

**Brentwood Manor Condo Homeowners Association
Annual Meeting Agenda**

Saturday, February 21, 2026 10:00am

**In person meeting will be held in Building 230 Basement
or call in information: 1.916.235.1420 PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of February 22, 2025 (Annual Meeting Minutes);
October 30, 2025 (Board of Directors Meeting); November
20, 2025 (Board of Directors Addendum)
4. Homeowner Forum:
5. Property Management Report
 ✓ Year End Financials for 2025
6. Open Issues
7. Meeting Adjourned.

Brentwood Manor HOA Meeting Minutes

February 22nd, 2024⁵

1. Jesus Ornelas (President) calls the Brentwood Manor Owner's Annual meeting to order at 10:01AM on February 22nd, 2025.

2. Roll Call: Owners Present by Unit - #101, #102, #106, #303, #305, #306 and Forrest from Realty One and had signed proxy authorizations from #104 and #206

3. Minutes from January 20th, 2024 were presented by Jesus Ornelas and moved to approve the minutes from 2024. 8 - Approve and 0 - Oppose

4. Homeowner Forum:

- Jesus brought up having parking passes with the issues we have been having overall in our parking areas. Most owners would like to just enforce the rules much more strictly and if it continues to be an issue we can introduce parking passes. The board will post notices at everyone's doors to inform all tenants keep up with the rules or risk getting their car towed.
- Send a reminder to all tenants about no grease down the drain pipes and nothing too heavy/thick (wet wipes) down the toilet drain
- Gutters and sump pump pipe were recently damaged and will be replaced. Other parking signs will be added, along with no trespassing signs that residents would like to be added.

5. Property Management Report

- Jesus and Forrest discussed year end financials of 2024. Even though there was no technical loss for the HOA budget, we did not save as much money for our reserves as projected.
- Major cost items were general repair and maintenance and boiler repairs and hopefully this will not be an issue moving forward. We will do preventative maintenance as necessary.
- Insurance premiums were lower than projected, but we do anticipate the price of insurance rising with all the natural disasters occurring in the last year

6. Open Issues

- New Board Member were voted on: Jesus Ornelas (President), Brad Ruth (Member) and Sharon Holloway (Member) – 8 – Approve 0 – Oppose
- The board will be focusing on two projects this year. Adding epoxy flooring in all hallways to cover up the rough cement and exterior paint and repairing the damaged siding and trim.
- Google Fiber will be added as another internet service provider here at Brentwood Manor as we take advantage of Google entering the Lakewood market and give residents another option to access the internet.
- Barbara Leblanc and other residents are concerned about people crossing into our property that don't live in our building. Most are coming from the overflow of Kaiser employees that use public parking in our neighborhood. Jesus will contact the City of Lakewood and inform them of the unintended consequences to the adjacent construction and figure out better solutions of the flow of people in and around our property.
- Residents would like to have access to ice melt when necessary and the board will provide ice melt when snow is projected in the weather forecast just in case it doesn't snow enough for the snow removal company to come.

7. Meeting Adjourned at 11:25am on Saturday, February, 22nd, 2025.

Brentwood HOA Board Meeting Minutes

Board Meeting Minutes

Date: Thursday, October 30, 2025

Time: 2:30 PM (Meeting called to order at 2:31 PM via phone conference)

Attendees:

- Jesus Ornelas
- Sharon Halloway
- Brad Ruth

I. New Business

A. Dumpster Area Relocation

- The Board approved moving the dumpster area to the front of the west parking lot.
- Estimated cost: **\$300** (materials and labor).
- **Road bumpers** will be installed to help keep the dumpster in place.
- This change is intended to prevent damage to the parking lot caused by large trash trucks and to discourage non-residents from using the dumpster.

B. New Rental Policy

- **Action:** Jesus will draft a new rental policy for the Brentwood Condo Community.
- Jesus will also consult with **Realty One** to review similar policies from comparable communities.
- The proposed policy will include:
 - All owners must provide copies of their rental leases to the HOA.
 - **Short-term rentals (Airbnb, VRBO, etc.) are prohibited.**
 - **Minimum rental term:** 6 months. Month-to-month leases are allowed only with known renters.
 - Renters must contact their unit owner directly for repairs or general questions unless there is an emergency.
 - If legally permissible, the Board will consider a **“three-strike” policy** for renters who repeatedly violate community rules.

C. Resident Letter

A new community letter will be distributed to all residents covering the following reminders:

- **Laundry Room Etiquette** – Maintain cleanliness and remove laundry promptly.
- **Winter Preparation** – Residents should clear snow around vehicles and avoid blocking plowing efforts.
- **Utility Usage Awareness** – Water rates have increased by **10%**, and **Xcel Energy** has introduced higher evening rates. Future assessments and HOA dues may reflect these cost increases.

D. Community Assessment for New Projects/Budget

- The Board discussed and approved a **\$300 assessment per unit** to help fund upcoming community improvement projects and support the overall budget.
- Funds will be allocated toward maintenance and enhancements that benefit all residents.
- Specific project details and timelines will be communicated once finalized.

II. Old Business

A. Kaiser Construction Project

- Jesus is monitoring the ongoing construction and its impact on community property.
- He will contact **Kaiser Construction** to inquire about their fencing plans.
- The Brentwood HOA is considering building its own fence to better define and secure the property, helping to reduce non-resident foot traffic through the area.

Meeting Adjourned: 2:48 PM

Minutes prepared by: Jesus Ornelas, President

Addendum to Board Meeting Actions

Brentwood Condominium Association

Date Issued: November 20, 2025

Reference Meeting: October 30, 2025 Board Meeting Minutes

Adjustment to Special Assessment Amount and Start Date

The Board has approved an amendment to the previously recorded special assessment details. The special assessment intended to support the financial stability of the Association has been **revised as follows**:

- The assessment amount will be **increased from \$300 to \$400 per unit.**
- The assessment will now **take effect beginning May 2026.**

This adjustment reflects continued increases in operational and community expenses and is intended to ensure that the Association can meet its financial obligations while maintaining essential services.

All other components of the original motion remain unchanged.

Brentwood Manor Homeowners Assoc.

Profit & Loss

January through December 2025

	<u>Jan - Dec 25</u>
Ordinary Income/Expense	
Income	
Income	
Annual Income	92,328.00
Interest Income	3.61
Late Fees/Finance/Fines	195.00
Income - Other	11,900.00
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Total Income	104,426.61
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Total Income	104,426.61
Expense	
Repairs & Maintenance	8,852.31
ACH Quarterly Bank Fee	144.00
Common Area Cleaning	3,562.50
Boiler Repairs	945.00
Backflow Cert.	250.00
Boiler Inspection	90.00
Tax Prep. Fees	350.00
Annual Filing Fees	69.00
Grounds	
Landscaping	3,813.68
Snow removal	5,604.10
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Total Grounds	9,417.78
Insurance	24,847.78
Postage and Delivery	248.89
Professional Fees	
Legal Fees	250.00
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Total Professional Fees	250.00
Association Management	
Special Services	350.00
Association Management - Other	6,900.00
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Total Association Management	7,250.00
Repairs	
Sprinkler Repairs	389.98
Building Repairs	-475.43
Plumbing	778.00
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Total Repairs	692.55
Supplies	
Office	77.59
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Total Supplies	77.59
Utilities	
Gas and Electric	7,456.93
Trash Removal	9,888.94
Water & Sewer	22,665.33
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Total Utilities	40,011.20
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Total Expense	97,058.60
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Net Ordinary Income	7,368.01
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Net Income	<u>7,368.01</u>

Brentwood Manor Homeowners Assoc.

Balance Sheet

As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	7,553.88
Brentwood Manor Reserve	44,609.68
Total Checking/Savings	<u>52,163.56</u>
Accounts Receivable	
Accounts Receivable	<u>-1,229.00</u>
Total Accounts Receivable	<u>-1,229.00</u>
Total Current Assets	<u>50,934.56</u>
TOTAL ASSETS	<u>50,934.56</u>
LIABILITIES & EQUITY	
Equity	
Working Capital	1,280.00
Opening Bal Equity	27,985.16
Retained Earnings	14,301.39
Net Income	7,368.01
Total Equity	<u>50,934.56</u>
TOTAL LIABILITIES & EQUITY	<u>50,934.56</u>

Brentwood Manor Homeowners Assoc.
Profit & Loss Budget vs. Actual
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Income	92,328.00			
Special Assessment	0.00	12,600.00	-12,600.00	0.0%
Interest Income	3.61			
Late Fees/Finance/Fines	195.00			
Income - Other	11,900.00	92,358.00	-80,458.00	12.9%
Total Income	104,426.61	104,958.00	-531.39	99.5%
Expense				
Annual Fire Ext. Inspection	0.00	250.00	-250.00	0.0%
Repairs & Maintenance	8,852.31	7,943.00	909.31	111.4%
ACH Quarterly Bank Fee	144.00	65.00	79.00	221.5%
Gutter Cleaning	0.00	1,500.00	-1,500.00	0.0%
Common Area Cleaning	3,562.50	3,600.00	-37.50	99.0%
Boiler Repairs	945.00	3,000.00	-2,055.00	31.5%
Backflow Cert.	250.00	250.00	0.00	100.0%
Boiler Inspection	90.00	40.00	50.00	225.0%
Tax Prep. Fees	350.00			
Reserve Fund	0.00	9,240.00	-9,240.00	0.0%
Annual Filing Fees	69.00	75.00	-6.00	92.0%
Grounds				
Landscaping	3,813.68	3,600.00	213.68	105.9%
Snow removal	5,604.10	5,700.00	-95.90	98.3%
Total Grounds	9,417.78	9,300.00	117.78	101.3%
Insurance	24,847.78	26,760.00	-1,912.22	92.9%
Postage and Delivery	248.89	240.00	8.89	103.7%
Professional Fees				
Legal Fees	250.00			
Total Professional Fees	250.00			
Association Management				
Special Services	350.00			
Association Management - Other	6,900.00	6,900.00	0.00	100.0%
Total Association Management	7,250.00	6,900.00	350.00	105.1%
Repairs				
Sprinkler Repairs	389.98	400.00	-10.02	97.5%
Building Repairs	-475.43			
Plumbing	778.00	800.00	-22.00	97.3%

Brentwood Manor Homeowners Assoc.
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total Repairs	692.55	1,200.00	-507.45	57.7%
Supplies Office	77.59	45.00	32.59	172.4%
Total Supplies	77.59	45.00	32.59	172.4%
Taxes	0.00	350.00	-350.00	0.0%
Utilities				
Gas and Electric	7,456.93	9,000.00	-1,543.07	82.9%
Trash Removal	9,888.94	8,700.00	1,188.94	113.7%
Water & Sewer	22,665.33	16,500.00	6,165.33	137.4%
Total Utilities	40,011.20	34,200.00	5,811.20	117.0%
Total Expense	97,058.60	104,958.00	-7,899.40	92.5%
Net Ordinary Income	7,368.01	0.00	7,368.01	100.0%
Net Income	7,368.01	0.00	7,368.01	100.0%

**BRENTWOOD MANOR CONDO HOMEOWNERS
ASSOCIATION**

ANNUAL MEETING

Saturday, February 21, 2026, 10:00am

In person meeting will be held in Building 230 Basement

Or Call in Information: 1.916.235.1420 PIN# 557413

The Annual Meeting of the Brentwood Manor Condo Homeowners Association will be held on the above date and location. The meeting is scheduled for 10:00am 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 January 31, 2026, to count towards a quorum and to vote at the Annual Meeting. Return proxy to: Realty One, Inc., PO Box 140396 Edgewater, CO 80214, or email admin@realtyone-co.com.

PROXY

Brentwood Manor Condo Homeowners Association

ANNUAL MEETING, SATURDAY, February 21, 2026

I, _____ am a member in good standing of the Brentwood Manor Condo Homeowners 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 Manor Condo Homeowners Association.

_____ I grant my proxy to _____ (please name an individual who will vote your proxy at the February 21, 2026 meeting.)

This proxy is executed for the Annual Meeting scheduled for February 21, 2026 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: _____, 2026 By: _____

Address: _____