



# *Woodbrook News*

February 2022

## Greetings from your President



February Greetings Woodbrook,

Today as I write this we are enjoying more of Bozeman's winter weather after a unseasonably warm period. Yesterday the sun felt like spring, today the wind and snow put us right back into winter.

The Woodbrook Board is back in the saddle after enjoying the holidays. Some of the items on our minds are first get ready for the growing season - we want to preserve Woodbrook's 'urban forest' but we also have to make good decisions about water use and focus on the long-term landscape health of Woodbrook. Second, every July, WTOA enters into a new insurance year and contract. The Insurance Committee is starting now to determine coverage requirements and solicit quotes for the proper coverage.

The Board is looking for owner/

members to assist. If you're interested, check the Call for Insurance Committee Members to find out how to sign up and serve. The Board continues to evaluate our service providers. With Bozeman growing as fast as it - service remains a challenge for the association as well as for the providers. If you have any questions or concerns regarding the service providers, please contact me.

I look forward to seeing more of you out and about as the weather becomes more conducive to outside chats - I hope to see you outside over the next several months.

Regards,

Joe Hansen, WTOA President

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**TO CONTACT the WTOA Board email - [woodbrookowners@gmail.com](mailto:woodbrookowners@gmail.com)**

The best way for WTOA members to keep in touch with the BOD is to send an email to [woodbrookowners@gmail.com](mailto:woodbrookowners@gmail.com) Emails will be acknowledged and reviewed by the BOD.



## **Spring is Coming!**

Spring is just around the corner and with the change of seasons comes changes to our grounds in Woodbrook. Spring cleanup along with tree and shrub trimming is scheduled for the next few weeks, depending on weather. Irrigation will be turned on sometime between May 15 - June 15 as well, weather dependent. We fertilize 3 times throughout the season with the first session happening around the time

irrigation gets turned on. This spring will also bring fence repairs and ground squirrel treatment as well. Please contact Saddle Peak Properties or your Board of Directors with more questions or concerns about all the changes Spring brings to our Association!

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## **Thinking about making exterior modifications to your unit?**

Any exterior construction, decks, changing fences, landscaping or other improvements must first be approved by the Architectural Committee. To schedule an on-site review of your proposal complete a Request for Approval form and return to  
woodbrookowners@gmail.com

Information and the form is available on the Woodbrook website:

woodbrookbozeman.com >> Current Owners >> Forms.

If you have questions contact President Joe Hansen:

406 548 7840 • joe.hansenbzn@gmail.com

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## **April 19, 2022 Quarterly Meeting**

The next WTOA Quarterly Board Meeting is scheduled for **Tuesday, April 19, 2022.**

Mark your calendars now. The Board is considering changing the time from 7:00 pm to 4:00 pm.

Any member thoughts, concerns or comments on such a change are welcome.

Instructions on how to attend will be emailed in April.

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## **Fireplace Hearth Bricks Needed!**

Hey all, This is Ellen Elhard @1647 South Black - I will be putting in a gas fireplace insert in my townhouse which is scheduled for about the 2nd week of May. In the meantime, many of the bricks around my hearth extension have cracked and become loose. I pulled one of the bricks and drove to Bozeman Brick and Tile Co. yesterday but they have nothing to match the original brick. The bricks are larger and thicker than what is now being manufactured. So, all that being said, if anyone has remodeled or updated their fireplace and has extra original brick (in their garage or elsewhere), that I might purchase, please contact me @ ellenelhard@gmail.com. Thanks! Ellen Elhard Size: W- 3 1/4 inches; L - 7 7/8 inches; D - 3 1/2 inches

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## **Call for Insurance Committee Members**

We will be seeking bids for the 2021-22 WTOA insurance and need our owners' help. If you wish to be apart of this process please contact Saddle Peak Properties or your Board of Directors to get involved!

## Garbage Bin Storage in Woodbrook

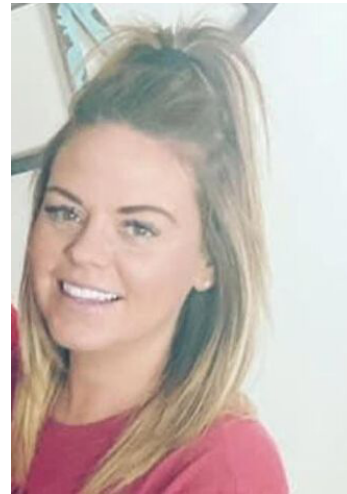
The best way to keep our neighborhood clean and free of critters is to properly store your garbage bins... We have had several raccoon sightings in the neighborhood recently. While raccoons may look cute these critters can be aggressive and destructive. The best way to make them move along and not hang around is to keep your garbage bins stored inside your garage and to put them up in the garage in a timely manner pickup day. If they can't find food they won't make themselves comfortable.

Please report sightings to bozeman animal control if you feel any wild animal may be sick or present a threat. [animalcontrol@bozeman.net](mailto:animalcontrol@bozeman.net)

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## Saddle Peak Properties Office Staff!

Meet the friendly faces behind the phones



Felicia and Chelsea are happy to help with any questions or concerns regarding Woodbrook, call or email today if there is anything we can assist you with!

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## TO CONTACT Saddle Peak Properties

Email: [info@saddlepeakproperties.com](mailto:info@saddlepeakproperties.com)

The best way for WTOA members to notify our property manager about maintenance issues, questions or concerns is to email: [info@saddlepeakproperties.com](mailto:info@saddlepeakproperties.com)

Please cc (copy) all emails to Saddle Peak to [woodbrookowners@gmail.com](mailto:woodbrookowners@gmail.com) as well.

This ensures your message will get to Saddle Peak and the BOD.

Members may also call 406-581-0142.

For after hours emergencies call: 406-599-2613

Saddle Peak Properties and our Property Manager are hard at work. While overseeing snow plowing and handling the finances, they are preparing for the busy summer season. If members have maintenance concerns they would like considered for repair this summer, contact Saddle Peak and don't forget to cc the Woodbrook Gmail account.

This issue contains Treasurer Rachael Briggs' article explaining ways to pay your association dues online. It is the same article that ran in December updated. Remember, If you need help contact either Rachael or Saddle Peak.



## Very popular: WTOA Assessment Payment Options

By Rachael Briggs, WTOA Treasurer

Many have successfully maneuvered through the assessment's payment change since Treasurer Pat Dunn retired. Yay! However, some may just now be ready to look at Woodbrook's options. You can still choose to pay monthly, quarterly or yearly, but now it's into a unique account set-up by Saddle Peak Property Management. There are several ways to avoid additional fees.

**Check or Money Order** - always an option for paying Woodbrook TOA assessments! Either is made to "Woodbrook TOA" with your address included on the memo line and mailed to Woodbrook TOA, PO Box 4240, Bozeman MT 59772.

**Recurring Bill Pay** - a *free bank service* offered for those who often login to an online bank account. It can be set-up using the following steps:

1. Login to your online bank account.
2. Select Bill Pay tab.
3. Select "+ Payee" or Add Payee.
4. Be prepared to fill-in the following information in the appropriate places:
  - a. Payee name - Woodbrook TOA
  - b. Payee address - PO Box 4240
    - i. City - Bozeman
    - ii. State - MT
    - iii. Zip - 59772
  - c. Payee phone number - (406)581-0142
  - d. Payee account number - Located on the right side of your Woodbrook Statement, it is a 6 digit number with an underscore in the middle (e.g., 123\_123). Include the underscore.
  - e. Confirm which of your bank accounts you will have the assessment withdrawn.
5. Select recurring payment.
6. Set-up the recurring bill pay's date using the calendar and, again, when prompted with a screen confirming Frequency as Monthly, scroll to payment's date (e.g. 24). (It takes a minimum of six business days for the assessment's delivery.)
7. Select Before or After with the question "If payment falls on a holiday, what would you like to do?"
8. Select Submit. Now, the Payment ought to show up as Pending.

Note: Recurring Bill Pay's check when printed will include your name and address. The bank mails the check to Woodbrook TOA. If you need help setting this up, a Bill Pay Support phone number can be found at the bottom of its first page. Some owners have gone into their banking institution for set-up assistance, too.

**Resident Portal** - uses your debit/credit card or personal check. However, this method *does charge fees*. A debit card's fee is \$3.95 with additional fees possible when you use a credit card. For the check option, there is a \$2 fee. To use this payment method, enter your Residential Portal by visiting [saddlepeakproperties.com](http://saddlepeakproperties.com) and selecting Woodbrook's page. Saddle Peak at (406)581-0142 will assist you if you need help. Follow these steps:

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## Very popular: WTOA Assessment Payment Options - Continued from previous page

1. Select Dues Payment Button and then under New Users select Setup Account on the right hand side.
2. Scroll down to Search By Account's box and enter your 6 digit account number with the underscore in the middle found on your statement from Saddle Peak Properties (e.g., 123\_123). You can also request your account number from Saddle Peak's office by calling (406)581-0142.
3. Once you press "continue" on the next page your name will appear in the drop box that says "assign renter".
4. From there, create a username and password and, then, make a one time payment, set up automatic payments, and manage your payment methods.

When paying your Woodbrook assessment, you can use **Check or Money Order** or your banking institutions **Recurring Bill Pay** and avoid fees. However, some of you may find the **Resident Portal** suits you. If I can be of help, my phone number is (406)599-3291. Leave a message should I not pick-up, and I will get back to you as soon as possible.



### **Woodbrook Townhouse Owners Architecture Committee 2021**

WTOA Director - Rachael Briggs  
WTOA Director - Samantha Booth  
WTOA Director - Rod Gilbert

Daniel Bontrop (917) 689-3674  
Gene Murray (406) 587-7797

### **Woodbrook Townhouse Owners Association Board of Directors 2021**

President Joe Hansen  
(406) 548-7840  
Vice-President Rod Gilbert  
(406) 586-8867  
Secretary Kathy Swift Thompson  
(406) 586-3242

Treasurer Rachael Briggs  
(406) 599-3291  
Technical Director Samantha Booth  
(406) 599-5314  
Property Manager Lindsay Freitas  
(406) 599-7947