

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

Monday, January 26, 2026, 6:30pm

**Via Conference Call
1.916.235.1420
PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the November 24, 2025 Board of Director Meeting Minutes.
4. Property Management Report
 - Year End Financials for 2025
5. Open Issues
6. New Business
7. Meeting Adjourned

Brookside Condominium
HOA Board Meeting – 11/24/2025

1. *Call to Order: 6:31PM*
2. Roll Call
 - a. Carrie and Chris Giri
 - b. Will
 - c. Amber
 - d. Jeff
 - e. Forest
3. Last HOA meeting was cancelled. No notes.
4. New Issues:
 - a. The Board asks Dana to show us a report of Insurance Quotes that they receive when they shop around.
5. Ideas for HOA raise
 - a. *Reason for raise: We are in a deficit of 10K in our reserves, Dana suggested we recoup \$26,000 to build our reserves back up.*
 - b. *Goal: to get \$26,000 to our reserves. This will only build our reserves, not cover in-case of disaster. There is also a 10% insurance raise cushion.*
 - c. **\$35 a month** (x 12 x 24 units) = 9792 + a one time special assessment of \$1,100 per unit (1,100 x 24 = \$26,400) is a total of \$36,192
 - i. If we want to break the \$1,100 up by quarter, and still get the first number, here is that breakdown.
 - ii. **\$35 a month & \$1,100 special assessment (divided quarterly = \$275) = \$36,192 by end of year.**
 - d. **\$65 a month** (x 12 x 24 units) = \$18,720 + a one time special assessment of \$300 per unit (x 24 units = \$7,200) is a total of \$25,720
 - e. **\$95 per unit** (x 12 x 24 units) with no one time special assessment is a total of = \$27,360
6. Ideas to cut budget
 - a. Look into different waste removal
 - b. Look into fake grass for the courtyard (save \$ watering front lawn)
7. HOA Board to Review Budget Options, we will review all scenarios, and reconvene by Saturday 11/29, at 12:00PM . Majority will rule, whichever option receives most votes. HOA Board members to email Amber with vote by the time stated above.
8. *Meeting Adjourned – 7:33PM*

Brookside Condo Association
Profit & Loss
 January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
Monthly Dues	92,395.00
Working Capital	670.00
Total Income	93,065.00
Expense	
ACH Quarterly Bank Fee	187.00
Annual Filings	69.00
Annual Fire Ext. Inspection	273.00
Asphalt Repairs	6,005.00
Association Management Fee	7,500.00
Backflow Testing	192.00
Concrete Project	3,350.00
Electricity	2,143.76
Gutter/Downspouts	2,280.00
Insurance Expense	37,041.97
Landscape Contract	5,715.23
Landscape Maintenance, Other	73.62
Legal	583.00
Lighting	1,335.78
Office Supplies	77.59
Plumbing Repairs	8,198.15
Postage and Delivery	145.76
Repairs and Maintenance	1,946.77
Snow Removal	722.15
Sprinkler Repairs	1,373.57
Tax Prep. Fee	350.00
Taxes	177.62
Trash Removal	8,314.06
Tree/Shrub Maintenance	1,010.00
Water & Sanitation	15,547.91
Total Expense	104,612.94
Net Ordinary Income	-11,547.94
Other Income/Expense	
Other Income	
Interest Income	5.82
Total Other Income	5.82
Net Other Income	5.82
Net Income	-11,542.12

Brookside Condo Association
Balance Sheet
As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	13,288.82
Reserves	59,669.84
Total Checking/Savings	<u>72,958.66</u>
Accounts Receivable	
Accounts Receivable	-2,750.00
Total Accounts Receivable	<u>-2,750.00</u>
Other Current Assets	
Undeposited Funds	260.00
Total Other Current Assets	<u>260.00</u>
Total Current Assets	<u>70,468.66</u>
TOTAL ASSETS	<u>70,468.66</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,008.23
Net Income	-11,542.12
Total Equity	<u>70,468.66</u>
TOTAL LIABILITIES & EQUITY	<u>70,468.66</u>

Brookside Condo Association
Profit & Loss Budget vs. Actual
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	92,395.00	95,640.00	-3,245.00	96.6%
Working Capital	670.00			
Total Income	93,065.00	95,640.00	-2,575.00	97.3%
Expense				
ACH Quarterly Bank Fee	187.00	86.00	101.00	217.4%
Annual Filings	69.00	68.00	1.00	101.5%
Annual Fire Ext. Inspection	273.00	207.00	66.00	131.9%
Asphalt Repairs	6,005.00			
Association Management Fee	7,500.00	7,500.00	0.00	100.0%
Backflow Testing	192.00			
Concrete Project	3,350.00			
Electricity	2,143.76	2,100.00	43.76	102.1%
Gutter/Downspouts	2,280.00	1,500.00	780.00	152.0%
Insurance Expense	37,041.97	40,290.00	-3,248.03	91.9%
Landscape Contract	5,715.23	5,000.00	715.23	114.3%
Landscape Maintenance, Other	73.62			
Legal	583.00			
Lighting	1,335.78			
Office Supplies	77.59	45.00	32.59	172.4%
Plumbing Repairs	8,198.15	500.00	7,698.15	1,639.6%
Postage and Delivery	145.76	150.00	-4.24	97.2%
Repairs and Maintenance	1,946.77			
Reserve Contribution	0.00	9,564.00	-9,564.00	0.0%
Snow Removal	722.15			
Sprinkler Repairs	1,373.57	1,100.00	273.57	124.9%
Tax Prep. Fee	350.00	350.00	0.00	100.0%
Taxes	177.62	180.00	-2.38	98.7%
Trash Removal	8,314.06	12,000.00	-3,685.94	69.3%
Tree/Shrub Maintenance	1,010.00			
Water & Sanitation	15,547.91	15,000.00	547.91	103.7%
Total Expense	104,612.94	95,640.00	8,972.94	109.4%
Net Ordinary Income	-11,547.94	0.00	-11,547.94	100.0%
Other Income/Expense				
Other Income				
Interest Income	5.82			
Total Other Income	5.82			
Net Other Income	5.82			

Brookside Condo Association
Profit & Loss Budget vs. Actual
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Net Income	-11,542.12	0.00	-11,542.12	100.0%