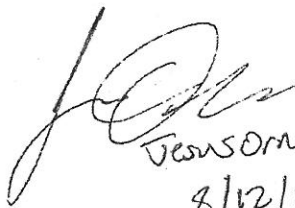


Brentwood Manor HOA Meeting Minutes 8/12/23

1. Jesus Ornelas (President) calls the Brentwood Manor Owner's emergency meeting to order at 10:06 AM on August 12th, 2023.
2. Call to Order: Owner's Present by Unit - #101, #102, #103, #104, #106, #206, #301, #303, #305, #306 – 10 Owner's Total and Forrest from Realty One
3. Topics
 - a. Boiler has a lifespan of about 25 years, but will need some maintenance, but did pass annual state inspection and was Ok'd by current insurance carrier. No current numbers on cost, but will have those by our annual meeting in January
 - b. Explained costs due to the recent floods in the hallways of 232 and 234 and installing new sump pumps to avoid future floods into our hallways. Also, shared information about low point in our overall property and the risks they pose. Costs to mitigate and fix these are astronomical, so other solutions that are more cost friendly will be discussed.
 - c. We have had issues with large item dumping in general and the owners are in favor to create an annual trash haul as a community every spring. We are stressing tenants and owners to inform the HOA Board and or Management if they see illegal dumping, so we can address those issues ASAP.
 - d. Floor repair and drywall repair will be needed in all hallways. Current funds will not allow it, but we will be having estimates by next meeting in order to address those needs.
 - e. As a board we recognize that carpets need to be cleaned and we will bid out services in order to sanitize and clean our carpets in the shared areas.
 - f. The board and owner's discussed possible options in xeriscaping the north end of our property, which will ultimately cut the water usage. Not necessarily a pressing item right now, but something to think about as we look to give a facelift to our property overall.
 - g. In the past year we have had excessive car repairs that have cause damage to our parking lots. We are encouraging everyone to limit large vehicle work to inside your garage or at a mechanics shop. This damage, if not properly monitored will eventually be billed to the community as a whole if we cannot show who was responsible for any damage. Light work to vehicles can still occur, as explained in our rules and policies.
 - h. Garage doors are in need of repair and most of the community agreed. Garage doors are the responsibility of the individual owner and a fix/repair that is in public view need to be approved by the HOA Board and Management. The board will look into a garage door repair company that can quote replacement of said doors in bulk or individually.
 - i. Garage siding will also need to be repaired. Some work will need to be done sooner rather than later, but the eventual replacement of the siding, gutters and paint will need to occur.
 - j. Insurance update: We were able to lower our insurance back to manageable levels that supports our current budget and monthly dues. It was explained and encouraged to owners to add a loss assessment policy to their current private policies on their units,

just in case we have to make a claim. Our deductible is currently at \$25k, so we need to be aware of our budget constraints when making a claim. Our budget is lacking funds, where our reserve account needs to have \$60k in order to be a healthy budgeted community. As of right now, because of the insurance tripling in cost last year and the parking lot repairs that both totaled to be at \$75k-\$80k, it put us in a financial bind. We reiterated the importance to right size our budget.

- k. Owners were in favor of more frequent meetings. At least two meeting a year and a quarterly check in would suffice for owners. To be discussed further in the annual meeting in January.
 - l. Owners were informed to check out our HOA website where they can find financials and other pertinent information about our community.
 - m. Discussion was also brought up about package deliveries. Jesus will present some viable idea next meeting to prevent theft of packages.
4. Homeowner Forum
- a. Jesus brought up an eventual want to build a community seating area once our budget is healthy and can support such a project.
 - b. Jesus also explained a little bit of realty-one's role as an HOA Management Co. v. a Property Management company. Stressed that we are in a way self-managed, so please let the Board and Realty-One know of any issues that arise.
 - c. Homeowners would like to get a list of repairs and costs by our next meeting in January and Jesus will work on getting those quotes to everyone for the meeting.
 - d. Weed control around the property was brought up and will get taken care of once we let our landscapers know. Trimming of shrubs does need to occur and Jesus will look into a contractor that can do so.
5. New \$2,000 Assessment
- a. In order to raise reserves and install new sump pumps to prevent future flood damage, Jesus Ornelas proposed a \$2,000 special assessment to the owners. After brief discussion it was proposed that the \$2,000 can be paid in different allotments, but due in 12 months, beginning in October of 2023. This special assessment is only for reserves and sump pump installation and owner's understand that there may other capital projects that need to be completed and additional funds may be asked for.
 - i. \$2,000 Assessment was passed with 10 owners in favor and zero owners against.
6. Meeting was adjourned at 11:18am on Saturday August 12th, 2023.


Jesus Ornelas - HOA President
8/12/23

BRENTWOOD MANOR CONDO HOMEOWNERS
ASSOCIATION

EMERGENCY OWNERS MEETING

Saturday, August 12, 2023, 10:00am

In person meeting will be held in Building 230 Basement

Or

Call in Information:

1.916.235.1420 PIN#557413

The Emergency Owners Meeting of the Brentwood Manor Condo Homeowners Association will be held on the above date and location. The meeting is scheduled for 10:00am and the Board of Directors has requested mandatory participation, we hope you will be able to attend.

Brentwood Manor Condo Homeowners Association

Emergency Owners Meeting Agenda

Saturday, August 12, 2023 10:00am

1. Call to Order

2. Roll Call by Unit

3. Topics

- Boiler Lifespan and Repair/Maintenance Requirements and Cost
- Recent Flooding/Costs/Mitigation Efforts/Sump Pumps
- Dumping of Large Materials/Large Container for all tenants once a year for large trash removal
- Floor Repair and Drywall Repair on all Hallways
- Future Assessments - At least \$5,000-\$10,000 in the next five years (figure out the best way to assess this, payment plans, etc.)
- Carpet Cleaning and New Paint on all hallways
- Eventual Xeriscaping in areas of our property
- Excessive car repairs on our property
- Garage Door Repair
- Garage Building Siding Repair and Painting
- Garage Gutter Repair
- Insurance Update and Budget Update/Reserves
- Future Meetings
- Quarterly Financials Posted on Web-site
- Package Deliveries

4. Homeowner Forum:

5. Meeting Adjourned.

Brentwood Manor Homeowners Assoc.

Profit & Loss

January through June 2023

	<u>Jan - Jun 23</u>
Ordinary Income/Expense	
Income	
Income	
Annual Income	43,684.00
Special Assesment	43,020.00
Interest Income	9.20
Late Fees/Finance/Fines	105.00
Income - Other	940.00
	<hr/>
Total Income	87,758.20
Refunds	0.00
	<hr/>
Total Income	87,758.20
Expense	
Water Damage	3,011.58
ACH Quarterly Bank Fee	75.40
ACH Reversal	2,500.00
Asphalt Repairs	26,700.00
Common Area Cleaning	1,852.50
Boiler Repairs	500.00
Tax Prep. Fees	325.00
Grounds	
Landscaping	953.42
Maintenance	45.16
Snow removal	4,108.75
	<hr/>
Total Grounds	5,107.33
Insurance	17,800.55
Postage and Delivery	54.60
Property Management	
Special Services	350.00
Property Management - Other	3,150.00
	<hr/>
Total Property Management	3,500.00
Repairs	
Sprinkler Repairs	738.88
Building Repairs	-290.46
Fence Repairs	1,000.00
Plumbing	1,027.90
	<hr/>
Total Repairs	2,476.32
Supplies	
Office	71.04
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Total Supplies	71.04
Utilities	
Gas and Electric	5,931.68
Trash Removal	4,003.23
Water & Sewer	7,904.38
	<hr/>
Total Utilities	17,839.29
	<hr/>
Total Expense	81,813.61
	<hr/>
Net Ordinary Income	5,944.59
	<hr/>
Net Income	<u>5,944.59</u>

Brentwood Manor Homeowners Assoc.
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	16,818.81
Brentwood Manor Reserve	9,030.82
Total Checking/Savings	<u>25,849.63</u>
Accounts Receivable	
Accounts Receivable	270.00
Total Accounts Receivable	<u>270.00</u>
Total Current Assets	<u>26,119.63</u>
TOTAL ASSETS	<u>26,119.63</u>
LIABILITIES & EQUITY	
Equity	
Working Capital	1,880.00
Opening Bal Equity	27,985.16
Retained Earnings	-11,635.12
Net Income	7,889.59
Total Equity	<u>26,119.63</u>
TOTAL LIABILITIES & EQUITY	<u>26,119.63</u>

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Brentwood Manor Homeowners Assoc.

Profit & Loss

07/31/23

January 1 through August 1, 2023

Cash Basis

	<u>Jan 1 - Aug 1, 23</u>
Ordinary Income/Expense	
Income	
Income	
Annual Income	52,136.00
Special Assesment	43,540.00
Interest Income	10.71
Late Fees/Finance/Fines	105.00
Income - Other	940.00
	<hr/>
Total Income	96,731.71
Refunds	0.00
	<hr/>
Total Income	96,731.71
Expense	
Water Mitigation	999.67
Gutter Installation	2,400.00
Water Damage	3,011.58
ACH Quarterly Bank Fee	80.56
ACH Reversal	2,500.00
Asphalt Repairs	26,700.00
Common Area Cleaning	2,422.50
Boiler Repairs	500.00
Backflow Cert.	250.00
Tax Prep. Fees	325.00
Annual Filing Fees	30.00
Grounds	
Landscaping	1,906.84
Maintenance	160.37
Snow removal	4,108.75
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Total Grounds	6,175.96
Insurance	25,881.89
Postage and Delivery	120.75
Property Management	
Special Services	350.00
Property Management - Other	4,200.00
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Total Property Management	4,550.00
Repairs	
Sprinkler Repairs	1,064.89
Building Repairs	-290.46
Fence Repairs	1,000.00
Plumbing	1,027.90
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Total Repairs	2,802.33
Supplies	
Office	71.04
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Total Supplies	71.04
Utilities	
Gas and Electric	6,428.97
Trash Removal	5,310.86
Water & Sewer	10,457.18
	<hr/>
Total Utilities	22,197.01
Total Expense	101,018.29
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Net Ordinary Income	-4,286.58
	<hr/>
Net Income	<u><u>-4,286.58</u></u>

Brentwood Manor Homeowners Assoc.
Balance Sheet
As of August 1, 2023

	<u>Aug 1, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	509.13
Brentwood Manor Reserve	15,032.33
Total Checking/Savings	<u>15,541.46</u>
Accounts Receivable	
Accounts Receivable	5,943.00
Total Accounts Receivable	<u>5,943.00</u>
Total Current Assets	<u>21,484.46</u>
TOTAL ASSETS	<u>21,484.46</u>
LIABILITIES & EQUITY	
Equity	
Working Capital	1,880.00
Opening Bal Equity	27,985.16
Retained Earnings	-11,635.12
Net Income	3,254.42
Total Equity	<u>21,484.46</u>
TOTAL LIABILITIES & EQUITY	<u>21,484.46</u>

Brentwood Manor Homeowners Assoc.
Profit & Loss Budget vs. Actual
January 1 through August 1, 2023

	Jan 1 - Aug 1, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Income				
Unallocated Funds	0.00	0.00	0.00	0.0%
Annual Income	52,136.00	51,222.97	913.03	101.8%
Special Assessment	43,540.00	45,000.00	-1,460.00	96.8%
Interest Income	10.71	0.00	10.71	100.0%
Late Fees/Finance/Fines	105.00	0.00	105.00	100.0%
Laundry	0.00	0.00	0.00	0.0%
Roof/Gutter Special Assessment	0.00	0.00	0.00	0.0%
Income - Other	940.00	0.00	940.00	100.0%
Total Income	96,731.71	96,222.97	508.74	100.5%
Refunds	0.00	0.00	0.00	0.0%
Rental	0.00	0.00	0.00	0.0%
Uncategorized Income	0.00	0.00	0.00	0.0%
Total Income	96,731.71	96,222.97	508.74	100.5%
Expense				
Water Mitigation	999.67	0.00	999.67	100.0%
Gutter Installation	2,400.00	0.00	2,400.00	100.0%
Water Damage	3,011.58	0.00	3,011.58	100.0%
ACH Quarterly Bank Fee	80.56	187.00	-106.44	43.1%
ACH Reversal	2,500.00	0.00	2,500.00	100.0%
Insurance Claim #101 & #102	0.00	0.00	0.00	0.0%
Water Damage #102 & 103	0.00	0.00	0.00	0.0%
Security System for the Doors	0.00	0.00	0.00	0.0%
Asphalt Repairs	26,700.00	0.00	26,700.00	100.0%
Tree Trimming	0.00	0.00	0.00	0.0%
Common Area Carpet	0.00	0.00	0.00	0.0%
Gutter Cleaning	0.00	0.00	0.00	0.0%
Common Area Painting	0.00	0.00	0.00	0.0%
Common Area Cleaning	2,422.50	2,004.19	418.31	120.9%
Boiler Repairs	500.00	0.00	500.00	100.0%
Backflow Cert.	250.00	200.00	50.00	125.0%
Boiler Inspection	0.00	0.00	0.00	0.0%
Tax Prep. Fees	325.00	325.00	0.00	100.0%
Trees	0.00	0.00	0.00	0.0%
Returned Items	0.00	0.00	0.00	0.0%
Reserve Fund	0.00	5,126.52	-5,126.52	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Advertising	0.00	0.00	0.00	0.0%
Amortization Expense	0.00	0.00	0.00	0.0%
Annual Meeting	0.00	0.00	0.00	0.0%
Automobile Expense	0.00	0.00	0.00	0.0%
Bank Service Charges	0.00	0.00	0.00	0.0%

Brentwood Manor Homeowners Assoc.
Profit & Loss Budget vs. Actual
January 1 through August 1, 2023

	Jan 1 - Aug 1, 23	Budget	\$ Over Budget	% of Budget
Charge Off / Credit Account	0.00	0.00	0.00	0.0%
Contributions	0.00	0.00	0.00	0.0%
Depreciation Expense	0.00	0.00	0.00	0.0%
Dues and Subscriptions	0.00	0.00	0.00	0.0%
Equipment Rental	0.00	0.00	0.00	0.0%
Annual Filing Fees	30.00	40.00	-10.00	75.0%
Grounds				
Grounds Repairs	0.00	0.00	0.00	0.0%
Landscaping	1,906.84	2,637.10	-730.26	72.3%
Maintenance	160.37	0.00	160.37	100.0%
Pool	0.00	0.00	0.00	0.0%
Snow removal	4,108.75	2,637.10	1,471.65	155.8%
Storage	0.00	0.00	0.00	0.0%
Grounds - Other	0.00	0.00	0.00	0.0%
Total Grounds	6,175.96	5,274.20	901.76	117.1%
Insurance				
Disability Insurance	0.00	0.00	0.00	0.0%
Errors & Omissions	0.00	0.00	0.00	0.0%
Liability Insurance				
D & O Insurance	0.00	0.00	0.00	0.0%
Liability Insurance - Other	0.00	0.00	0.00	0.0%
Total Liability Insurance	0.00	0.00	0.00	0.0%
Insurance-Boiler	0.00	0.00	0.00	0.0%
Insurance - Other	25,881.89	30,182.45	-4,300.56	85.8%
Total Insurance	25,881.89	30,182.45	-4,300.56	85.8%
Interest Expense				
Finance Charge	0.00	0.00	0.00	0.0%
Loan Interest	0.00	0.00	0.00	0.0%
Interest Expense - Other	0.00	0.00	0.00	0.0%
Total Interest Expense	0.00	0.00	0.00	0.0%
Licenses and Permits	0.00	0.00	0.00	0.0%
Miscellaneous	0.00	0.00	0.00	0.0%
Payroll Expenses				
Benefits	0.00	0.00	0.00	0.0%
Bonuses	0.00	0.00	0.00	0.0%
Gross Wages	0.00	0.00	0.00	0.0%
Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total Payroll Expenses	0.00	0.00	0.00	0.0%

Brentwood Manor Homeowners Assoc.
Profit & Loss Budget vs. Actual
January 1 through August 1, 2023

	Jan 1 - Aug 1, 23	Budget	\$ Over Budget	% of Budget
Payroll Taxes				
FICA	0.00	0.00	0.00	0.0%
FUTA	0.00	0.00	0.00	0.0%
Medicare	0.00	0.00	0.00	0.0%
SDI	0.00	0.00	0.00	0.0%
SUI	0.00	0.00	0.00	0.0%
Payroll Taxes - Other	0.00	0.00	0.00	0.0%
Total Payroll Taxes	0.00	0.00	0.00	0.0%
Postage and Delivery	120.75	300.00	-179.25	40.3%
Printing and Reproduction	0.00	0.00	0.00	0.0%
Professional Fees				
Accounting	0.00	0.00	0.00	0.0%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	0.00	0.00	0.00	0.0%
Professional Fees - Other	0.00	0.00	0.00	0.0%
Total Professional Fees	0.00	0.00	0.00	0.0%
Property Management				
Special Services	350.00	0.00	350.00	100.0%
Property Management - Other	4,200.00	3,691.94	508.06	113.8%
Total Property Management	4,550.00	3,691.94	858.06	123.2%
Rent	0.00	0.00	0.00	0.0%
Repairs				
Sprinkler Repairs	1,064.89	250.00	814.89	426.0%
Building Repairs	-290.46	0.00	-290.46	100.0%
Computer Repairs	0.00	0.00	0.00	0.0%
Concrete Repair	0.00	0.00	0.00	0.0%
Driveway Caulking	0.00	0.00	0.00	0.0%
Electrical	0.00	0.00	0.00	0.0%
Equipment Repairs	1,000.00	0.00	1,000.00	100.0%
Fence Repairs	0.00	0.00	0.00	0.0%
Lighting	0.00	0.00	0.00	0.0%
Painting	0.00	0.00	0.00	0.0%
Plumbing	1,027.90	1,500.00	-472.10	68.5%
Roof Repairs	0.00	0.00	0.00	0.0%
Stucco Repairs	0.00	0.00	0.00	0.0%
Repairs - Other	0.00	18,669.00	-18,669.00	0.0%
Total Repairs	2,802.33	20,419.00	-17,616.67	13.7%

Brentwood Manor Homeowners Assoc.
Profit & Loss Budget vs. Actual
January 1 through August 1, 2023

	Jan 1 - Aug 1, 23	Budget	\$ Over Budget	% of Budget
Supplies				
Marketing Office	0.00	0.00	0.00	0.0%
	71.04	45.00	26.04	157.9%
Supplies - Other	0.00	0.00	0.00	0.0%
Total Supplies	71.04	45.00	26.04	157.9%
Taxes				
Federal	0.00	0.00	0.00	0.0%
Local	0.00	0.00	0.00	0.0%
Property	0.00	0.00	0.00	0.0%
State	0.00	0.00	0.00	0.0%
Taxes - Other	0.00	0.00	0.00	0.0%
Total Taxes	0.00	0.00	0.00	0.0%
Telephone				
Travel & Ent	0.00	0.00	0.00	0.0%
Entertainment	0.00	0.00	0.00	0.0%
Meals	0.00	0.00	0.00	0.0%
Travel	0.00	0.00	0.00	0.0%
Travel & Ent - Other	0.00	0.00	0.00	0.0%
Total Travel & Ent	0.00	0.00	0.00	0.0%
Uncategorized Expenses				
Utilities	0.00	0.00	0.00	0.0%
Gas and Electric	6,428.97	5,112.45	1,316.52	125.8%
Trash Removal	5,310.86	4,746.77	564.09	111.9%
Water & Sewer	10,457.18	8,846.58	1,610.60	118.2%
Utilities - Other	0.00	0.00	0.00	0.0%
Total Utilities	22,197.01	18,705.80	3,491.21	118.7%
Total Expense	101,018.29	86,501.10	14,517.19	116.8%
Net Ordinary Income	-4,286.58	9,721.87	-14,008.45	-44.1%
Other Income/Expense				
Other Income	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%

1:24 PM

07/31/23

Cash Basis

Brentwood Manor Homeowners Assoc.
Profit & Loss Budget vs. Actual
January 1 through August 1, 2023

	Jan 1 - Aug 1, 23	Budget	\$ Over Budget	% of Budget
Other Expense				
Other Expenses	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-4,286.58	9,721.87	-14,008.45	-44.1%

BRENTWOOD MANOR CONDOS ANNUAL MEETING

January 21, 2023

Zoom Meeting

Call to Order: 3 :15 pm , Brad Ruth brought the meeting to order. Sharon Holloway, Luis Leyton were also present. Forrest Scruggs, Realty One, Inc. Manager, was present. A quorum was established.

- 1. Minutes:** The Minutes from January 26, 2022 were approved, motion Brad, second Sharon, all in favor.

Property Management Report:

Financials presented by Forrest Scruggs.

There is a \$75 dues increase as of January 1, 2023.

A member vote on Special Assessment for \$2,500 is approved, payable in lump sum as of April 1,2023 2023 Budget is approved.

Open Issues:

As Special Assessment income is received and weather allows, mud jacking on the sidewalk all around the building will be repaired. Also, the next priority is repairs to the west parking lot.

The middle front door, #232, needs adjustment as it is not locking properly. Brad agreed to look at it again to see what he could do. Jesus is also handy and can help on some of the minor repairs.

The owner of the garage door of #201 needs to paint his garage door to match other doors and letter needs to be sent.

2. New Business:

At the election, Brad and Sharon agreed to remain on the Board. Brad will no longer be president. Jesus in #305 agreed to volunteer for the Board and was elected as president, Brad will stay as member at large, and Sharon as Secretary/Treasurer.

Meeting Adjourned: 4:28, Sharon motioned, Brad second.