

BRENTWOOD MANOR HOMEOWNERS ASSOCIATION

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

March 1, 2022

To: Brentwood Manor Homeowners

Re: 2022 Special Assessment

Dear Homeowner,

Due to the low Reserve Account and Capital Projects that need to be completed, the Board of Directors has approved a one-time Special Assessment of \$1,000.00 per unit.

The Reserve Account is currently less than \$10,000.00 and going forward, in addition to the needed repairs; the Board of Directors has a duty to maintain a satisfactory Reserve Account. The goal is to maintain approximately \$36,000.00 in the Reserve Account. Professional Long Term Forecasters recommend that an HOA maintain a minimum of \$2,000.00 per unit in reserves. By assessing \$1,000.00 to each unit, this should give the HOA adequate reserves for emergency work and other capital projects.

The Special Assessment will be effective April 1, 2022 and your payment options are as follows:

- Payment in Full no later than April 30, 2022.
I elect this payment method _____
Withdraw from my current EFT Account with Realty One (circle one) Yes or No

- 10 Month Payment Plan of \$100.00 each month, no later than the 10th of the month (April – January 2023).
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, fax 303.237.2033 or regular mail.

Thank You,

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