

# Brookside Homeowner's Association

## Annual Meeting Minutes

Thursday, January 23, 2020 – 6 pm  
Kullerstrand Elementary School – 12225 W. 38<sup>th</sup> St.  
Wheat Ridge, CO 80033

### I. Call to Order

- a. The annual meeting of the Brookside HOA was called to order at 6:03 pm by Becky Blackett, President.

### II. Proof of Notice and Quorum

- a. Forest Scruggs, the Managing Agent of Realty One, announced that 11 of 30 units were represented therefore meeting the quorum requirements.
- b. The units represented were 3700, 3704, 3708, 3716, 3624, 3740, 3748, 3756, 3772, 3792, and one proxy.

### III. Minutes Approved

- a. Minutes from the annual 2019 HOA meeting were approved as written

### IV. Budget Ratification and Financial Report

- a. The monthly fee of \$223.00 will continue for the 2020 fiscal year. Forrest distributed the new budget.
- b. The budget was approved by the board. There were no objections as a change would require the presence of 67% ownership. The budget was ratified.
- c. The insurance amount from hailstorm damage to our buildings was small after the deductible was subtracted. The remaining \$4483. Was used to repair/replace windows damaged by hailstorm damage. Some owners opted to upgrade their windows and pay the difference personally.
- d. There was a major sewer line repair/replacement that necessitated use of a backhoe. The total was \$9,784.50. Becky suggested that we gradually snake out one (1) line per building as a preventive measure. This would hopefully avoid future unbudgeted high repair costs of multiple line repairs within a fiscal year. It is known that the sewer lines from each unit connect to each other and flow to the main sewer line.
- e. Realty One will work with Becky and to get vendor estimates for parking lot striping and label painting of parking spots for each unit. The current paint is very faded.
- f. The exterior painting of all units is complete. In addition to painting, the attic vents were cleared of old paint to improve attic air flow.
- g. Becky reported that our current trash company was overcharging us and also missed a scheduled pick up. After talking with the company, our monthly fee has been lowered and we have received a credit through April. It was noted that we

may need to let residents know to put all trash inside the bins and not leave next to the bins. We are charged for trash placed outside bins.

- h. A potential budget item is the updating of our governing documents. Our legal documents are out of date and could be a problem for us. Becky received an estimate of \$7,000 for legal fees to update and file them with Jefferson County.

**V. Community Updates**

- a. It has been requested to not place fencing between units close to the meters at the back of each unit. If meter replacement/repair is needed and the meter is not accessible, the owner will need to be responsible for altering the fence to allow meter access.
- b. The cement problems and need for repair/replacement are still an issue. The HOA is responsible for the front entries and sidewalks leading up to the street sidewalks. HOA is also responsible for the back stoops where the sheds sit. The stoops are shared between units. Forrest and Lou discussed possible vendors who may give us an estimate for this work. Budgeting for cement work is a lower priority than updating our legal documents and parking lot striping.
- c. Fences were discussed again this year. The fencing separating us from the farm next door will eventually need to be replaced. The fences surrounding individual backyards are currently the responsibility of the individual owners. This results in a lack of uniformity and condition. The owners of fences looking in danger of falling can be given a notice sent by Realty One alerting them to this danger. A long-term goal could be to make the HOA responsible for unit fencing; however, there are no reserve funds for this at this time.

**VI. Homeowner Forum**

- a. No additional subjects were raised.

**VII. Adjournment**

- a. The meeting was adjourned at 6:43 pm.