

**BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

C/O Realty One, Inc.  
1630 Carr St. Suite D  
Lakewood, CO 80214  
303-237-8000

February 27, 2024

To: Brentwood Estates Homeowners

Re: Special Assessment - \$30,000.00

Dear Homeowner,

Due to a budget deficit, low Reserves and the increased cost of insurance, the Board of Directors has approved a Special Assessment of \$30,000.00. This special assessment is based on the square footage per building.

Divide 14 by \$30,000.00 = \$2,142.86. Divide \$2,142.86 by the building square footage = per square foot. Multiple the unit square footage by the per square footage calculation, this equals what your unit contribution is.

Please see the attached spreadsheet which shows the square footage of each building and what each unit is required to pay for this special assessment.

The Special Assessment will be effective April 1, 2024 and your payment options are as follows:

- Payment in Full no later than April 30, 2024.

I elect this payment method \_\_\_\_\_

Withdraw from my current EFT Account with Realty One (circle one) Yes or No

- 6 Month Payment Plan each month, no later than the 15<sup>th</sup> of each month (April 2024 – September 2024). Divide your total assessment by 6 and that is what you will need to pay each month.

I elect this payment method \_\_\_\_\_

Withdraw from my current EFT Account with Realty One (circle one) Yes or No

Unit # \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Please return this form to [admin@realtyone-co.com](mailto:admin@realtyone-co.com), or regular mail.

Thank You,

Realty One, Inc., Managing Agent  
Brentwood Estates Board Directors