



A Publication of the Woodbourne Homeowners Assoc. ❖ Woodbourne is a Covenant Protected Community

April 2019

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## Annual Homeowners Meeting – April 17, 2019

The Annual Homeowners Meeting will be held on April 17, 2019, at 7:00 p.m. at the Clubhouse. We need to meet a 25% quorum (102 households) in order to conduct any business. Please attend this meeting so you can be updated on neighborhood information, give input to the Board, and help elect Board members. If you cannot make it, please submit a proxy prior to the meeting.

## Community Wood Chipping Event – May 11, 2019

This year we will help you get rid of all of those tree branches with a free event at the pool parking lot. Bring your tree and bush branches to the pool parking lot for free chipping and disposal on Saturday, May 11, 2019. Drop off times are from 9:00 a.m. to 1:00 p.m. There is no charge for this service.

*A day without laughter  
is a day wasted.*

—Charlie Chaplin

## Next Board Meeting

Third Wednesday  
April 17, 2019  
7:00pm, at the Clubhouse

## Notes From the Board

The March Board meeting was held on March 20, 2019. Several topics were covered including issues around the clubhouse and the Annual Homeowners meeting this month. See the articles in this newsletter about that meeting and the quorum and proxy requirements.

We on the Board hope you all had a wonderful Spring Break. The nice thing about Spring Break is that you don't have to have kids to enjoy it, and it also means spring is here. April specifically means two large events for the Woodbourne community.

The first major event is the Easter Egg Hunt on April 13, 2019, starting promptly at 10:00 a.m. at the clubhouse. Be there with your favorite Easter basket so you don't get left out. As usual we will have eggs for three different age groups along with pastries and coffee for the adults. We always need volunteers starting around 8:45 a.m. to help set up the clubhouse and hide eggs. If you would like more information or if you want to volunteer, please contact **John or Marsha Smith at 720-350-4465 or James Meyer at 720-371-0400**. This event is always fun, and we look forward to seeing you there.

The second major event is the Woodbourne Annual Homeowners Meeting on Wednesday, April 17, 2019, at 7:00

p.m. at the clubhouse. The major business will be to elect three Board members to serve staggered terms from one to three years. We will also be discussing future projects to undertake

*continued on page 3*



## Voting and Proxy Requirements for the Annual Homeowners Meeting

For the Annual Homeowners Meeting on April 17, 2019, a quorum of 102 homeowners must be present in person or by proxy in order to hold the meeting. **In the past we have had problems getting enough homeowners to attend this important meeting either in person or by proxy.** Please take the time to provide a proxy if you can't personally attend the meeting.

A proxy may be appointed by signing an appointment form, either personally or by the homeowner's attorney-in-fact. A homeowner may also appoint a proxy by transmitting or authorizing the transmission of a telegram, teletype, or other electronic transmission providing a written statement of the appointment to the proxy holder, or to the Board, so long as the electronic transmission contains written evidence that it was transmitted or authorized by the homeowner appointing the proxy. For everyone's convenience, the Notice of Meeting that all homeowners receive in the mail contains a proxy form.

Each homeowner attending the Annual Homeowners Meeting who is entitled to vote for the open position for the Board of Directors will be given a ballot. In the event that a homeowner holds a proxy for another homeowner, upon presentation of the proxy to the Secretary of the HOA, the proxy holder will be given another ballot to cast the vote of the homeowner who provided the proxy.

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## 2018-2019 Board Members

James Meyer	720-371-0400	President
John Edmonds	720-220-9300	Vice President
Tom Estes	303-933-9121	Secretary
Sharon Erickson	720-238-3601	At-large
Jeff Lubthisophon	303-942-0942	At-large
Justin Sasso	970-396-1119	At-large

**WOODBOURNE WEB SITE:** [www.wbo.msioha.co](http://www.wbo.msioha.co).

Sign in and you will be directed to Woodbourne's community page.

*Management Specialists, Inc., 11002 Benton Street, Westminster, CO 80020*

Emily Baker, 720-974-4235, Community Manager  
[ebaker@msioha.com](mailto:ebaker@msioha.com)

Home Owner Education: <http://www.hindmansanchez.com>

The WOODBOURNE newsletter is published and distributed monthly by the Woodbourne Homeowner's Association, a non-profit homeowner's association. Appearance of an advertisement in this publication does not constitute a recommendation or endorsement by the publisher or the association of the goods or services offered therein. The opinions expressed in this newsletter are those of the individual authors and not of the Board of Directors of your association or the publisher. Neither the Board, publisher, nor the authors intend to provide any professional service or opinion through this publication.

### News Articles

The deadline for news articles is the 15th of the month before the next month's issue. Please email news articles to the editor at [woodbourne.editor@hotmail.com](mailto:woodbourne.editor@hotmail.com). No endorsement of any product or service is implied or stated by its inclusion in the newsletter. **All articles must be approved by the editor for publication, or as space permits.**

### Advertising

The deadline for advertisements is the 15th of the month for the next month's issue, except for the Jan. issue which is Dec. 6th.

To place an ad, call **Colorado Lasertype, 303-979-7499.**

Email: [getinfo@coloradolasertype.com](mailto:getinfo@coloradolasertype.com)

To find ad rates and discounts, go to

**[www.ColoradoLasertype.com](http://www.ColoradoLasertype.com)**

and click on the "Advertising Rates" link.

## On-line Clubhouse Reservations

Are you planning a party or considering reserving the clubhouse? Woodbourne's website now has a Reservation Calendar. You may view available dates and even place a reservation request any time, day or night. The request process is very simple, so please log on to Woodbourne's website at [www.msioha.com](http://www.msioha.com), and take a look.

The Clubhouse Reservation Calendar may be accessed directly by going to Resident Services and then drop down to Clubhouse Reservations. To request a reservation, click on the Request Reservation button located on the Clubhouse Calendar and fill out the on-line form. Management Specialist's Reservation Specialist will receive your request and contact you with information on confirming the reservation. Please give us a call at **303-420-4433** for additional assistance or to speak directly to your Reservation Specialist. Of course, if you ever need help you can also contact any Board member.

## Notes from the Board,

*continued from front page*

in the community. At this time, the three projects that have been suggested are renovating the restrooms in the clubhouse, updating the landscaping around the clubhouse, and updating the Frost Street entrance. This is an opportunity for the community members to weigh in on these options and join the conversation. For us to elect new Board members, we need votes or proxies from 25% of the homes. The Board seeks to have a combination of 110 proxies and attendees. If you cannot attend, please give your proxy to a Board member or to a neighbor who is planning on attending.

Speaking of being on the Board, the Woodbourne Board of Directors would like to thank **John Edmonds, Scott Moeller, and Sommer Wall** for their years of service to the community. They have chosen not to remain on the Board, but we could not have done our work in the community without them.

I will be at both the Easter Egg Hunt and the Annual Meeting, and I hope to see you there.

Our next Board meeting will be held on April 17, 2019, directly following the Annual Homeowners Meeting at the Clubhouse. Please contact **Emily Baker** with Management Specialists at 720-974-4235 with any questions.

—James Meyer, President

## Special Events

Special events are a vital part of bringing the Woodbourne community together. This year we had a great group of volunteers and sponsors who helped us, and we look forward to your volunteerism and sponsorship next year. We cannot do it without your help. Here is a list of upcoming events for 2019. The Board is excited about them and we hope you are too.

- **Easter Egg Hunt** – Saturday, April 13, 2019
- **Annual Homeowner Meeting**  
– Wednesday, April 17, 2019
- **Tree Chipper Shredding Event**  
– Saturday, May 11, 2019
- **Pool Opening** – Saturday, May 25, 2019
- **Home Swim Meet** – Saturday, June 1, 2019
- **Woodbourne Annual Garage Sale**  
– Friday, June 7, 2019, and Saturday, June 8, 2019
- **Large Item Trash Pickup** – Saturday, June 15, 2019
- **Home Swim Meet** – Saturday, June 15, 2019
- **Woodbourne Annual Fourth of July Parade**  
– Thursday, July 4, 2019
- **Home Swim Meet** – Saturday, July 13, 2019
- **Pool Closing** – Tuesday, September 2, 2019
- **Budget Approval Special Meeting**  
– November 20, 2019
- **Holiday Hayride** – December 14, 2019



These events have been great in the past, and we look forward to them being awesome in the future.

—James Meyer, President

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### LORI JACKSON Realtor NEIGHBORHOOD SPECIALIST

**Happy Easter & Happy Earth Day**

Wishing everyone a blessed spring as we celebrate with our neighborhood Easter Egg Hunt! To make our community even more beautiful, join **ArborDay.org** and receive 10 free tree saplings to plant & share with neighbors. I have a BUYER moving back from out of state who is prequalified and only wants to live in our neighborhood. Call me if you are thinking of SELLING!

**IN APRIL:** Check exterior water sources & sprinklers. Clean gutters & visibly check roof tiles. Plan your planting for next month while cleaning garden areas.

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**Website:** ActionJacksonRealEstate.com

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## Violation Report

All reported violations for mid-February through mid-March are categorized below. This includes everything from an initial warning letter to fine imposition:

- Holiday decorations 2 violations
- Trash 1 violation
- Parking 1 violation
- Unsightly items 2 violations
- Snow removal 1 violation
- Fence repair 3 violations
- Contractor sign 1 violation
- Construction rubbish 1 violation
- Paint 1 violation
- Basketball goal 1 violation

If you would like to report a violation, please contact Emily Baker at Management Specialists.

## Discussion Items for April Board Meeting

After the Annual Homeowners Meeting on April 17, we will have our April Board meeting and will be discussing the following:

- Induction and introduction of new Board members
- Pool opening
- Discussion of community feedback on next project

We often do not know what will be discussed at our meeting until shortly before. Our agendas and meeting minutes are posted on our website prior to our meeting and should contain more up-to-date information. You can also contact Management Specialists with any questions regarding upcoming or prior issues.



## Do You Know What Water District You Live In?

Why is it important to know and understand your water and sewer district?

- In case of emergencies
- When you get a high bill
- When you have or think you may have a leak
- Many more reasons!

If you think your HOA may be interested in a short presentation from Platte Canyon or Southwest Metropolitan Water & Sanitation District please contact Tayler Newkirk, 303-979-2333 or [tmnewkirk@plattecanyon.org](mailto:tmnewkirk@plattecanyon.org). Thank you!

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## Behind The Badge

Last year we began developing a strategic plan to use as a guide for our decisions and actions over the next five years. The well thought out format of a strategic plan allows us to focus on specific tasks and initiatives, better manage personnel and resources, and be more accountable to you, our citizens. Certainly it is far preferable over a shotgun approach to providing public safety services in Jefferson County. Therefore, in January we began implementing our 2019 – 2023 Strategic Plan.



The year-long planning process involved creating a steering committee comprised of leaders within the organization, surveying citizens who had come into contact with the sheriff's office during 2018, and conducting a SWOT analysis with other governmental partners. A SWOT analysis looks at the strengths, weaknesses, opportunities, and threats of an organization to help find areas in need of improvement or gaps in service. These findings ultimately help us create goals that, if achieved, will improve the agency and fill the gaps that may exist.

Through the planning process we created four goals that we will focus our energy and some of our financial resources on for the next five years so we can improve the sheriff's office and our public service to you. Our vision is for Jefferson County to be a safe place for all people to live, learn, work, and play. I believe the following goals and their action items will help us achieve that vision.

1. **Optimize Workforce Development**
  - a. Attract employees who match the demographics of our community's workforce
  - b. Reduce the time it takes to hire new employees
  - c. Create a plan to retain current employees and train them as future leaders
  - d. Implement training to improve work performance and reduce workplace accidents
  - e. Use technology to improve our efficiency
2. **Enhance Public Safety Practices**
  - a. Deploy deputies and resources to areas in greater need
  - b. Reduce the occurrence of domestic violence and sexual assault, and enhance services to victims of these crimes
3. **Improve Relationships between Public Service and Our Communities**
  - a. Develop community policing partnerships between patrol deputies, sergeants, residents, and business owners
  - b. Facilitate better services for the homeless or individuals with mental health or substance abuse issues
  - c. Minimize at-risk behaviors in youth through education and effective enforcement
  - d. Make better use of our emergency management program
4. **Create an Environment for Efficient Fiscal and Facility Management**
  - a. Participate in the county's Facility Master Plan process for the jail and courthouse
  - b. Maintain greater accountability of equipment with an inventory management system

*continued on page 6*

## Dr. Cheney Lupe and Kitty

### The interrelationship is the real value

Understanding the timeless, true relationship between a pet owner and their pet, Dr. Cheney Lupe sees himself and his DCAH team as a part of that interrelationship.

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**Behind The Badge,** *continued from page 5*

c. Remain financially responsible through governmental partnerships and by employing best practices

Each of these goals is ambitious and some action items are formidable, but they are attainable if we use the strategic plan as it is intended – to serve as guidance for thoughtful decision-making and resource allocation. The strategic plan is also designed to be flexible however, for priorities can change over five years. While the plan allows us to be proactive, we will also continue

**This Space  
Intentionally  
Left Blank  
for  
Teen Services**

to be responsive to more urgent issues that may arise during its lifespan. But whatever our future over the next five years, we are committed to achieving our vision for Jefferson County to be a safe place to live, learn, work, and play. Simply put, to your future.

—Jeff Shrader, Sheriff, Jefferson County Sheriff’s Office



**Tax Day: April 15**

For those of us who waited until the last minute, those signed tax returns have to be postmarked by midnight.

**Jeffco Open Space Closures  
Due to Muddy Conditions**

Please note that Jeffco Open Space parks and park trails are subject to temporary closures due to muddy conditions to prevent natural resource damage. As the weather fluctuates between snow and ice to warmer temperatures, many trails become melted and muddy this time of year. We ask that all visitors avoid muddy trails by picking an alternative route or using concrete or crushed gravel trails. If you do come across a muddy spot in the trail, please walk or ride through it, not around it.

Know before you go! Check our website or social media channels for current closures. Thank you for understanding and respecting closures.

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**National Lawn Care Month**

It's the time of year when some of us get obsessed about the best way to mow, fertilize, and irrigate the grass. Find a neighbor to mentor so that the grass will remain green on both sides of the fence.

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# Annual Meeting

April 17, 2019 • 7:00 p.m.

Woodbourne Clubhouse, 11082 W. Rowland Dr., Littleton, CO 80127

Please plan on attending the 2019 Annual Meeting of the Association to be held at the time and place shown above. This meeting is held in accordance with the legal documents of the Association. The purpose of this meeting is to elect three (3) Board Member to serve staggered terms of one to three (1 to 3) years. This is a volunteer position and attendance at monthly Board Meetings is anticipated. This is an excellent opportunity to get involved in the decision-making process of your community. A question and answer period will follow the meeting.

If you are unable to attend the Annual Meeting, please complete the following proxy and give it to the person you are authorizing to vote for you. You must designate a specific person and not leave the space blank or open-ended. The person you designate must be at the meeting in order for your vote to be cast. The proxy must be signed and dated. **The Annual Meeting can only take place if a quorum is obtained, so please attend or give your proxy to someone who will attend.**

Woodbourne Homeowners Association, Inc., c/o Emily Baker, CAM, MSI, LLC  
6892 S. Yosemite Ct., Suite 2-101, Centennial, CO 80112  
(720) 974-4235 • Fax: (303) 751-7396 • ebaker@msiho.com



I hereby authorize \_\_\_\_\_  
*(Insert the name of the person you are authorizing to vote INSTEAD of you!)*  
to cast ballots on my behalf at the 2019 Annual Meeting of the Woodbourne Homeowners Association, Inc. This proxy and appointment includes the right of the proxy to substitute a successor proxy and the right of the proxy to vote at all adjourned meetings of the Annual Meeting as presently scheduled.

If you cannot attend this meeting and would like to have another represent your vote, please insert the name of the attending homeowner or Board Member you would like to represent your interests. You may insert one of the following names into the proxy and fax it to (303) 751-7396 or email it to ebaker@msiho.com no later than April 17, 2019.

**Board Members are:**

James Meyer, Tom Estes, John Edmonds, Jeff Lubthisophon, Sharon Erickson, and Justin Sasso. Access to general information, all required documents, and HOA-related policies can be found on your community's website: <http://wbo.msihoa.co/>

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: THIS PROXY MUST BE SIGNED IN ORDER TO BE VALID.**



# Welcome to Spring!

## Tips to Get Your Home Ready

- Fertilize lawn and inspect sprinklers
- Clean gutters and downspouts
- Check roof for damage
- Remove storm windows, install screens
- Test sump pump and backup battery
- Replace batteries in Carbon Monoxide and smoke detectors
- Clean and service A/C

Visit your neighborhood website at [woodbourneneighborhood.com](http://woodbourneneighborhood.com) to see current and sold homes

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**303.359.5998 | [teamchavoustie.com](http://teamchavoustie.com)** If your home is currently listed, this is not intended as a solicitation