

**Brookside Condominium Association
Board of Directors Meeting Agenda**

Monday, January 29, 2024, 6:30pm

**VIA CONFERENCE CALL
1.916.235.1420
PIN #557413**

1. Call to Order
2. Roll Call
3. Approval of the November 13, 2023 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

Brookside Condominium Association
Annual HOA Meeting Minutes

November 13, 2023

Attendees:

Amber Glover - President
Eric Bua – VP
Jeff Walenczak - Member at large
Ron Nuanes – Absent
Will Bashaw – Absent
Forrest Scruggs- Realty One

Call to order at 6:31

Review of previous minutes. Eric motioned to pass. Jeff seconded the motion.

General/Old Business:

- Still waiting for Gerry Williams (Unit 1) bid for her deck and when it was going to be addressed.
- Will Bashaw (Unit 9) Suffice has been repaired. Job complete

New Business:

- Eric purchased signs to install 'no compact car parking' for the larger parking spot on the south side of the lot. This would allow trucks to park easier. Waiting for signs to arrive.
- Eric asked about insurance rates and wondering why it's getting higher. Forrest will send info via email.

Meeting adjourned at 6:53 pm

9:11 AM
12/28/23
Cash Basis

Brookside Condo Association
Profit & Loss
January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
Monthly Dues	
Refund	-260.00
Monthly Dues - Other	76,256.10
Total Monthly Dues	75,996.10
Working Capital	2,080.00
Total Income	78,076.10
Expense	
ACH Quarterly Bank Fee	136.94
Annual Filings	40.00
Annual Fire Ext. Inspection	393.60
Backflow Testing	92.00
Electricity	2,152.71
Insurance Expense	23,553.56
Landscape Contract	4,727.23
Legal	-103.00
Lighting	444.34
Office Supplies	35.52
Plumbing Repairs	2,984.54
Postage and Delivery	193.92
Property Management Fees	7,200.00
Repairs and Maintenance	
Additional Fire Ext.	1,930.44
Repairs and Maintenance - Other	15,420.83
Total Repairs and Maintenance	17,351.27
Snow Removal	2,933.29
Sprinkler Repairs	804.19
Tax Prep. Fee	325.00
Taxes	193.68
Trash Removal	6,343.42
Water & Sanitation	14,253.76
Total Expense	84,055.97
Net Ordinary Income	-5,979.87
Other Income/Expense	
Other Income	
Interest Income	113.68
Total Other Income	113.68
Net Other Income	113.68
Net Income	-5,866.19

Brookside Condo Association
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Operating	14,261.91
Reserves	61,451.33
Total Checking/Savings	75,713.24
Accounts Receivable	
Accounts Receivable	-925.00
Total Accounts Receivable	-925.00
Total Current Assets	74,788.24
TOTAL ASSETS	74,788.24
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,016.51
Net Income	-7,230.82
Total Equity	74,788.24
TOTAL LIABILITIES & EQUITY	74,788.24

9:12 AM
12/28/23
Cash Basis

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues				
Refund	-260.00			
Monthly Dues - Other	76,256.10	73,680.00	2,576.10	103.5%
Total Monthly Dues	75,996.10	73,680.00	2,316.10	103.1%
Working Capital	2,080.00			
Total Income	78,076.10	73,680.00	4,396.10	106.0%
Expense				
ACH Quarterly Bank Fee	136.94	300.00	-163.06	45.6%
Annual Filings	40.00	40.00	0.00	100.0%
Annual Fire Ext. Inspection	393.60	335.00	58.60	117.5%
Backflow Testing	92.00			
Electricity	2,152.71	2,700.00	-547.29	79.7%
General Maintenance	0.00	5,862.00	-5,862.00	0.0%
Gutter/Downspouts	0.00	600.00	-600.00	0.0%
Insurance Expense	23,553.56	18,000.00	5,553.56	130.9%
Landscape Contract	4,727.23	3,750.00	977.23	126.1%
Legal	-103.00	1,500.00	-1,603.00	-6.9%
Lighting	444.34	391.00	53.34	113.6%
Office Supplies	35.52	45.00	-9.48	78.9%
Plumbing Repairs	2,984.54	1,800.00	1,184.54	165.8%
Postage and Delivery	193.92	300.00	-106.08	64.6%
Property Management Fees	7,200.00	7,200.00	0.00	100.0%
Repairs and Maintenance				
Additional Fire Ext.	1,930.44			
Repairs and Maintenance - Other	15,420.83			
Total Repairs and Maintenance	17,351.27			
Reserve Contribution	0.00	7,368.00	-7,368.00	0.0%
Snow Removal	2,933.29	5,400.00	-2,466.71	54.3%
Sprinkler Repairs	804.19	1,000.00	-195.81	80.4%
Tax Prep. Fee	325.00	325.00	0.00	100.0%
Taxes	193.68			
Trash Removal	6,343.42	5,760.00	583.42	110.1%
Water & Sanitation	14,253.76	11,004.00	3,249.76	129.5%
Total Expense	84,055.97	73,680.00	10,375.97	114.1%
Net Ordinary Income	-5,979.87	0.00	-5,979.87	100.0%
Other Income/Expense				
Other Income				
Interest Income	113.68			
Total Other Income	113.68			
Net Other Income	113.68			
Net Income	-5,866.19	0.00	-5,866.19	100.0%

**Brookside Condominium Association
Annual Meeting Agenda
Monday, March 11, 2024, 6:30pm**

Call in Information: 1.916.235.1420 PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the March 20, 2023 Annual Meeting Minutes
4. Homeowners Forum
5. Property Management Report
6. Open Issues
7. New Business
8. Meeting Adjourned

**Brookside Condominium Association
Annual HOA Meeting Minutes**

March 20, 2023

Attendees:

Amber Glover-President
Eric Bua- VP
Arielle Jensen- Secretary
Jeff Walenczak- Member at large
Forrest Scruggs- Realty One
Gerry Williams- Unit 1
Ron Nuanes- Unit 20
Pamela Valencia- Unit 3

Call to order at 6:34

General/Old Business:

- Filling the pool-Completed
- Fence taken down by DaVita
- New meters put in by Xcel Energy.
- Pool area and pool house. No plan for either at this time.
- Carport garages: did not pass vote in 2022, possible to revisit in the future.
- Car break ins: lighting in parking lot updated, security cameras updated.

New Business:

- Need new board members, can be decided by next meeting. Can email Amber or Eric:
 - President (to replace Amber)
 - Secretary (to replace Arielle)
 - Ron appointed to board as member at large-can discuss further with Amber and Eric
- Issues with food being left out for wildlife. Letter sent to all owners.
- Lighting in stairwells/outside of buildings on all day. Need to figure out how to change settings.
 - First carport next to mailboxes may have controls to lights? Email to Patty to ask for more information.
- Decks with warping- need to discuss with Property Manager.

Meeting adjourned at 7:19pm

9:11 AM

12/28/23

Cash Basis

Brookside Condo Association

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9:11 AM

12/28/23

Accrual Basis

Brookside Condo Association

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12/28/23
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Brookside Condo Association

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10:12 AM
12/06/23
Cash Basis

Brookside Condo Association
Profit & Loss Budget Overview
January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Monthly Dues	86,400.00
Total Income	86,400.00
Expense	
ACH Quarterly Bank Fee	138.00
Annual Filings	40.00
Annual Fire Ext. Inspection	400.00
Backflow Testing	175.00
Electricity	2,100.00
Insurance Expense	24,000.00
Landscape Contract	4,800.00
Office Supplies	45.00
Postage and Delivery	180.00
Property Management Fees	7,200.00
Repairs and Maintenance	14,608.00
Reserve Contribution	8,640.00
Snow Removal	4,200.00
Sprinkler Repairs	1,000.00
Tax Prep. Fee	350.00
Taxes	200.00
Trash Removal	5,820.00
Water & Sanitation	12,504.00
Total Expense	86,400.00
Net Ordinary Income	0.00
Net Income	0.00