

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

**Monday, November 13, 2023 6:30pm**

**Via Conference Call: 1.916.235.1420  
PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the September 18, 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**

September 18, 2023

Attendees:

Amber Glover - President

Eric Bua – VP

Jeff Walenczak - Member at large

Ron Nuanes – Member at Large

Will Bashaw – Member at Large

Forrest Scruggs- Realty One

Gerry Williams

Pam Valencia

*Call to order at 6:31*

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

General/Old Business:

- Unit 24 states that water is coming in when it rains hard (and raining with wind)
  - Big hole was discovered on the east side of the building and it was repaired
- Parking Lot Drainage – estimates were crazy. Forrest said he was going to try and get some new quotes. Ron suggested a sump pump
- Pool house weeds – Eric asked if this should be mowed every time. Eric to take pics and send to Amber to chat with landscapers
- Appliances that were left out when 24 moved in were directly billed to them

New Business:

- Jeff stated that he saw a leak in 8910 on his floor and it was near Dell's unit.
- Gerry brought up a concern about her deck and when it was going to be addressed.
  - Board is trying to save money due to large costs with roof repairs. Offered to get a bid for her patio that faces the courtyard.
- Will – He has a wasp problem on his deck along with a leak, Board is aware of the leak and it needs to be addressed as this becomes more of a problem in the winter with ice
- Eric suggested that we install a sign (no compact car parking) in the larger parking spot on the south side of the lot. This would allow trucks to park easier. Board approved request
- Eric also suggested that the lines be repainted in the parking lot. Instead of using the company from past, he said he would buy the paint and work on getting those repainted. Will said he could help with the project also. Board approved request

*Meeting adjourned at 7:05 pm*

**Brookside Condo Association**  
**Profit & Loss**  
January through October 2023

	<u>Jan - Oct 23</u>
Ordinary Income/Expense	
Income	
Monthly Dues	
Refund	-260.00
Monthly Dues - Other	63,246.10
Total Monthly Dues	62,986.10
Working Capital	2,080.00
Total Income	65,066.10
Expense	
ACH Quarterly Bank Fee	113.26
Annual Filings	40.00
Backflow Testing	92.00
Electricity	1,803.42
Insurance Expense	23,553.56
Landscape Contract	4,218.19
Legal	-103.00
Lighting	444.34
Office Supplies	35.52
Plumbing Repairs	2,984.54
Postage and Delivery	99.54
Property Management Fees	6,000.00
Repairs and Maintenance	15,420.83
Snow Removal	2,933.29
Sprinkler Repairs	804.19
Tax Prep. Fee	325.00
Taxes	193.68
Trash Removal	4,772.74
Water & Sanitation	11,228.43
Total Expense	74,959.53
Net Ordinary Income	-9,893.43
Other Income/Expense	
Other Income	
Interest Income	98.51
Total Other Income	98.51
Net Other Income	98.51
Net Income	<u><u>-9,794.92</u></u>

## Brookside Condo Association

## Balance Sheet

As of October 31, 2023

---

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Operating	11,456.35
Reserves	60,208.16
Total Checking/Savings	<u>71,664.51</u>
Accounts Receivable	
Accounts Receivable	-285.00
Total Accounts Receivable	<u>-285.00</u>
Total Current Assets	<u>71,379.51</u>
<b>TOTAL ASSETS</b>	<b><u>71,379.51</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,016.51
Net Income	-10,639.55
Total Equity	<u>71,379.51</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>71,379.51</u></b>

**Brookside Condo Association**  
**Profit & Loss Budget vs. Actual**  
 January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Monthly Dues				
Refund	-260.00			
Monthly Dues - Other	63,246.10	61,200.00	2,046.10	103.3%
<b>Total Monthly Dues</b>	<b>62,986.10</b>	<b>61,200.00</b>	<b>1,786.10</b>	<b>102.9%</b>
Working Capital	2,080.00			
<b>Total Income</b>	<b>65,066.10</b>	<b>61,200.00</b>	<b>3,866.10</b>	<b>106.3%</b>
<b>Expense</b>				
ACH Quarterly Bank Fee	113.26	250.00	-136.74	45.3%
Annual Filings	40.00	40.00	0.00	100.0%
Annual Fire Ext. Inspection	0.00	335.00	-335.00	0.0%
Backflow Testing	92.00			
Electricity	1,803.42	2,250.00	-446.58	80.2%
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	15,000.00	8,553.56	157.0%
Landscape Contract	4,218.19	3,125.00	1,093.19	135.0%
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	1,500.00	1,484.54	199.0%
Postage and Delivery	99.54	250.00	-150.46	39.8%
Property Management Fees	6,000.00	6,000.00	0.00	100.0%
Repairs and Maintenance	15,420.83			
Reserve Contribution	0.00	6,140.00	-6,140.00	0.0%
Snow Removal	2,933.29	4,500.00	-1,566.71	65.2%
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	4,772.74	4,800.00	-27.26	99.4%
Water & Sanitation	11,228.43	9,170.00	2,058.43	122.4%
<b>Total Expense</b>	<b>74,959.53</b>	<b>63,083.00</b>	<b>11,876.53</b>	<b>118.8%</b>
<b>Net Ordinary Income</b>	<b>-9,893.43</b>	<b>-1,883.00</b>	<b>-8,010.43</b>	<b>525.4%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest Income	98.51			
<b>Total Other Income</b>	<b>98.51</b>			
<b>Net Other Income</b>	<b>98.51</b>			
<b>Net Income</b>	<b>-9,794.92</b>	<b>-1,883.00</b>	<b>-7,911.92</b>	<b>520.2%</b>

**Brookside Condominium Association  
Annual HOA Meeting Minutes**

July 17, 2023

Attendees:

Amber Glover - President  
Eric Bua - VP  
Vacant - Secretary  
Ron Nuanes – Member at Large  
Forrest Scruggs- Realty One

*Call to order at 6:37*

General/Old Business:

- Ron fixed the swamp cooler in the pool house
  - Ron working with Dana about leaks in his unit
- Amber sent pictures of leaking spots from her unit
  - Eric (unit 14) had a leak in his unit in a previously repaired spot.
- Roofers came out to fix the north end of 8910
- Unit 1 had their deck caulked

New Business:

- Unit 24 states that water is coming in when it rains hard (and raining with wind)
  - Big hole was discovered on the east side of the building and it was repaired
- Parking Lot Drainage – estimates were crazy. Forrest said he was going to try and get some new quotes. Ron suggested a sump pump
- Pool house weeds – Eric asked if this should be mowed every time. Eric to take pics and send to Amber to chat with landscapers
- Appliances that were left out when 24 moved in were directly billed to them

*Meeting adjourned at 7:13pm*

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

**Monday, September 18, 2023 6:30pm**

**Via Conference Call: 1.916.235.1420  
PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the July 17, 2023 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

Brookside Condo Association  
Profit & Loss  
January through August 2023

	<u>Jan - Aug 23</u>
Ordinary Income/Expense	
Income	
Monthly Dues	
Refund	-260.00
Monthly Dues - Other	51,546.10
Total Monthly Dues	51,286.10
Working Capital	2,080.00
Total Income	53,366.10
Expense	
ACH Quarterly Bank Fee	92.56
Annual Filings	40.00
Backflow Testing	92.00
Drywall Repairs	200.00
Electricity	1,419.02
General Maintenance	1,182.47
Insurance Expense	23,553.56
Landscape Contract	2,545.20
Landscape Maintenance, Other	654.91
Legal	-103.00
Lighting	444.34
Office Supplies	35.52
Plumbing Repairs	2,984.54
Postage and Delivery	99.54
Property Management Fees	4,800.00
Repairs and Maintenance	5,829.37
Roof Repairs	2,781.13
Siding Maintenance	850.00
Snow Removal	2,933.29
Sprinkler Repairs	207.22
Tax Prep. Fee	325.00
Taxes	193.68
Trash Removal	4,250.92
Water & Sanitation	9,267.52
Total Expense	64,678.79
Net Ordinary Income	-11,312.69
Other Income/Expense	
Other Income	
Interest Income	82.35
Total Other Income	82.35
Net Other Income	82.35
Net Income	<u>-11,230.34</u>



Brookside Condo Association  
**Balance Sheet**  
As of August 31, 2023

---

	<u>Aug 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Operating	11,265.09
Reserves	58,964.00
	<hr/>
Total Checking/Savings	70,229.09
Accounts Receivable	
Accounts Receivable	-1,045.00
	<hr/>
Total Accounts Receivable	-1,045.00
Total Current Assets	69,184.09
	<hr/>
<b>TOTAL ASSETS</b>	<b>69,184.09</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,016.51
Net Income	-12,834.97
	<hr/>
Total Equity	69,184.09
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>69,184.09</b>
	<hr/> <hr/>

## Brookside Condo Association Profit & Loss Budget vs. Actual January through August 2023

	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Monthly Dues				
Refund	-260.00			
Monthly Dues - Other	51,546.10	48,720.00	2,826.10	105.8%
Total Monthly Dues	51,286.10	48,720.00	2,566.10	105.3%
Working Capital	2,080.00			
Total Income	53,366.10	48,720.00	4,646.10	109.5%
Expense				
ACH Quarterly Bank Fee	92.56	200.00	-107.44	46.3%
Annual Filings	40.00	40.00	0.00	100.0%
Annual Fire Ext. Inspection	0.00	335.00	-335.00	0.0%
Backflow Testing	92.00			
Drywall Repairs	200.00			
Electricity	1,419.02	1,800.00	-380.98	78.8%
General Maintenance	1,182.47	5,862.00	-4,679.53	20.2%
Gutter/Downspouts	0.00	600.00	-600.00	0.0%
Insurance Expense	23,553.56	12,000.00	11,553.56	196.3%
Landscape Contract	2,545.20	2,500.00	45.20	101.8%
Landscape Maintenance, Other	654.91			
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	1,200.00	1,784.54	248.7%
Postage and Delivery	99.54	200.00	-100.46	49.8%
Property Management Fees	4,800.00	4,800.00	0.00	100.0%
Repairs and Maintenance	5,829.37			
Reserve Contribution	0.00	4,912.00	-4,912.00	0.0%
Roof Repairs	2,781.13			
Siding Maintenance	850.00			
Snow Removal	2,933.29	3,600.00	-666.71	81.5%
Sprinkler Repairs	207.22	1,000.00	-792.78	20.7%
Tax Prep. Fee	325.00	325.00	0.00	100.0%
Taxes	193.68			
Trash Removal	4,250.92	3,840.00	410.92	110.7%
Water & Sanitation	9,267.52	7,336.00	1,931.52	126.3%
Total Expense	64,678.79	52,486.00	12,192.79	123.2%
Net Ordinary Income	-11,312.69	-3,766.00	-7,546.69	300.4%

**Brookside Condo Association**  
**Profit & Loss Budget vs. Actual**  
 January through August 2023

	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income	82.35			
Interest Income	82.35			
Total Other Income	82.35			
Net Other Income	-11,230.34	-3,766.00	-7,464.34	298.2%
Net Income				

**Brookside Condominium Association  
Annual HOA Meeting Minutes**

May 22, 2023

Attendees:

Amber Glover - President

Eric Bua - VP

Vacant - Secretary

Jeff Walenczak - Member at large

Ron Nuanes – Member at Large

Forrest Scruggs- Realty One

*Call to order at 6:30*

General/Old 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.

New Business:

- Amber will remain President as no opposition or running mate
- Holding off on doing concrete fixes at pool house due to other needs. Had discussions about current state of pool house.
  - Ron will take a look at the water heater in pool house and possibly shut it down
- 8910 had massive leaks from the heavy rain (mostly the north end of the building)
  - All approve the cost of \$2781 for roof repairs.
- Unit 1 decking – Members decided to do patch work rather than replace entire deck as roof issues are more pressing and urgent.
  - Patch work will cost \$310. Full replacement minimum \$4,000.
- Unit 9 – Wait in repair that previous owner noted (Janine). There was talk about hornets being an issue. It was suggested to use the foam stuff to fill up holes where nesting

*Meeting adjourned at 7:10pm*

9:57 AM

07/05/23

Cash Basis

# Brookside Condo Association

## Profit & Loss

January through June 2023

---

	<u>Jan - Jun 23</u>
Ordinary Income/Expense	
Income	
Monthly Dues	37,435.63
Working Capital	2,080.00
Total Income	<u>39,515.63</u>
Expense	
ACH Quarterly Bank Fee	86.11
Annual Filings	40.00
Electricity	916.15
Insurance Expense	54.00
Landscape Contract	1,527.12
Landscape Maintenance, Other	654.91
Legal	-103.00
Lighting	444.34
Office Supplies	35.52
Plumbing Repairs	1,658.07
Postage and Delivery	75.60
Property Management Fees	3,600.00
Repairs and Maintenance	2,522.90
Snow Removal	2,933.29
Sprinkler Repairs	207.22
Tax Prep. Fee	325.00
Taxes	193.68
Trash Removal	3,335.44
Water & Sanitation	7,882.71
Total Expense	<u>26,389.06</u>
Net Ordinary Income	13,126.57
Other Income/Expense	
Other Income	
Interest Income	62.33
Total Other Income	<u>62.33</u>
Net Other Income	62.33
Net Income	<u><u>13,188.90</u></u>

**Brookside Condo Association**  
**Balance Sheet**  
As of June 30, 2023

---

	<u>Jun 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Operating	15,712.35
Reserves	79,715.98
Total Checking/Savings	<u>95,428.33</u>
Accounts Receivable	
Accounts Receivable	-1,541.00
Total Accounts Receivable	<u>-1,541.00</u>
Total Current Assets	<u>93,887.33</u>
<b>TOTAL ASSETS</b>	<b><u>93,887.33</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,016.51
Net Income	11,868.27
Total Equity	<u>93,887.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>93,887.33</u></b>

## Brookside Condo Association Profit & Loss Budget vs. Actual January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Monthly Dues	37,435.63	36,240.00	1,195.63	103.3%
Working Capital	2,080.00			
<b>Total Income</b>	<b>39,515.63</b>	<b>36,240.00</b>	<b>3,275.63</b>	<b>109.0%</b>
Expense				
ACH Quarterly Bank Fee	86.11	150.00	-63.89	57.4%
Annual Filings	40.00	40.00	0.00	100.0%
Annual Fire Ext. Inspection	0.00	335.00	-335.00	0.0%
Electricity	916.15	1,350.00	-433.85	67.9%
General Maintenance	0.00	5,862.00	-5,862.00	0.0%
Gutter/Downspouts	0.00	600.00	-600.00	0.0%
Insurance Expense	54.00	9,000.00	-8,946.00	0.6%
Landscape Contract	1,527.12	1,875.00	-347.88	81.4%
Landscape Maintenance, Other	654.91			
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	1,658.07	900.00	758.07	184.2%
Postage and Delivery	75.60	150.00	-74.40	50.4%
Property Management Fees	3,600.00	3,600.00	0.00	100.0%
Repairs and Maintenance	2,522.90			
Reserve Contribution	0.00	3,684.00	-3,684.00	0.0%
Snow Removal	2,933.29	2,700.00	233.29	108.6%
Sprinkler Repairs	207.22	0.00	207.22	100.0%
Tax Prep. Fee	325.00	325.00	0.00	100.0%
Taxes	193.68			
Trash Removal	3,335.44	2,880.00	455.44	115.8%
Water & Sanitation	7,882.71	5,502.00	2,380.71	143.3%
<b>Total Expense</b>	<b>26,389.06</b>	<b>40,889.00</b>	<b>-14,499.94</b>	<b>64.5%</b>
<b>Net Ordinary Income</b>	<b>13,126.57</b>	<b>-4,649.00</b>	<b>17,775.57</b>	<b>-282.4%</b>
Other Income/Expense				
Other Income	62.33			
Interest Income				
Total Other Income	62.33			
Net Other Income	62.33			
<b>Net Income</b>	<b>13,188.90</b>	<b>-4,649.00</b>	<b>17,837.90</b>	<b>-283.7%</b>

**Brookside Condominiums HOA Meeting Minutes**  
January 30, 2023

Attendees:

Amber Glover-President  
Eric Bua- VP  
Arielle Jensen- Secretary  
Jeff Walenczak- Member at large  
Forrest Scruggs- Realty One

*Call to order at 6:33*

General/Old Business:

- PRIORITY:
  - New lighting in parking lot area has been hooked up. Need bid for lighting in corridor between two 6-car parking spaces-hasn't happened yet, need to be done ASAP
  - Roof on unit 105 and in hallways to be taken care of when weather warms up. Striving for 3 bids.
- Gutters taken care of

New Business:

- Concrete for pool area- couple of bids placed, all very expensive, hold off until March/April. Suggestion to fill in with liner and dirt to mitigate falling hazard
- Leak in pool house
  - Plumber replaced valves, but water heater is in need of replacing.
  - First bid: \$3000, new two other bids
  - Looking into price reduction if several people replace water heaters at same time
- Dog waste bucket, options:
  - Pinning notes to all doors to pick up dog waste buckets and if it doesn't change buckets will be removed.
  - Just get rid of the buckets.
- Shoveling the lawn to make a track for little dog. Put sign up, but caused issue with resident.
  - Amber to talk with Dana about sending letter out to all about shoveling the lawn and the dog waste buckets
- Eric's flooding in laundry room-plumber needed asap.

Financials:

- Financials look fine right now

Annual Meeting: March 20<sup>th</sup> 2023. Amber to step down as president, but new president will need security system transferred to new president.

*Meeting adjourned at 7:03pm*