

Brentwood Manor HOA Meeting Minutes

January 20th, 2024

1. Jesus Ornelas (President) calls the Brentwood Manor Owner's Annual meeting to order at 10:12AM on January 20th, 2024.
2. Roll Call: Owners Present by Unit - #102, #105, #106, #206, #303, #305, #306 and Forrest from Realty One
3. Minutes from January 21, 2023 were presented and Brad motioned to approve these minutes, seconded by Jesus – 7 Approve 0 – Oppose
4. Jesus went over the budget for 2024 and explained some of the expenses for the HOA and how the budget has looked over the years. Our budget continues to be a challenge to balance with some of the needed maintenance that needs to be performed and overall rise in costs. General labor and utilities have gone up significantly in the past few years, so it is important for the HOA Board look at ways to improve our financial health of our community. No raise in monthly HOA dues are proposed as of yet, but there may be some in the future to help pay for future projects down the line.
5. Topics
 - a. Discussions about the conditions of the budget were discussed further and how we stand with everything. Currently we are roughly \$30k below the needed reserve funds that we need in our accounts to ensure the viability of our building and budget. We were able to cover our costs last year, but not without assessments covering overage caused by a large insurance premium. It is imperative that the Board and the owners start investing money into the building within the next five years. Large ticket items like the boiler and parking lot repairs would roughly cost the owners \$175,000 in total. Between this number, raising reserves and fixing miscellaneous items such as garage siding, building Interior and Exterior Paint and other items that would need to be replaced or updated. This would take an investment of about \$241,000 (\$13,500 per unit) to get the building in good working and visual condition.
 - b. Our building property insurance was reduced from \$50k to \$26k after major fixes to safety issues were addressed in 2023. We recently trimmed the pine tree in the north side of the building to reduce fire risk, which was an item that the insurance company pointed out. We have budgeted for a higher insurance amount just in case our insurance premium rises when it is up for renewal in June/July. To date we have not had any issues with our premium pricing.
 - c. The owners and the board would like to provide a large trash bin to provide owners a way to throw out any unwanted large items. This will be held in March and it will most likely be a recurring event every year.
 - d. Floor repair in the hallway will be scheduled in the summer. Epoxy flooring will be installed in all basement level hallways.

- e. Drywall was repaired in hallway 232 where there was a leak that damaged the drywall in the hallway. Eventually the board would like to repaint all hallways in the future.
 - f. Sump pump will be installed in March once the weather gets better to prevent any future flood in the hallways in 232 and 234.
 - g. Carpet cleaning was initiated back in November and it will be an annual event in order to keep them clean.
 - h. Eventual repair of the parking lot is imminent. There is probably only 3-5 years left in the lifespan of the parking lot and will need to complete replacement. We had original estimate of \$90k to replace the whole parking lot and we recently invested \$27k in order to repair.
 - i. We will be asking all owners to place their lock boxes away from the front north entrances. Lock boxes are being hung on trees and in other areas that are not appropriate. We encourage owners to place lock boxes in their garages or in the south entrance rails. New options for lock boxes to be discussed at a further time. We will have Realty One send a notice to all owners to inform everyone that they will have until a certain date to remove their lock box or risk of it being removed by the HOA.
 - j. In the spring we will be paying for a dog waste cleanup. We are asking all owners and tenants to be mindful of their dog waste and it is a finable offense for not picking up pet waste from the common areas of our property.
 - k. Owners were informed to check out our HOA website where they can find financials and other pertinent information about our community.
 - l. Owners would like to receive communication via email and Jesus will work with Realty One to collect emails and send updates throughout the year about changes or work being performed at our building.
6. Homeowner Forum
- a. Discussion was also brought up about package deliveries and owners/tenants are encouraged to send any expensive or large items to local delivery desks such as Ross and Whole Food Market.
 - b. There was continued discussion about future possible assessments and they will occur. One item that recently came up was the lack of hot water and heating issues. Will repair the ancillary valves and pipes above our boiler, but this is a temporary fix. It will roughly cost the HOA \$7,000 to repair it and the board will be asking for a \$350-\$500 assessment to finish out the year in order to help pay for these repairs. The goal is to ensure owners have proper notice that future replacement is coming and to give them some time to pay for a large assessment.
 - c. The HOA Board and the owners approved to have two mandatory meetings a year. One to be held in January and another to be held in the July/August time frame. Motion was present by Jesus and seconded by Brad - 7 – Approve 0 – Oppose
7. HOA Board
- a. Board members will remain the same: Jesus Ornelas – President, Brad Ruth – Vice President, Luis Leyton – Board Member/Treasurer. Motion to keep all board positions unchanged was presented by Brad and Seconded by Jesus - 7 Approve - 0 Oppose.
8. Meeting was adjourned at 10:59pm on Saturday, January 20th, 2024;