

Brookside Homeowners Association

Annual Meeting Agenda

Saturday, February 17, 2024 9:30am

1. Call to Order
2. Roll Call
3. Approval of March 30, 2023 Annual Meeting Minutes.
4. Open Issues
 - Aluminum wiring
 - Insurance
 - HOA master policy
 - Individual owner policy's HO6
 - New BBQ Grill Policy
 - Special assessment
 - Reserves
 - Future projects
 - Governing Documents
 - Garden volunteer work-day
 - Fence access to parking lot between 3748-3744, 3724-3720 and south of 3676
 - Personal fence repair/replacement
 - Front entry doors, 3/4 oval lite
 - New breaker panel at 3720
 - Trash service
 - Sewer lines
 - Parking lot cracks
5. Meeting Adjourned

Brookside Homeowner's Association Annual Meeting Minutes

Thursday, March 30, 2023 – Conference Call Meeting

- I. **Call to Order**
 - a. The annual meeting of the Brookside HOA was called to order at 6:05 pm by Becky Blackett, President.

- II. **Proof of Notice and Quorum**
 - a. Forrest Scruggs, Managing Agent of Realty One Property Management was unable to attend. No property management report given.
 - b. Attendees (15) and Proxy (1) combined for a total representation for 16 of 30 units consisting of 3792--Louis Langdon, 3716--Shannon Whitmore, 3708--Michelle Jordan, 3704—Marti Shutts, 3700--Judy Schmidt, 3676—Diane Hall, 3692—Alicia Genth (proxy to Becky), 3788, 3772, 3756, 3748, 3744, 3740, 3736, 3724, 3680—Becky Blackett.

- III. Minutes of January 20, 2022, were approved as submitted - Michelle Jordan (moved) and Diane Hall (second).

- IV. **Homeowner Open Forum** – Comments and issues invited by Becky Blackett.
 - a. Positive comments from Shannon Whitmore on appearance of complex and effectiveness of fencing along 38th enclosing back of complex which decreases trespassing by non-residents.
 - b. Lighting by street lights appears to be effective for parking areas
 - c. Plants and flowers previously planted are doing well. Additional planting and garden updates may be needed. Shannon suggested and volunteered to help with a “gardening work day.” Becky belongs to Wheat Ridge gardening group and gets information for free or low-cost plantings
 - d. Judy suggested prioritizing of needed updates and repairs for the complex. This will be given to the board to consider.

- V. **Future Fencing Discussion**
 - a. Adding fencing between buildings from front edge to front edge was discussed as a needed action to decrease trespassing and use of trash bins by non-residents, and to increase security. All were in favor.
 - i. Wooden fencing would be consistent with other fencing of the complex

- ii. Becky will follow up with pricing and scheduling of adding fencing. Where the fencing will be on the south side of the property was clarified and should not interfere with the south parking space.
 - b. Some units have fencing that needs repair or replacement. Discussion of a consistent color was discussed and thought that color with different stages of fencing age would be difficult. Becky and Louis volunteered to do a walkthrough and note fences needing repair or replacement. Owners of those units will be asked to take appropriate action to their fencing.
- VI. **Sewer Cleanout** needs to be scheduled with Colorado Sewer Company
- a. In 2020, four (4) cleanouts were installed and snaked. At that time Colorado Sewer recommended regular jetted water clean out for all 5 buildings. (Per 2022 minutes) The clean out devices allow most unit sewers to be cleaned without entering individual unit crawl spaces. Becky will schedule clean out for late May and clarify necessity of jetted water vs roter (snake) process.
 - b. One building, the south side, has a combination of clay and ADS sewer pipe. All other buildings have clay pipe sewers.
 - c. The annual backflow valve adjustment and inspection is due in May.
- VII. **Dumpster** on the south side is deteriorating
- a. Republic Company has been difficult to contact and take action.
 - b. Diane Hall suggested using the "Crush Trash" company. Diane reported they are a growing and reliable company based in Arvada; she volunteered to talk with them when she returns to Colorado (from Florida) this May. The HOA would need to follow contract requirements for termination with Republic trash company.
 - c. Becky asked us all to notice trash laying around the dumpsters and place it into the dumpster. Each time Republic has to put trash into the dumpster an extra charge of approximately \$100 is made to the HOA.
- VIII. **Governing Documents**
- a. Our HOA governing documents have never been formally updated since establishing them in 1974. Realty One and attorneys recommend updating in order to follow state laws pertaining to collections, and damage to multiple units from fire, flood, infestation damage
 - b. The attorney working on updating the HOA Bylaws is in mid-process and will schedule a meeting with Brookside HOA Board. The cost for writing and filing the updated bylaws will be \$7500.
- IX. **Fire extinguisher installation on outside of each building**
- a. Insurance company/fire code?? requirement by May 31 was questioned. This needs more information and follow up.
 - b. Currently, each unit is required to verify an extinguisher is present annually and submit this in writing to property management.

- c. Questions include necessity due to item b above, placement of outside units, weatherization protection, maintenance by self-inspection or another, security of extinguisher.
- d. Louis will check on this requirement and report back to HOA.

X. Rat Rodents

- a. It was reported that rats have been seen in the complex. Our maintenance person, Scott, then placed 60 traps with specific poison throughout the complex. Only one rat was captured. Several mice were captured. He is still watching for rat rodents.
- b. One skunk was reported in a crawl space. The skunk left on its own and Scott closed suspected entry points. No further skunk problem noticed.

XI. Maintenance by Will and Scott is working well.

- a. Will takes care of the lawn and trees
- b. Scott does weekly cleanup of the complex and light maintenance coordinating with Will.
- c. Both Will and Scott worked with the previous maintenance manager prior to his retirement and know the complex.
- d. Some trees had to be trimmed due to snow and weather damage and risk of harm. Will is checking on treatment of Ash Bore. Louis reported the treatment can be purchased at Home Depot for \$150 and should be applied when the tree is taking in water (spring/early summer).

XII. Entry door replacement discussion and consensus

- a. It was suggested that our architectural guidelines be expanded to include having an entry door with glass option.
- b. Advantages include more lighting into each unit.
- c. The type of door and shape of glass should be consistent for each unit choosing to replace an entry door. A door with glass would be an option to using a solid door.
- d. Door color would remain consistent with the present color. Doors using glass would have a $\frac{3}{4}$ oval shape. Owners choosing a door with oval glass can determine the quality and type of glass such as frosted, decorative, clear etc.
- e. Owners should consider quality of the door regarding heat, light, durability etc.

XIII. Budget for 2023

- a. The 2023 budget submitted for approval was approved with the 5% totaling \$258.00 (vs \$257.99).
- b. Judy moved to approve and Michelle 2nd approval.

XIV. Individual Insurances

- a. Remind all owners to have HO6 insurance rider for coverage of potential assessments such as hail and wind damage to buildings.
- b. *Remind owners who have renters to either require or request renters to have their own renters' insurance.*

XV. Follow up of the remaining previous topics discussed at 2022 meeting – none regarding tube lighting or cement repair of unit entries and sidewalks to public street sidewalks.

XVI. Meeting adjourned at 7:35 pm.

Minutes recorded by Judy Schmidt and submitted to Brookside HOA Board.

Summary of follow up to be done: *please know that several of these items are already in progress*

Diane Hall – contact “Crush trash” company and report information to Becky/board

Lewy Langdon – fire extinguisher issues and walk through with Becky include fence conditions

Shannon – garden work day planning in coordination with Becky

Becky- Schedule clean out of sewer lines, obtain price estimate for fencing and schedule the fencing pending board approval, coordinate walk through with Lewy looking at fence conditions and need for f/u letters to owners, schedule backflow connection and inspection, coordinate with Diane regarding trash company information, gardening work day with Shannon, coordinate with attorney and board for meeting regarding bylaws.

Board (Becky, Louis, Michelle, Judy) – meet with attorney regarding bylaws update

Judy – submit minutes to Becky and Board; submit priorities of future expenses of updates and maintenance to board for discussion

Property Management – disseminate information to owners regarding:

Budget increase of \$258.00;

Need for HO6 insurance for any future HOA assessments (e.g. hail, flood, wind)

Entry door standards when using the option to replace front entry door

Continued approval of storm doors with the security style storm door

***FYI Considerations Re Doors:** Doors made with tempered glass are four times stronger than ordinary glass; tempered glass does not shatter when broken. Tempered glass is used when strength, thermal resistance, and safety are important considerations.*

Doors with a fully insulated core provide a protective barrier from heat and cold; in addition, insulated core doors provide excellent sound insulation from outside noise

Some entry doors come fully assembled with hinges, frame, aluminum sill, and weatherstripping

Proposed 2024 Brookside Budget (updated 1/13/2023)

2023 dues: \$257.99	270.89	2024 dues							
Monthly/unit increase starting 3/1/2024	\$ 12.90								
2024 actual dollar increase	\$ 3,869.85								
Vendor		2024	2023	YOY % change	Complex Monthly	Annual Per unit	12 month average Monthly per unit		
(Just to bring clarity to the line-item)	GL Name	Complex Annual	Complex Annual						
Income									
Assessments	\$ 96,746.40	\$ 91,401.60		5.8%					

Expense

Utilities

Xcel	Electric	\$ 2,016.00	\$ 2,520.00	-20.0%	\$ 210.00	\$ 67.20	\$ 7.00
Trash	Trash Removal	\$ 7,565.92	\$ 7,500.00	0.9%	\$ 625.00	\$ 252.20	\$ 20.83
Water	Water	\$ 10,200.00	\$ 10,020.00	1.8%	\$ 835.00	\$ 340.00	\$ 27.83
Insurance	Master insurance	\$ 62,485.98	\$ 20,569.77	203.8%	\$ 1,714.15	\$ 2,082.87	\$ 57.14
Guard (I think)	D&O insurance	\$ 1,500.00				\$ 50.00	

Administrative/compliance

Wells Fargo	Banking supplies/coupon books	\$ 85.00	\$ 184.00	-53.8%	\$ 15.33	\$ 2.83	\$ 0.51
Realty One	Management Service	\$ 6,300.00	\$ 6,300.00	0.0%	\$ 525.00	\$ 210.00	\$ 17.50
Realty One	Office Supplies	\$ 45.00	\$ 45.00	0.0%	\$ 3.75	\$ 1.50	\$ 0.13
Realty One	Postage	\$ 150.00	\$ 250.00	-40.0%	\$ 20.83	\$ 5.00	\$ 0.69
State	Annual filing fees	\$ 40.00	\$ 40.00	0.0%	\$ 3.33	\$ 1.33	\$ 0.11
Bob's Backflow	Backflow certificate	\$ 750.00	\$ 700.00	7.1%	\$ 58.33	\$ 25.00	\$ 1.94
Zoom	Meetings	\$ 160.00	\$ 50.00	220.0%	\$ 4.17	\$ 5.33	\$ 0.14
?	Tax preparation	\$ 350.00	\$ 325.00	7.7%	\$ 27.08	\$ 11.67	\$ 0.90
Landscaping/maintenance	5004						

Legal

RYCO2	Sprinkler repairs	\$ 22,050.00	\$ 1,500.00	1370.0%	\$ 125.00	\$ 735.00	\$ 4.17
RYCO2	Tree Maintenance	\$ 3,000.00	\$ 2,500.00	20.0%	\$ 208.33	\$ 100.00	\$ 6.94
RYCO2	Landscape/Snow		\$ 10,200.00	#VALUE!	\$ 850.00	#VALUE!	\$ 28.33
RYCO2	Landscape Repairs	This is lumped into the sprinkler repair line					
RYCO2	Building R&M						
Scott Hendrix	Weekly Cleanup/light maintenance	\$ 4,320.00	\$ 4,320.00	-100.0%			
Colorado Sewer	Sewer Maintenance	\$ 3,000.00	\$ 2,000.00	50.0%	\$ 166.67	\$ 100.00	\$ 5.56
Orten Cavanagh Holmes & Hunt, LLC	Legal	\$ 2,500.00	\$ 7,500.00	-66.7%	\$ 625.00	\$ 83.33	\$ 20.83

Savings

Brookside HIOA	Reserve Fund contribution	\$ 15,621.72	\$ 14,877.83	5.0%	\$ 1,239.82	\$ 520.72	\$ 41.33
	Total Expense	\$ 137,819.62	\$ 91,401.60	50.8%	\$ 7,256.80		
	Difference (this should be 0)	\$ (41,073.22)	\$				

Special Assessment \$ 1,369.11

*Special assessment will be less, if we are able to get a new insurance policy at a reduced rate, after pigtailling.

Brookside Homeowners Association
Profit & Loss
January through December 2023

	<u>Jan - Dec 23</u>
Ordinary Income/Expense	
Income	
Monthly Assessments	91,732.01
Total Income	91,732.01
Expense	
ACH Quarterly Bank Fee	85.01
Annual Filing Fees	40.00
Backflow Cert.	750.00
Building Repairs & Maintenance	
Parking Lot Paving	637.00
Total Building Repairs & Maintenance	637.00
Electric	1,985.85
Fire Extinguishers	1,496.48
Insurance	65,671.98
Landscape & Snow Removal	22,483.32
Legal Fees	423.50
Management Services	6,300.00
Office Supplies	35.52
Pest Control	1,662.88
Postage & Delivery	178.26
Sewer Maintenance	2,225.00
Tax Prep. Fee	325.00
Trash Removal	9,795.44
Tree Maintenance	2,275.00
Water	11,162.70
Total Expense	127,532.94
Net Ordinary Income	-35,800.93
Other Income/Expense	
Other Income	
Interest Earned	118.10
Total Other Income	118.10
Net Other Income	118.10
Net Income	<u>-35,682.83</u>

Brookside Homeowners Association
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	20,468.80
Reserve Acct.	20,694.19
Total Checking/Savings	41,162.99
Accounts Receivable	
Accounts Receivable	-871.11
Total Accounts Receivable	-871.11
Total Current Assets	40,291.88
TOTAL ASSETS	40,291.88
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	68,195.89
Retained Earnings	7,919.23
Net Income	-35,823.24
Total Equity	40,291.88
TOTAL LIABILITIES & EQUITY	40,291.88

Brookside Homeowners Association Profit & Loss Budget vs. Actual January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Assessments	91,732.01	91,401.60	330.41	100.4%
Total Income	91,732.01	91,401.60	330.41	100.4%
Expense				
ACH Quarterly Bank Fee	85.01	183.96	-98.95	46.2%
Annual Filing Fees	40.00	40.00	0.00	100.0%
Backflow Cert.	750.00	700.00	50.00	107.1%
Building Repairs & Maintenance				
Parking Lot Paving	637.00			
Total Building Repairs & Maintenance	637.00			
Electric	1,985.85	2,520.00	-534.15	78.8%
Fire Extinguishers	1,496.48			
Insurance	65,671.98	20,569.80	45,102.18	319.3%
Irrigation Repairs	0.00	1,500.00	-1,500.00	0.0%
Landscape & Snow Removal	22,483.32	10,200.00	12,283.32	220.4%
Legal Fees	423.50	7,500.00	-7,076.50	5.6%
Management Services	6,300.00	6,300.00	0.00	100.0%
Meetings	0.00	50.02	-50.02	0.0%
Office Supplies	35.52	45.00	-9.48	78.9%
Pest Control	1,662.88			
Postage & Delivery	178.26	250.00	-71.74	71.3%
Reserve Fund	0.00	14,877.78	-14,877.78	0.0%
Sewer Maintenance	2,225.00	2,000.04	224.96	111.2%
Tax Prep. Fee	325.00	325.00	0.00	100.0%
Trash Removal	9,795.44	7,500.00	2,295.44	130.6%
Tree Maintenance	2,275.00	2,500.00	-225.00	91.0%
Water	11,162.70	10,020.00	1,142.70	111.4%
Weekly Cleanup/Maintenance	0.00	4,320.00	-4,320.00	0.0%
Total Expense	127,532.94	91,401.60	36,131.34	139.5%
Net Ordinary Income	-35,800.93	0.00	-35,800.93	100.0%
Other Income/Expense				
Other Income				
Interest Earned	118.10			
Total Other Income	118.10			
Net Other Income	118.10	0.00	118.10	100.0%
Net Income	-35,682.83	0.00	-35,682.83	100.0%