

BRENTWOOD ESTATES TOWNHOME ASSOCIATION
ANNUAL MEETING MINUTES
Monday, December 17, 2018, 6:00pm
BELMAR LIBRARY
555 South Allison, Lakewood CO, 80226

- 1. Call to Order:** Meeting called to order at 6:00 pm. Quorum established, 10 + 4. Monte Brueggeman, Keith Copeland, Kevin Dennison, Curt Lutters, Board Members present. Forrest Scruggs from Realty One, Inc. was present.
- 2. Minutes:** Minutes of the October 27, 2017 Annual Meeting were approved, Curt Lutters made the motion, Bill Williamson seconded, all were in favor.
- 3. Homeowners Forum:**
 - 625 David Navarrette had his own sunroof repairs done for about \$3200.00
 - Snow Removal problem in the past tearing sprinkler heads.
- 4. Property Management Report:** Forrest Reviewed.
 - 2019 Budget – Approval by Board, 5 percent increase, \$163.00. Keith Copeland moved to approve, Kevin Dennison seconded, all in favor.
- 5. Open Issues**
 - Monte Brueggeman – possible speed bumps, he will check again with City.
- 6. New Business:** Board Members stay the same.
- 7. Meeting Adjourned:** 7:40pm – Monte Brueggeman mad a motion to adjourn, Kevin Dennison seconded, meeting adjourned.

BRENTWOOD ESTATES TOWNHOME ASSOCIATION

Board of Directors Meeting

July 24, 2018, 6:00pm

Raven's Wood Condos

- 1. Call to Order:** 6:10 pm Monte Brueggeman, Kevin Dennison, Keith Copeland and Curt Luters were present. Forrest Scruggs, Realty One, Inc. was also present.
- 2. Minutes:** The May 2, 2018 Board of Directors Minutes were approved. Kevin Dennison motioned, Monte Brueggeman seconded, all in favor.
- 3. Property Management Report:**
 - Check Grounds \$2567.00 expense
 - Approved subject to verifying the \$2567.00 expense. Kevin Dennison motioned, Monte Brueggeman seconded, all in favor
- 4. Open Issues:**
 - Per Kevin Dennison, Jason from CP&M still needs stucco repair around chimney
 - 631 Sunroom leak, still trying to find repair person
- 5. New Business:**
 - Waste Management contract
 - August 3, 2018, Standard Fence to install along frontage road
 - Concrete caulking bid. Replace concrete? Bid
 - General letter about trimming your trees away from building
- 6. Meeting Adjourned:** 6:59pm Monte Brueggeman made a motion to adjourn, Curt Ludes seconded, all in favor

**BRENTWOOD ESTATES TOWNHOME ASSOCIATION
BOARD MEETING MINUTES
May 1, 2018**

Call to Order: 6:10pm.

Roll Call: Monte Brueggeman, Kevin Dennison, Keith Copeland, and Forrest Scruggs representing Realty One, Inc.

Approval of February 13, 2018 Board of Director's Minutes: Kevin Dennison motioned to approve as amended, Keith Copeland seconded, motion passed.

Property Management Report:

- Financials: Forrest Scruggs reviewed.

Open Issues:

- Fence Bid – Arvada Lakewood Fence, another bid, Standard Fence Company per Kevin Dennison.
- Kevin Dennison next for sunroom replacement.
- Concrete – Call concrete company about caulking cracks in driveways.
- Board walkthrough for driveways, but send concrete company as soon as possible.

New Business:

- General letter about trees, owner's responsibility for trimming and are going to have to replace damage at their expense.
- Waste Management – when does contract renew?
- Next meeting July.

Meeting Adjourned: 7:10pm.

**BRENTWOOD ESTATES TOWNHOME ASSOCIATION
BOARD MEETING MINUTES
February 13, 2018**

Call to Order: 6:10pm.

Roll Call: Taken by Monte Brueggeman. Present were Kevin Dennison, Keith Copeland, and Forrest Scruggs representing Realty One, Inc.

Property Management Report:

- Financials: Question on Balance sheet: Why is there a big deficit on balance in account?

Open Issues:

- Sunrooms: Cap on costs - \$2100.00 to owners - keep in place. Also, Owner has to pay for skylight if they want one when sunrooms are remodeled.
- Delegation of Concrete project is still on.
- Check if all insurance claims are received and paid out.
- Hold off on gutter cleaning until fall.
- Send letter to homeowners about trees and shrubs causing damage.
- #605 - see note on Balance Summary. Send letter, Special Assessment is to be paid by April 15, 2017 or other penalties will be assessed.

New Business:

- Include new website information in letters to owners.

Meeting Adjourned: 7:40pm.