

**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

Brookside Condo Association
Profit & Loss
January through June 2023

	Jan - Jun 23
Ordinary Income/Expense	
Income	
Monthly Dues	37,435.63
Working Capital	2,080.00
Total Income	39,515.63
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	26,389.06
Net Ordinary Income	13,126.57
Other Income/Expense	
Other Income	
Interest Income	62.33
Total Other Income	62.33
Net Other Income	62.33
Net Income	13,188.90

9:58 AM

07/05/23

Accrual Basis

Brookside Condo Association

Balance Sheet

As of June 30, 2023

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

9:58 AM

07/05/23

Cash Basis

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	37,435.63	36,240.00	1,195.63	103.3%
Working Capital	2,080.00			
Total Income	39,515.63	36,240.00	3,275.63	109.0%
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%
Landscaping 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%
Total Expense	26,389.06	40,889.00	-14,499.94	64.5%
Net Ordinary Income	13,126.57	-4,649.00	17,775.57	-282.4%
Other Income/Expense				
Other Income	62.33			
Interest Income	62.33			
Total Other Income	62.33			
Net Other Income	62.33			
Net Income	13,188.90	-4,649.00	17,837.90	-283.7%

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 20th 2023. Amber to step down as president, but new president will need security system transferred to new president.

Meeting adjourned at 7:03pm