required architectural requests forms on-line.

Early in the spring/summer there were some issues with homeowners allowing their pets to walk off-leash. That is against our HOA rules as well as the City of Olathe guidelines as well. Homeowners can be fined if complaints are filed and found to be in violation. This did improve in late summer and early fall. The Board just wants to make everyone follow the rules and make our community a friendly environment for everyone.

Our communication with the City of Olathe regarding the builder of the north and south side homes on 112<sup>th</sup> Terrace came to an abrupt halt. Their lack of oversight and ability to enforce the builder to adhere to the building plans submitted created a great deal of finger pointing within the city and no one is willing to assist our HOA. We are still trying to determine if there is any legal action the HOA can take, as well as the individual homeowners filing a small claims suit on their own.

Again, there were very little exterior projects completed this year. We are in the midst of some concrete driveway work as well as replacing the two concrete aprons for both

Summit and Rene. The early cold temperatures are pushing things off but hopefully we can get some normal weather for a week or so that these projects can be completed.

We added a couple of larger downspouts to two buildings to see if it would help with the rain water overflowing from the gutters during big downpours. Unfortunately, there hasn't been enough rain showers to get the results. The cleaning of the gutters should also happen prior to the end of the year, weather permitting.

The largest issue we have to address is the financial responsibilities of the HOA. We are currently spending more money than our monthly dues are bringing in. Almost all of our vendors have increased their fees during the year and the new contracts for next year are higher as well. In addition, we are trying to work with the City of Olathe on a Street Improvement Program where they would pay 25% of the cost to repave our streets. They would manage the project, and would be our contact for a two-year period after the work is complete. The total project is approximately \$205,000 which would probably require a one-time assessment to all of the homeowners. A few different options have been put together on how and what we would need to do to make this all happen. This is going to require a 67% vote in favor of to pass, so everyone's attendance or proxy will need to be counted on. See the attached document for further explanation.

Our Social Committee was very busy planning multiple community-wide events to get everyone together. Please see their report for a full rundown.

The board would like to thank Karen Myers for all of her hard work and dedication to the Pool and Clubhouse committee. She has led this committee since it was formed almost twenty years ago. We are currently looking for an individual(s) who would be able to take this on for the HOA. Karen you will definitely be missed.

We have two board members, Peter Bajich, President and Bob Ostgulen, Treasurer whose two-year terms are in expiring this December. They both have decided to run again for the board along with anyone else who may be interested. For those interested, please turn in your "Intent to Run" form to Young Management by November 24<sup>th</sup>.

The Board Members would like to thank all of the committee members and homeowners who attended this year's meetings as well as the kind words that were received from some of them.

The only reward for doing this work is making the community a better place to live. Hope to see you on December 7<sup>th</sup>.

Sincerely,

*Peter Bajich, President*

Peter Bajich,  
President

**Willowbrooke Homeowners:**

Below is a breakout of our current income and expenses as well as the budgeted numbers for the 2023 year. As there may be questions and concerns about the numbers, there will be a special informational meeting held on November 29<sup>th</sup> at 6:30 pm in the clubhouse to go over the information below. A vote will be taken at our annual assembly on December 7<sup>th</sup> @ 7:00pm where 60% of our homeowners (93 homeowners) must vote in favor to approve the Special Assessment and take advantage of the City of Olathe contributing 25% of the cost. You can do this in person or with the use of the enclosed Proxy Vote Form where you assign another homeowner or the HOA Board to vote for on your behalf.

<b><u>2022 Monthly Income:</u></b>	Monthly Assessment	\$ 300
	# Units	x 154
	<b><u>Total</u></b>	<b>\$46,200</b>

Moved to Reserve Account Monthly \$ 7,700

Funds Available for Operations \$38,500  
Miscellaneous Income \$ 100

**Total Monthly Income for Operations** **\$38,600**

**2022 Projected Expenses:**

**Total Monthly Expenses** **\$41,250**

**Our Current expenses exceed our Annual Income by \$31,800 or \$2,650/Month**

**Current Operating Budget/Projected Expenses and Next Year's Budget:**

Category	2022 Budgeted	2022 Projected	2023 Budgeted
Admin	\$ 26,700	\$ 23,000	\$ 25,400
Clubhouse	\$ 9,000	\$ 7,000	\$ 8,150
Insurance	\$150,000	\$148,000	\$155,000
Lawn	\$112,500	\$117,500	\$140,500
Pool	\$ 11,600	\$ 11,000	\$ 11,600
Repairs	\$ 12,500	\$ 17,000	\$ 15,350
Utilities	\$157,000	\$171,500	\$179,500
<b>Totals</b>	<b>\$479,300</b>	<b>\$495,000</b>	<b>\$535,500</b>

**Special Note on our Reserves...**

Our Reserves have varied over the past 3 years from a low of about \$185,000 to a high of \$325,000. As of 10/31/22 our Reserves in total were about \$317,000

**2023 Budgeted Reserve Account Expenses:**

Clubhouse Improvements	\$ 15,000
Gutter Improvements	\$ 10,000
Exterior Painting (Approx. 6 Buildings)	\$100,000
Roofs	\$ 10,000
Major Landscape items	\$ 10,000
Streets, Driveways, etc	\$ 100
Major Pool Repairs	\$ 100
Drainage Improvements	\$ 5,000
Major Irrigation Repairs	\$ 10,000
Legal Fees	\$ 500
Exercise Room Replacements	<u>\$ 1,000</u>
<b>Total Budgeted Reserve Expenses:</b>	<b>\$161,700</b>

**2023 Major Project Estimated Needs:**

<b>Special Streets Preservation Project</b>	\$204,000
City of Olathe to pay \$50,000	<u>\$ -50,000</u>
<b>Net HOA Expense</b>	<b>\$154,000</b>

**2023 Total Projected Needs**

Operating Expense	\$535,500
Reserve Fund Expense	\$161,700
Streets Project Expense	<u>\$154,000</u>
<b>Total Needs</b>	<b>\$851,300</b>

**FUNDING OPTIONS...**

**Option #1:**

a. Increase Monthly Assessment to \$400 x 154 Units = \$739,200  
This would overfund total projected 2023 budget by about \$42,000

- b. Use the existing Reserve Account to fund the Streets Project of \$154,000 reducing our reserves to around \$150,000. The additional \$42,000 gained in the Operating Fund could possibly be transferred to the reserve fund to help rebuild the reserves.

**Option #2: (Board Recommended)**

a. Increase Monthly Assessment to  $\$400 \times 154 \text{ Units} = \$739,200$   
This would overfund total projected 2023 budget by about \$42,000

- b. Require a one-time special assessment of \$1,000 to pay for the Streets Project.  $\$1000 \times 154 \text{ Unites} = \$154,000$

This will allow the HOA to continue to build up the Reserve Account by adding the \$42,000 overfund to our current \$300,000 in Reserves that will be used for the planned future projects. (Painting, Gutters, Driveways, Roofs, etc...)

**Options to Pay Special Assessment:**

- a. Pay \$1,000 by January 31<sup>st</sup> one-time payment.
- b. Pay \$200 per month for January thru June (Total Paid \$1,200)

This would allow those who wish to spread the payment out to do so, but they would be paying an additional \$200 for this option.