

**Brookside Condominium Association
Board of Directors Meeting Agenda
Monday, July 15, 2024, 6:30pm**

**VIA CONFERENCE CALL
1.916.235.1420
PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the May 20, 2024 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

HOA Meeting 5/20/24

1. Call to Order: 6:30pm
2. Attendees:
 - Ron
 - Will
 - Forrest
 - Amber
 - Eric (Joined 6:40)
 - Jeff (Joined 6:40)
3. Approval of January 29, 2024 Meeting:
 - a. Amber approves, Will seconds.
4. Property Management Issues:
 - Unit 1 – wants patio done.
 - Unit 9 – wants patio done
 - Front crack at stairs needs to be filled in.
 - Need to remove tree in front?
 - Forrest to get 3 bids for each of those issues.
 - Why do we never use insurance?
 - Do we need to look at the crawl space in the pool?
5. Open Issues
 - a. None
6. New Businesses
 - a. Leaking between 17-18, on the wall of 17. Eric can hear it in 14.
 - b. Rules being broken:
 - i. Ladders on patio
 - ii. Things in front of doors
7. Meeting Adjourned: 7:03pm

Brookside Condo Association
Profit & Loss
January through June 2024

	Jan - Jun 24
Ordinary Income/Expense	
Income	
Monthly Dues	42,340.00
Total Income	42,340.00
Expense	
ACH Quarterly Bank Fee	21.76
Annual Filings	53.00
Electricity	1,024.92
Gutter/Downspouts	700.00
Landscape Contract	2,141.05
Office Supplies	36.49
Plumbing Repairs	496.95
Property Management Fees	
Special Services	300.00
Property Management Fees - Other	3,600.00
Total Property Management Fees	3,900.00
Repairs and Maintenance	103.21
Sprinkler Repairs	157.50
Tax Prep. Fee	325.00
Taxes	175.86
Trash Removal	2,660.20
Water & Sanitation	5,115.70
Total Expense	16,911.64
Net Ordinary Income	25,428.36
Other Income/Expense	
Other Income	
Interest Income	405.51
Total Other Income	405.51
Net Other Income	405.51
Net Income	25,833.87

Brookside Condo Association
Balance Sheet
As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Operating	34,185.27
Reserves	30,781.95
Wells Fargo CD	35,402.71
Total Checking/Savings	100,369.93
Other Current Assets	
Undeposited Funds	260.00
Total Other Current Assets	260.00
Total Current Assets	100,629.93
TOTAL ASSETS	100,629.93
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	19,793.51
Net Income	25,833.87
Total Equity	100,629.93
TOTAL LIABILITIES & EQUITY	100,629.93

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	42,340.00	43,200.00	-860.00	98.0%
Total Income	42,340.00	43,200.00	-860.00	98.0%
Expense				
ACH Quarterly Bank Fee	21.76	69.00	-47.24	31.5%
Annual Filings	53.00	40.00	13.00	132.5%
Annual Fire Ext. Inspection	0.00	0.00	0.00	0.0%
Backflow Testing	0.00	175.00	-175.00	0.0%
Electricity	1,024.92	1,050.00	-25.08	97.6%
Gutter/Downspouts	700.00			
Insurance Expense	0.00	0.00	0.00	0.0%
Landscape Contract	2,141.05	2,400.00	-258.95	89.2%
Office Supplies	36.49	45.00	-8.51	81.1%
Plumbing Repairs	496.95			
Postage and Delivery	0.00	90.00	-90.00	0.0%
Property Management Fees				
Special Services	300.00			
Property Management Fees - Other	3,600.00	3,600.00	0.00	100.0%
Total Property Management Fees	3,900.00	3,600.00	300.00	108.3%
Repairs and Maintenance	103.21	7,304.02	-7,200.81	1.4%
Reserve Contribution	0.00	4,320.00	-4,320.00	0.0%
Snow Removal	0.00	2,100.00	-2,100.00	0.0%
Sprinkler Repairs	157.50	500.00	-342.50	31.5%
Tax Prep. Fee	325.00	350.00	-25.00	92.9%
Taxes	175.86	200.00	-24.14	87.9%
Trash Removal	2,660.20	2,910.00	-249.80	91.4%
Water & Sanitation	5,115.70	6,252.00	-1,136.30	81.8%
Total Expense	16,911.64	31,405.02	-14,493.38	53.9%
Net Ordinary Income	25,428.36	11,794.98	13,633.38	215.6%
Other Income/Expense				
Other Income				
Interest Income	405.51			
Total Other Income	405.51			
Net Other Income	405.51			
Net Income	25,833.87	11,794.98	14,038.89	219.0%

Brookside Condominium Association
Board of Directors Meeting Agenda
Monday, May 20, 2024, 6:30pm

Via Conference Call
1.916.235.1420
PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the January 29, 2024 Board of Director Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

Brookside Condominium Association
HOA Meeting Minutes
January 29, 2024

Attendees:

Amber Glover - President
Eric Bua - VP
Jeff Walenczak
Ron Nuanes
Will Bashaw
Forrest Scruggs – Realty One

Call to Order at 6:30PM

Review of previous minutes. Eric motioned to pass. Ron seconded the motion.

General/Old Business:

- Unit 1: bid for her deck. Waiting for Spring
- South side of parking lot, sign installed: complete

New Business:

- Crawlspace in clubhouse leaking – broken pipe above and below crawlspace. BlueSky quoted 3K to fix. Capped pipe but didn't repair. Concern that mold will grow once it gets warm out. Pushing issue to March.
- 8920 top floor has Halloween decoration out, need to be taken down to adhere to fire code
- Implement Recycling for condo
 - o Would need extra bin, may not have space
 - o Amber to contact Dana to look into it
- Adding mirrors in parking lot for safety around tight turns.
 - o Will to look into pricing of mirrors
 - o Ron and Will to install mirrors if affordable
 - a. Adding mirror to parking garage for safety concern
 - i. Look into acquiring mirrors

Meeting adjourned at 7:01PM

Brookside Condo Association
Profit & Loss
January through April 2024

	Jan - Apr 24
Ordinary Income/Expense	
Income	
Monthly Dues	28,210.00
Total Income	28,210.00
Expense	
ACH Quarterly Bank Fee	21.76
Annual Filings	10.00
Electricity	705.85
Gutter/Downspouts	700.00
Landscape Contract	685.61
Plumbing Repairs	496.95
Property Management Fees	
Special Services	300.00
Property Management Fees - Other	2,400.00
Total Property Management Fees	2,700.00
Repairs and Maintenance	103.21
Tax Prep. Fee	325.00
Taxes	175.86
Trash Removal	2,133.16
Water & Sanitation	3,058.07
Total Expense	11,115.47
Net Ordinary Income	17,094.53
Other Income/Expense	
Other Income	
Interest Income	2.31
Total Other Income	2.31
Net Other Income	2.31
Net Income	17,096.84

Brookside Condo Association
Balance Sheet
As of April 30, 2024

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	27,591.44
Reserves	29,341.46
Wells Fargo CD	35,000.00
Total Checking/Savings	91,932.90
Accounts Receivable	
Accounts Receivable	-300.00
Total Accounts Receivable	-300.00
Other Current Assets	
Undeposited Funds	260.00
Total Other Current Assets	260.00
Total Current Assets	91,892.90
TOTAL ASSETS	<u>91,892.90</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	19,793.51
Net Income	17,096.84
Total Equity	91,892.90
TOTAL LIABILITIES & EQUITY	<u>91,892.90</u>

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	28,210.00	28,800.00	-590.00	98.0%
Total Income	28,210.00	28,800.00	-590.00	98.0%
Expense				
ACH Quarterly Bank Fee	21.76	46.00	-24.24	47.3%
Annual Filings	10.00	40.00	-30.00	25.0%
Annual Fire Ext. Inspection	0.00	0.00	0.00	0.0%
Backflow Testing	0.00	0.00	0.00	0.0%
Electricity	705.85	700.00	5.85	100.8%
Gutter/Downspouts	700.00			
Insurance Expense	0.00	0.00	0.00	0.0%
Landscape Contract	685.61	1,600.00	-914.39	42.9%
Office Supplies	0.00	0.00	0.00	0.0%
Plumbing Repairs	496.95			
Postage and Delivery	0.00	60.00	-60.00	0.0%
Property Management Fees				
Special Services	300.00			
Property Management Fees - Other	2,400.00	2,400.00	0.00	100.0%
Total Property Management Fees	2,700.00	2,400.00	300.00	112.5%
Repairs and Maintenance	103.21	4,869.36	-4,766.15	2.1%
Reserve Contribution	0.00	2,880.00	-2,880.00	0.0%
Snow Removal	0.00	1,400.00	-1,400.00	0.0%
Sprinkler Repairs	0.00	0.00	0.00	0.0%
Tax Prep. Fee	325.00	350.00	-25.00	92.9%
Taxes	175.86	200.00	-24.14	87.9%
Trash Removal	2,133.16	1,940.00	193.16	110.0%
Water & Sanitation	3,058.07	4,168.00	-1,109.93	73.4%
Total Expense	11,115.47	20,653.36	-9,537.89	53.8%
Net Ordinary Income	17,094.53	8,146.64	8,947.89	209.8%
Other Income/Expense				
Other Income				
Interest Income	2.31			
Total Other Income	2.31			
Net Other Income	2.31			
Net Income	17,096.84	8,146.64	8,950.20	209.9%

Brookside Condominium Association
Annual Meeting Agenda
Monday, March 11, 2024, 6:30pm

Call in Information: 1.916.235.1420 PIN# 557413

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

Brookside Condominium Association
Annual HOA Meeting Minutes
March 20, 2023

Attendees:

Amber Glover-President
Eric Bua- VP
Arielle Jensen- Secretary
Jeff Walenczak- Member at large
Forrest Scruggs- Realty One
Gerry Williams- Unit 1
Ron Nuanes- Unit 20
Pamela Valencia- Unit 3

Call to order at 6:34

General/Old Business:

- Filling the pool-Completed
- Fence taken down by DaVita
- New meters put in by Xcel Energy.
- Pool area and pool house. No plan for either at this time.
- Carport garages: did not pass vote in 2022, possible to revisit in the future.
- Car break ins: lighting in parking lot updated, security cameras updated.

New 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.

Meeting adjourned at 7:19pm

9:11 AM
12/28/23
Cash Basis

Brookside Condo Association
Profit & Loss
January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
Monthly Dues	
Refund	-260.00
Monthly Dues - Other	76,256.10
Total Monthly Dues	75,996.10
Working Capital	2,080.00
Total Income	78,076.10
Expense	
ACH Quarterly Bank Fee	136.94
Annual Filings	40.00
Annual Fire Ext. Inspection	393.60
Backflow Testing	92.00
Electricity	2,152.71
Insurance Expense	23,553.56
Landscape Contract	4,727.23
Legal	-103.00
Lighting	444.34
Office Supplies	35.52
Plumbing Repairs	2,984.54
Postage and Delivery	193.92
Property Management Fees	7,200.00
Repairs and Maintenance	
Additional Fire Ext.	1,930.44
Repairs and Maintenance - Other	15,420.83
Total Repairs and Maintenance	17,351.27
Snow Removal	2,933.29
Sprinkler Repairs	804.19
Tax Prep. Fee	325.00
Taxes	193.68
Trash Removal	6,343.42
Water & Sanitation	14,253.76
Total Expense	84,055.97
Net Ordinary Income	-5,979.87
Other Income/Expense	
Other Income	
Interest Income	113.68
Total Other Income	113.68
Net Other Income	113.68
Net Income	-5,866.19

9:11 AM

12/28/23

Accrual Basis

Brookside Condo Association

Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Operating	14,261.91
Reserves	61,451.33
Total Checking/Savings	75,713.24
Accounts Receivable	
Accounts Receivable	-925.00
Total Accounts Receivable	-925.00
Total Current Assets	74,788.24
TOTAL ASSETS	74,788.24
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,016.51
Net Income	-7,230.82
Total Equity	74,788.24
TOTAL LIABILITIES & EQUITY	74,788.24

9:12 AM
12/28/23
Cash Basis

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues				
Refund	-260.00			
Monthly Dues - Other	76,256.10	73,680.00	2,576.10	103.5%
Total Monthly Dues	75,996.10	73,680.00	2,316.10	103.1%
Working Capital	2,080.00			
Total Income	78,076.10	73,680.00	4,396.10	106.0%
Expense				
ACH Quarterly Bank Fee	136.94	300.00	-163.06	45.6%
Annual Filings	40.00	40.00	0.00	100.0%
Annual Fire Ext. Inspection	393.60	335.00	58.60	117.5%
Backflow Testing	92.00			
Electricity	2,152.71	2,700.00	-547.29	79.7%
General Maintenance	0.00	5,862.00	-5,862.00	0.0%
Gutter/Downspouts	0.00	600.00	-600.00	0.0%
Insurance Expense	23,553.56	18,000.00	5,553.56	130.9%
Landscape Contract	4,727.23	3,750.00	977.23	126.1%
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	2,984.54	1,800.00	1,184.54	165.8%
Postage and Delivery	193.92	300.00	-106.08	64.6%
Property Management Fees	7,200.00	7,200.00	0.00	100.0%
Repairs and Maintenance				
Additional Fire Ext.	1,930.44			
Repairs and Maintenance - Other	15,420.83			
Total Repairs and Maintenance	17,351.27			
Reserve Contribution	0.00	7,368.00	-7,368.00	0.0%
Snow Removal	2,933.29	5,400.00	-2,466.71	54.3%
Sprinkler Repairs	804.19	1,000.00	-195.81	80.4%
Tax Prep. Fee	325.00	325.00	0.00	100.0%
Taxes	193.68			
Trash Removal	6,343.42	5,760.00	583.42	110.1%
Water & Sanitation	14,253.76	11,004.00	3,249.76	129.5%
Total Expense	84,055.97	73,680.00	10,375.97	114.1%
Net Ordinary Income	-5,979.87	0.00	-5,979.87	100.0%
Other Income/Expense				
Other Income				
Interest Income	113.68			
Total Other Income	113.68			
Net Other Income	113.68			
Net Income	-5,866.19	0.00	-5,866.19	100.0%

10:12 AM

12/06/23

Cash Basis

Brookside Condo Association
Profit & Loss Budget Overview
January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Monthly Dues	86,400.00
Total Income	86,400.00
Expense	
ACH Quarterly Bank Fee	138.00
Annual Filings	40.00
Annual Fire Ext. Inspection	400.00
Backflow Testing	175.00
Electricity	2,100.00
Insurance Expense	24,000.00
Landscape Contract	4,800.00
Office Supplies	45.00
Postage and Delivery	180.00
Property Management Fees	7,200.00
Repairs and Maintenance	14,608.00
Reserve Contribution	8,640.00
Snow Removal	4,200.00
Sprinkler Repairs	1,000.00
Tax Prep. Fee	350.00
Taxes	200.00
Trash Removal	5,820.00
Water & Sanitation	12,504.00
Total Expense	86,400.00
Net Ordinary Income	0.00
Net Income	0.00

**Brookside Condominium Association
Board of Directors Meeting Agenda**

Monday, January 29, 2024, 6:30pm

**VIA CONFERENCE CALL
1.916.235.1420
PIN #557413**

1. Call to Order
2. Roll Call
3. Approval of the November 13, 2023 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

Brookside Condominium Association
Annual HOA Meeting Minutes

November 13, 2023

Attendees:

Amber Glover - President
Eric Bua – VP
Jeff Walenczak - Member at large
Ron Nuanes – Absent
Will Bashaw – Absent
Forrest Scruggs- Realty One

Call to order at 6:31

Review of previous minutes. Eric motioned to pass. Jeff seconded the motion.

General/Old Business:

- Still waiting for Gerry Williams (Unit 1) bid for her deck and when it was going to be addressed.
- Will Bashaw (Unit 9) Suffice has been repaired. Job complete

New Business:

- Eric purchased signs to install 'no compact car parking' for the larger parking spot on the south side of the lot. This would allow trucks to park easier. Waiting for signs to arrive.
- Eric asked about insurance rates and wondering why it's getting higher. Forrest will send info via email.

Meeting adjourned at 6:53 pm

9:11 AM
12/28/23
Cash Basis

Brookside Condo Association
Profit & Loss
January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
Monthly Dues	
Refund	-260.00
Monthly Dues - Other	76,256.10
Total Monthly Dues	75,996.10
Working Capital	2,080.00
Total Income	78,076.10
Expense	
ACH Quarterly Bank Fee	136.94
Annual Filings	40.00
Annual Fire Ext. Inspection	393.60
Backflow Testing	92.00
Electricity	2,152.71
Insurance Expense	23,553.56
Landscape Contract	4,727.23
Legal	-103.00
Lighting	444.34
Office Supplies	35.52
Plumbing Repairs	2,984.54
Postage and Delivery	193.92
Property Management Fees	7,200.00
Repairs and Maintenance	
Additional Fire Ext.	1,930.44
Repairs and Maintenance - Other	15,420.83
Total Repairs and Maintenance	17,351.27
Snow Removal	2,933.29
Sprinkler Repairs	804.19
Tax Prep. Fee	325.00
Taxes	193.68
Trash Removal	6,343.42
Water & Sanitation	14,253.76
Total Expense	84,055.97
Net Ordinary Income	-5,979.87
Other Income/Expense	
Other Income	
Interest Income	113.68
Total Other Income	113.68
Net Other Income	113.68
Net Income	-5,866.19

9:11 AM
12/28/23
Accrual Basis

Brookside Condo Association
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Operating	14,261.91
Reserves	61,451.33
Total Checking/Savings	75,713.24
Accounts Receivable	
Accounts Receivable	-925.00
Total Accounts Receivable	-925.00
Total Current Assets	74,788.24
TOTAL ASSETS	74,788.24
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,016.51
Net Income	-7,230.82
Total Equity	74,788.24
TOTAL LIABILITIES & EQUITY	74,788.24

9:12 AM
12/28/23
Cash Basis

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues				
Refund	-260.00			
Monthly Dues - Other	76,256.10	73,680.00	2,576.10	103.5%
Total Monthly Dues	75,996.10	73,680.00	2,316.10	103.1%
Working Capital	2,080.00			
Total Income	78,076.10	73,680.00	4,396.10	106.0%
Expense				
ACH Quarterly Bank Fee	136.94	300.00	-163.06	45.6%
Annual Filings	40.00	40.00	0.00	100.0%
Annual Fire Ext. Inspection	393.60	335.00	58.60	117.5%
Backflow Testing	92.00			
Electricity	2,152.71	2,700.00	-547.29	79.7%
General Maintenance	0.00	5,862.00	-5,862.00	0.0%
Gutter/Downspouts	0.00	600.00	-600.00	0.0%
Insurance Expense	23,553.56	18,000.00	5,553.56	130.9%
Landscape Contract	4,727.23	3,750.00	977.23	126.1%
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	2,984.54	1,800.00	1,184.54	165.8%
Postage and Delivery	193.92	300.00	-106.08	64.6%
Property Management Fees	7,200.00	7,200.00	0.00	100.0%
Repairs and Maintenance				
Additional Fire Ext.	1,930.44			
Repairs and Maintenance - Other	15,420.83			
Total Repairs and Maintenance	17,351.27			
Reserve Contribution	0.00	7,368.00	-7,368.00	0.0%
Snow Removal	2,933.29	5,400.00	-2,466.71	54.3%
Sprinkler Repairs	804.19	1,000.00	-195.81	80.4%
Tax Prep. Fee	325.00	325.00	0.00	100.0%
Taxes	193.68			
Trash Removal	6,343.42	5,760.00	583.42	110.1%
Water & Sanitation	14,253.76	11,004.00	3,249.76	129.5%
Total Expense	84,055.97	73,680.00	10,375.97	114.1%
Net Ordinary Income	-5,979.87	0.00	-5,979.87	100.0%
Other Income/Expense				
Other Income				
Interest Income	113.68			
Total Other Income	113.68			
Net Other Income	113.68			
Net Income	-5,866.19	0.00	-5,866.19	100.0%