

# **BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

## **Annual Meeting**

**November 12, 2019, 6:00pm**

**Realty One, Inc. Office**

**1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:05 pm Meeting was brought to order by Monte Brueggeman, president, Board members Kevin Dennison, and Keith Copeland were also present. Forrest Scruggs, Realty One, Inc. was also present. Eight owners present and six Proxies.
- 2. Minutes:** The Minutes from December 17, 2018 were approved, motion by Kevin, second by Monte.
- 3. Property Management Report:**

Financials were presented by Forrest Scruggs.

Forrest presented the Budget for 2020, the Board said it looked good with the 5% dues increase, Budget approved.
- 4. Open Issues:**

There are no sunroom rebuilds scheduled for 2020 due to budgetary concerns.
- 5. New Business:** No new business at this time.
- 6. Meeting Adjourned:** 7:00 pm, Monte made a motion to adjourn, Kevin seconded, all in favor.

# **BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

## **Board of Directors Meeting**

**October 15, 2019, 6:00pm**

**Realty One, Inc. Office**

**1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:05 pm Monte Brueggeman and Kevin Dennison were present. Forrest Scruggs, Realty One, Inc. was also present.
- 2. Minutes:** The Minutes from August 13, 2019 were approved, motion by Kevin, second by Monte.
- 3. Property Management Report:**
  - Financials presented by Forrest Scruggs.
  - #605 Balance on dues again, has been contacted.
  - Forrest presented the Budget for 2020, the Board said it looked good with the 5% dues increase, Budget approved. It will be presented at the Annual Meeting.
- 4. Open Issues:**
  - Short term rentals – Having input from the attorney, a second letter has been drafted to send out to the owners about restricting renters and buyers to be owner occupied only. Realty One will send this letter on their letterhead as soon as possible with postage for return. The survey form will be attached.
  - No sunrooms repaired this year, one planned for next year.
- 5. New Business:**
  - a.** Send letter to 643 about finishing installing the pickets on the fence. The Annual Meeting is set for Tuesday, November 12, 2019 at the Realty One office.
- 6. Meeting Adjourned:** 7:15pm Monte made a motion to adjourn, Kevin seconded, all in favor.

**BRENTWOOD ESTATES TOWNHOME ASSOCIATION**  
**BOARD MEETING MINUTES**  
**Tuesday, July 13, 2019**  
**Meeting At Realty One**  
**1630 Carr St., Suite D, Lakewood, CO 80214**

- 1. Call to Order:** 6:00 pm, Board members Monte Bruggeman. Kevin Dennison, Keith Copeland, and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes from Board meeting from June 11, 2019 approved, motion by Kevin, second by Keith.
- 3. Homeowners Forum:** None

**4. Property Management Report:**

- Financial Report – Forrest Scruggs reviewed the financials and reported expenses were normal for June and July. There is one delinquent owing two months dues.

**5. Open Issues:**

655 has continued to place trash out before the pickup date, fines may have to be imposed.

635 has somewhat improved the corner of his grass next to his driveway.

**New Business:**

Regarding the Survey to the homeowners, it was reiterated from the attorney that we need 67% of the homeowners to agree to only allow owner occupied on future sales and when renting their units. Monte is going to get further clarification from the attorney about the question that 100% of owners need to reply.

There is the option of going to court to get this passed where if approved there, it would be costly to the HOA.

Because of budget reasons, the crack filling of the driveways is again put on hold. There also will not be any re-builds on sunrooms for this year

- 6. Meeting Adjourned:** 7:10 pm

# **BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

**Board of Directors Meeting**  
**Tuesday, June 11, 2019, 6:00pm**  
**Realty One, Inc.**  
**1630 Carr St., Suite D**  
**Lakewood, CO 80214**

- 1. Call to Order:** 6:11 pm Monte Brueggeman, Kevin Dennison, Keith Copeland were present. Forrest Scruggs, Realty One, Inc. was also present.
- 2. Minutes:** The Minutes from June 11, 2019 were approved, motion by Keith, second by Kevin.
- 3. Property Management Report:**
  - Financials presented by Forrest Scruggs (Expenses were normal)
  - Dues Balances were mostly up to date.
- 4. Open Issues:**
  - It was agreed that a letter should be sent to all owners reminding them that trash removal is Tuesdays and that trash should not be set out sooner than Monday night. (If Monday is a holiday, then pickup is one day later). Also, that setting out televisions or other household items should not be placed out on the sidewalk hoping someone would pick up. Many times these items set there for days and weeks. This may result in a fine to the homeowner.
- 5. New Business:**
  - Unit 613 was informed the sunroom re-build will not be done in 2019 due to budgetary reasons and had no problem waiting until next year.
  - The survey that was sent out has been received regarding the question of changing the Bylaws for owner occupied only for future sales. It was agreed the attorney's should review the Board's proposal now that the majority of the responses were positive.
  - Unit 635 should be notified about the dead sod at the corner of his driveway should be replaced or have rock installed.
- 6. Meeting Adjourned:** 7:20 pm Monte Brueggeman made a motion to adjourn, Kevin seconded, all in favor.

# **BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

## **Board of Directors Meeting**

**Tuesday, April 16, 2019, 6:00pm**

**Realty One, Inc.**

**1630 Carr Street, Suite D**

**Lakewood, CO 80214**

- 1. Call to Order:** 6:05 pm Monte Brueggeman, Kevin Dennison, Keith Copeland were present. Forrest Scruggs, Realty One, Inc. was also present.
- 2. Minutes:** A motion to approve the July 24, 2018 Board of Director's Meeting Minutes was made by Keith Copeland, seconded by Kevin Dennison, all in favor, minutes were approved. A motion to approve the February 12, 2019 was made by Monte Brueggeman, seconded by Keith Dennison, all in favor, minutes were approved.
- 3. Property Management Report:**
  - Financials presented by Forrest Scruggs
- 4. Open Issues:**
  - Short term rentals – Monte Brueggeman is to draft letters, no investor owners
- 5. New Business:**
  - Gutters
  - Driveway cracks, may have to wait
  - Call Hogan Construction – bid on sunroom
  - Spot check & clean gutters, repairs, extensions
  - Letter from homeowner (653) – send us a photo if not cleaned, will reschedule cleaning
- 6. Meeting Adjourned:** 7:45pm Monte Brueggeman made a motion to adjourn, Keith Copeland seconded, all in favor.

**BRENTWOOD ESTATES TOWNHOME ASSOCIATION**  
**Board of Directors Meeting**  
**February 12, 2019, 6:00pm**  
**Raven's Wood Condos**

- 1. Call to Order:** 6:05 pm Monte Brueggeman, Kevin Dennison, Keith Copeland were present. Forrest Scruggs, Realty One, Inc. was also present.
- 2. Minutes:** No minutes to approve, no meeting, September 11, 2018.
- 3. Property Management Report:**
  - Financials presented by Forrest Scruggs
  - #605 Balance on dues
- 4. Open Issues:**
  - Short term rentals – Do a survey about restricting renters. Monte Brueggeman is to draft a survey letter for Board approval.
- 5. New Business:**
  - Jared next 613 then 635 on sunroom remodel
- 6. Meeting Adjourned:** 7:45pm Monte Brueggeman made a motion to adjourn, Keith Copeland seconded, all in favor