

Brentwood Estates Townhome Association

Annual Meeting Agenda

Tuesday, October 10, 2023, 6:00pm

1. Call to Order
2. Roll Call
3. Approval of October 2022 Annual Meeting Minutes – **NO QUORUM**
4. Homeowners Forum
5. Property Management Report
 - ✓ Financials Report
6. Open Issues
7. New Business
8. Meeting Adjourned.

**BRENTWOOD ESTATES TOWNHOME ASSOCIATION
ANNUAL MEETING**

Tuesday, October 10, 2023, 6:00pm

**To join the meeting via conference call: 1.916.235.1420
PIN# 557413**

The Annual Meeting of the Brentwood Estates Townhome Association will be held on the above date and location. The meeting is scheduled for 6:00pm and we hope you will be able to attend. Please mail back this proxy if you are unable to attend, as we need a quorum to conduct this meeting. All assessments, fees and charges must be current as of September 30, 2023, to count towards a quorum and to vote at the Annual Meeting. Return proxy to: Realty One, Inc., 1630 Carr St., Suite D, Lakewood, CO 80214, or email to admin@realtyone-co.com.

PROXY

Brentwood Estates Townhome Association

ANNUAL MEETING, Tuesday, October 10, 2023

I, _____ am a member in good standing of the Brentwood Estates Townhome Association under the provision of the legal documents governing said association (please check one of the following):

_____ I grant my proxy to the Secretary of the Brentwood Estates Townhome Association.

_____ I grant my proxy to _____ (please name an individual who will vote your proxy at the October 10, 2023 meeting.)

This proxy is executed for the Annual Meeting scheduled for October 10, 2023 and all adjournments thereof, and carries with it full right to the proxy holder to cast his/her vote (s) as he/she sees fit, and to represent me on any matter or resolution which may come before the meeting and to take any other action which I could personally take if present at the meeting.

This proxy shall remain in effect for this meeting, until revoked by me or upon the conveyance of my property.

Date: _____, 2023 By: _____

Address: _____

Brentwood Estates Homeowners Association
Profit & Loss
January through August 2023

| | <u>Jan - Aug 23</u> |
|-------------------------------|-------------------------------|
| Ordinary Income/Expense | |
| Income | |
| Income | |
| Fee Income (\$198.00 Monthly) | 44,506.00 |
| Interest Income | 36.50 |
| Late Fees/Finance/Fines | 330.00 |
| Income - Other | 7,000.00 |
| | <hr/> |
| Total Income | 51,872.50 |
| Total Income | 51,872.50 |
| Expense | |
| ACH Quarterly Bank Fee | 78.14 |
| Gutter Cleaning | 583.62 |
| Tax Prep. Fee | 325.00 |
| Annual Filing Fees | 40.00 |
| Grounds | |
| Snow removal | 10,845.00 |
| Grounds - Other | 167.59 |
| | <hr/> |
| Total Grounds | 11,012.59 |
| Insurance | 39,653.94 |
| Postage and Delivery | 89.13 |
| Professional Fees | |
| Legal Fees | 339.00 |
| | <hr/> |
| Total Professional Fees | 339.00 |
| Property Management | |
| Special Services | 175.00 |
| Property Management - Other | 4,000.00 |
| | <hr/> |
| Total Property Management | 4,175.00 |
| Repairs | |
| Roof Repairs | 2,345.00 |
| Building Repairs | 1,443.20 |
| | <hr/> |
| Total Repairs | 3,788.20 |
| Utilities | |
| Trash Removal | 3,807.66 |
| | <hr/> |
| Total Utilities | 3,807.66 |
| Total Expense | 63,892.28 |
| Net Ordinary Income | -12,019.78 |
| Net Income | <hr/> <hr/> -12,019.78 |

Brentwood Estates Homeowners Association

Balance Sheet

08/31/23

As of August 31, 2023

Accrual Basis

| | Aug 31, 23 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking | 7,994.65 |
| Brentwood Reserve Account | 30,923.77 |
| Total Checking/Savings | 38,918.42 |
| Accounts Receivable | |
| Accounts Receivable | -1,997.79 |
| Total Accounts Receivable | -1,997.79 |
| Total Current Assets | 36,920.63 |
| TOTAL ASSETS | 36,920.63 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 1.00 |
| Total Accounts Payable | 1.00 |
| Total Current Liabilities | 1.00 |
| Total Liabilities | 1.00 |
| Equity | |
| WORKING CAPITAL | 284.00 |
| Opening Bal Equity | 18,860.61 |
| Retained Earnings | 30,017.59 |
| Net Income | -12,242.57 |
| Total Equity | 36,919.63 |
| TOTAL LIABILITIES & EQUITY | 36,920.63 |

Brentwood Estates Homeowners Association
Profit & Loss Budget vs. Actual
January through August 2023

| | Jan - Aug 23 | Budget | \$ Over Budget | % of Budget |
|----------------------------------|------------------|------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 2023 Special Assessment | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Income | | | | |
| Fee Income (\$198.00 Monthly) | 44,506.00 | 44,352.00 | 154.00 | 100.3% |
| Interest Income | 36.50 | | | |
| Late Fees/Finance/Fines | 330.00 | | | |
| Income - Other | 7,000.00 | | | |
| Total Income | 51,872.50 | 44,352.00 | 7,520.50 | 117.0% |
| Total Income | 51,872.50 | 51,352.00 | 520.50 | 101.0% |
| Expense | | | | |
| ACH Quarterly Bank Fee | 78.14 | 150.00 | -71.86 | 52.1% |
| Gutter Cleaning | 583.62 | | | |
| Tax Prep. Fee | 325.00 | 325.00 | 0.00 | 100.0% |
| Annual Filing Fees | 40.00 | 40.00 | 0.00 | 100.0% |
| Grounds | | | | |
| Landscaping | 0.00 | 400.00 | -400.00 | 0.0% |
| Snow removal | 10,845.00 | 10,000.00 | 845.00 | 108.5% |
| Grounds - Other | 167.59 | | | |
| Total Grounds | 11,012.59 | 10,400.00 | 612.59 | 105.9% |
| Insurance | 39,653.94 | 23,600.00 | 16,053.94 | 168.0% |
| Postage and Delivery | 89.13 | 200.00 | -110.87 | 44.6% |
| Professional Fees | | | | |
| Legal Fees | 339.00 | 2,500.00 | -2,161.00 | 13.6% |
| Total Professional Fees | 339.00 | 2,500.00 | -2,161.00 | 13.6% |
| Property Management | 175.00 | 250.00 | -75.00 | 70.0% |
| Special Services | 4,000.00 | 4,000.00 | 0.00 | 100.0% |
| Property Management - Other | | | | |
| Total Property Management | 4,175.00 | 4,250.00 | -75.00 | 98.2% |
| Repairs | | | | |
| Roof Repairs | 2,345.00 | | | |
| Building Repairs | 1,443.20 | | | |
| Total Repairs | 3,788.20 | | | |
| Reserve Account | 0.00 | 4,902.00 | -4,902.00 | 0.0% |

Brentwood Estates Homeowners Association
Profit & Loss Budget vs. Actual
 January through August 2023

| | Jan - Aug 23 | Budget | \$ Over Budget | % of Budget |
|----------------------------|-------------------|-----------------|-------------------|------------------|
| Utilities | | | | |
| Trash Removal | 3,807.66 | 3,840.00 | -32.34 | 99.2% |
| Total Utilities | 3,807.66 | 3,840.00 | -32.34 | 99.2% |
| Total Expense | 63,892.28 | 50,207.00 | 13,685.28 | 127.3% |
| Net Ordinary Income | -12,019.78 | 1,145.00 | -13,164.78 | -1,049.8% |
| Net Income | -12,019.78 | 1,145.00 | -13,164.78 | -1,049.8% |

**Brentwood Estates Townhome Association
Board Meeting Agenda
Tuesday, August 8, 2023, 5:00pm**

**VIA CONFERENCE CALL
1.916.235.1420
PIN#557413**

1. Call to Order
2. Roll Call
3. Approval of the June 20, 2023 Meeting Minutes.
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

BRENTWOOD ESTATES TOWNHOME ASSOCIATION
Board of Directors Meeting
June 20, 2023
Teleconferencing

Call to Order: 5:05 pm Kevin Dennison called to order, and Monte Brueggeman was present. Forrest Scruggs, Realty One, Inc. was also present.

Homeowner from 665 was also present on line.

- 1. Minutes:** The Minutes from April 18, 2023 were approved, Kevin motioned, second by Monte, Minutes approved.
- 2. Property Management Report:**
Financials presented by Forrest Scruggs. The Reserves continue to be low and another Special Assessment will need to be assessed for funding the Reserves.
- 3. Open Issues:** 625 sunroom skylight needs a leak repaired. Forrest has sent two contractors for estimates, but no response yet. Another contractor will be contacted.
- 4. Old Business: None**
- 5. New Business: Jacqueline in 665 says she needs a downspout extension replaced. Kevin will check with Lowe's to see if they have a 4 foot length and bring to her.**
- 6. Meeting Adjourned:** 5:27 pm, Kevin made a motion to adjourn, Monte seconded, meeting adjourned.

Brentwood Estates Homeowners Association
Profit & Loss
January through July 2023

| | <u>Jan - Jul 23</u> |
|-------------------------------|--------------------------|
| Ordinary Income/Expense | |
| Income | |
| Income | |
| Fee Income (\$198.00 Monthly) | 38,571.00 |
| Interest Income | 32.66 |
| Late Fees/Finance/Fines | 195.00 |
| Income - Other | 6,896.00 |
| Total Income | <u>45,694.66</u> |
| Total Income | 45,694.66 |
| Expense | |
| ACH Quarterly Bank Fee | 78.14 |
| Gutter Cleaning | 583.62 |
| Tax Prep. Fee | 325.00 |
| Annual Filing Fees | 40.00 |
| Grounds | |
| Snow removal | 10,845.00 |
| Grounds - Other | 167.59 |
| Total Grounds | <u>11,012.59</u> |
| Insurance | 39,653.94 |
| Postage and Delivery | 89.13 |
| Professional Fees | |
| Legal Fees | 339.00 |
| Total Professional Fees | <u>339.00</u> |
| Property Management | |
| Special Services | 150.00 |
| Property Management - Other | 3,500.00 |
| Total Property Management | <u>3,650.00</u> |
| Repairs | |
| Roof Repairs | 2,345.00 |
| Building Repairs | 1,443.20 |
| Total Repairs | <u>3,788.20</u> |
| Utilities | |
| Trash Removal | 3,328.54 |
| Total Utilities | <u>3,328.54</u> |
| Total Expense | <u>62,888.16</u> |
| Net Ordinary Income | <u>-17,193.50</u> |
| Net Income | <u><u>-17,193.50</u></u> |

Brentwood Estates Homeowners Association
Balance Sheet
As of July 31, 2023

| | <u>Jul 31, 23</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking | 4,739.52 |
| Brentwood Reserve Account | 30,307.18 |
| Total Checking/Savings | <u>35,046.70</u> |
| Accounts Receivable | |
| Accounts Receivable | -3,498.00 |
| Total Accounts Receivable | <u>-3,498.00</u> |
| Total Current Assets | <u>31,548.70</u> |
| TOTAL ASSETS | <u><u>31,548.70</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 1.00 |
| Total Accounts Payable | <u>1.00</u> |
| Total Current Liabilities | <u>1.00</u> |
| Total Liabilities | 1.00 |
| Equity | |
| WORKING CAPITAL | 284.00 |
| Opening Bal Equity | 18,860.61 |
| Retained Earnings | 29,596.59 |
| Net Income | -17,193.50 |
| Total Equity | <u>31,547.70</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>31,548.70</u></u> |

Brentwood Estates Homeowners Association
Profit & Loss Budget vs. Actual
January through July 2023

| | Jan - Jul 23 | Budget | \$ Over Budget | % of Budget |
|----------------------------------|------------------|------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 2023 Special Assessment | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Income | | | | |
| Fee Income (\$198.00 Monthly) | 38,571.00 | 38,808.00 | -237.00 | 99.4% |
| Interest Income | 32.66 | | | |
| Late Fees/Finance/Fines | 195.00 | | | |
| Income - Other | 6,896.00 | | | |
| Total Income | 45,694.66 | 38,808.00 | 6,886.66 | 117.7% |
| Total Income | 45,694.66 | 45,808.00 | -113.34 | 99.8% |
| Expense | | | | |
| ACH Quarterly Bank Fee | 78.14 | 150.00 | -71.86 | 52.1% |
| Gutter Cleaning | 583.62 | | | |
| Tax Prep. Fee | 325.00 | 325.00 | 0.00 | 100.0% |
| Annual Filing Fees | 40.00 | 40.00 | 0.00 | 100.0% |
| Grounds | | | | |
| Landscaping | 0.00 | 400.00 | -400.00 | 0.0% |
| Snow removal | 10,845.00 | 8,750.00 | 2,095.00 | 123.9% |
| Grounds - Other | 167.59 | | | |
| Total Grounds | 11,012.59 | 9,150.00 | 1,862.59 | 120.4% |
| Insurance | 39,653.94 | 20,650.00 | 19,003.94 | 192.0% |
| Postage and Delivery | 89.13 | 175.00 | -85.87 | 50.9% |
| Professional Fees | | | | |
| Legal Fees | 339.00 | 2,500.00 | -2,161.00 | 13.6% |
| Total Professional Fees | 339.00 | 2,500.00 | -2,161.00 | 13.6% |
| Property Management | 150.00 | 250.00 | -100.00 | 60.0% |
| Special Services | 3,500.00 | 3,500.00 | 0.00 | 100.0% |
| Property Management - Other | | | | |
| Total Property Management | 3,650.00 | 3,750.00 | -100.00 | 97.3% |
| Repairs | 2,345.00 | 1,443.20 | 901.80 | 100.0% |
| Roof Repairs | | | | |
| Building Repairs | | | | |
| Total Repairs | 3,788.20 | 4,289.25 | -4,289.25 | 0.0% |
| Reserve Account | 0.00 | | | |

Brentwood Estates Homeowners Association
Profit & Loss Budget vs. Actual
 January through July 2023

| | Jan - Jul 23 | Budget | \$ Over Budget | % of Budget |
|---------------------|-------------------|-----------------|-------------------|------------------|
| Utilities | | | | |
| Trash Removal | 3,328.54 | 3,360.00 | -31.46 | 99.1% |
| Total Utilities | 3,328.54 | 3,360.00 | -31.46 | 99.1% |
| Total Expense | 62,888.16 | 44,389.25 | 18,498.91 | 141.7% |
| Net Ordinary Income | -17,193.50 | 1,418.75 | -18,612.25 | -1,211.9% |
| Net Income | -17,193.50 | 1,418.75 | -18,612.25 | -1,211.9% |

BRENTWOOD ESTATES TOWNHOME ASSOCIATION
Board of Directors Meeting
April 18, 2023
Teleconferencing

Call to Order: 5:05 pm Kevin Dennison called to order, and Monte Brueggeman, were present. Forrest Scruggs, Realty One, Inc. was also present.

No other homeowners present.

- 1. Minutes:** The Minutes from February 14, 2023 were approved, Kevin motioned, second by Monte, Minutes approved.
- 2. Property Management Report:**
Financials presented by Forrest Scruggs. On January 1st the dues were increased 5% per the Bylaws. The Reserves continue to be low and another Special Assessment will need to be assessed for funding the Reserves will be determined after notifying homeowners.
- 3. Open Issues:** 657 siding/soffit repairs is being completed now by Straight Line Roofing.
- 4. Old Business: None**
- 5. New Business: None**
- 6. Meeting Adjourned:** 5:38 pm, Kevin made a motion to adjourn, Monte seconded, meeting adjourned.

BRENTWOOD ESTATES TOWNHOME ASSOCIATION
Board of Directors Meeting
February 14, 2023
Teleconferencing

Call to Order: 5:04 pm Kevin Dennison called to order, Monte Brueggeman, Keith Copeland were present. Forrest Scruggs, Realty One, Inc. was also present.

- 1. Minutes:** The Minutes from August 22, 2022 were approved, Kevin motioned, second by Monte, all approved.

Owner Present: 665 had questions on financials which Forrest answered. Also, clarification on on the No Rentals policy.

- 2. Property Management Report:**

Financials presented by Forrest Scruggs. On January 1st the dues were increased 5% per the Bylaws. The Reserves continue to be low and another Special Assessment will need to be assessed. Forrest presented the new insurance annual premium will be \$52,000.

- 3. Open Issues:** 657 siding/soffit repairs.

- 4. Old Business:** None

- 5. New Business:** None

- 6. Meeting Adjourned:** 5:42 pm, Keith made a motion to adjourn, Kevin seconded, all in favor.