

Brookside Condominium Association
Board of Directors Meeting Agenda
Monday, June 9, 2025, 6:30pm

Via Conference Call
1.916.235.1420
PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the January 27, 2025 Board of Director Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

HOA Meeting 1/27/2025

1. Call to Order: 6:30p
2. Attendees:
 - Will
 - Forrest
 - Amber
 - Jeff
 - Ron
3. No meeting to approval
4. Property Management Issues:
 - a. Waterpipe busted in pool house (1/26/25) afterhours, don't know how much it costs yet. Issue has been taken care of.
5. Open Issues
 - a. Because of water burst in pool house, might be damage in Chris' unit. We don't know anything about the extent of damage yet.
 - b. Jeff (Unit 18) roof is leaking between unit 17/18, not in the unit.
 - c. Brought up HOA pays for dog waste bags, after discussion we are leaving.
 - d. Snow removal people never came out this year.
 - e. Hallway lights are staying on all day on outside buildings.
6. New Businesses
 - a. Will - wants \$ for labor. **Voted No** because of insurance risks.
 - b. Amber – building 8900 has a higher water bill. Measure Sewer rate of building. Have plumber check for leak.
 - i. Forest to have Water Company come check first.
 - ii. At this point – don't have to go in individual units. Have outside examined.
 - c. Got rid of recycling: residents were throwing trash into recycling, cut trash bill in half.
 - d. Ron – Clubhouse question: Are there any future plans for the clubhouse? At this time, no.
 - e. In March, need to discuss new Board. Not sure who will step up to be new President.
7. Meeting Adjourned: 7:22pm

Brookside Condo Association

Profit & Loss

January through May 2025

	Jan - May 25
Ordinary Income/Expense	
Income	
Monthly Dues	37,985.00
Total Income	37,985.00
Expense	
ACH Quarterly Bank Fee	46.00
Annual Filings	69.00
Association Management Fee	3,125.00
Electricity	841.28
Gutter/Downspouts	1,280.00
Landscape Contract	685.61
Legal	333.00
Lighting	414.14
Office Supplies	77.59
Plumbing Repairs	1,828.15
Postage and Delivery	39.42
Repairs and Maintenance	975.00
Snow Removal	1,240.61
Sprinkler Repairs	267.19
Tax Prep. Fee	350.00
Taxes	177.62
Trash Removal	2,950.34
Tree/Shrub Maintenance	1,010.00
Water & Sanitation	3,278.70
Total Expense	18,988.65
Net Ordinary Income	18,996.35
Other Income/Expense	
Other Income	
Interest Income	2.39
Total Other Income	2.39
Net Other Income	2.39
Net Income	18,998.74

Brookside Condo Association

Balance Sheet

As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Operating	26,347.14
Reserves	75,112.38
Total Checking/Savings	101,459.52
Accounts Receivable	
Accounts Receivable	713.23
Total Accounts Receivable	713.23
Other Current Assets	
Undeposited Funds	260.00
Total Other Current Assets	260.00
Total Current Assets	102,432.75
TOTAL ASSETS	102,432.75
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	27,008.23
Net Income	20,421.97
Total Equity	102,432.75
TOTAL LIABILITIES & EQUITY	102,432.75

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through May 2025

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	37,985.00	39,360.00	-1,375.00	96.5%
Total Income	37,985.00	39,360.00	-1,375.00	96.5%
Expense				
ACH Quarterly Bank Fee	46.00	0.00	46.00	100.0%
Annual Filings	69.00	0.00	69.00	100.0%
Annual Fire Ext. Inspection	0.00	207.00	-207.00	0.0%
Association Management Fee	3,125.00	3,125.00	0.00	100.0%
Electricity	841.28	875.00	-33.72	96.1%
Gutter/Downspouts	1,280.00	0.00	1,280.00	100.0%
Insurance Expense	0.00	40,290.00	-40,290.00	0.0%
Landscape Contract	685.61	5,000.00	-4,314.39	13.7%
Legal	333.00			
Lighting	414.14			
Office Supplies	77.59	45.00	32.59	172.4%
Plumbing Repairs	1,828.15	500.00	1,328.15	365.6%
Postage and Delivery	39.42	150.00	-110.58	26.3%
Repairs and Maintenance	975.00			
Reserve Contribution	0.00	3,985.00	-3,985.00	0.0%
Snow Removal	1,240.61			
Sprinkler Repairs	267.19	1,100.00	-832.81	24.3%
Tax Prep. Fee	350.00	350.00	0.00	100.0%
Taxes	177.62	180.00	-2.38	98.7%
Trash Removal	2,950.34	5,000.00	-2,049.66	59.0%
Tree/Shrub Maintenance	1,010.00			
Water & Sanitation	3,278.70	6,250.00	-2,971.30	52.5%
Total Expense	18,988.65	67,057.00	-48,068.35	28.3%
Net Ordinary Income	18,996.35	-27,697.00	46,693.35	-68.6%
Other Income/Expense				
Other Income				
Interest Income	2.39			
Total Other Income	2.39			
Net Other Income	2.39			
Net Income	18,998.74	-27,697.00	46,695.74	-68.6%

Brookside Condominium
Annual HOA Meeting: 3/24/2025

1. Call To Order: 6:30PM
2. Roll Call
 - Gerry, Unit 1
 - Pam, Unit 3
 - Will, HOA Secretary, Unit 9
 - Carrie & Chris, Unit 2
 - Antonio, Unit 12
 - Amber, Unit 24
 - Amber, HOA President, Unit 13
 - Jeff, HOA Board Member, Unit 18
 - Ron, HOA Board Member
3. Approval of 2024 Annual Board Meeting:
 - Approved: Will & Amber
4. Open Issues:
 - a. Gerry, Unit 1 – Patio is still an issue. Forest to get new quotes. This will be a top priority this year.
 - b. Will, Unit 9 – Front patio still cracked, believed to be caused by roots coming up. Not urgent but, would like to get fixed.
5. New Business
 - a. Amber, Unit 24 – Tree branches messed up window screen, tree branches still haven't been clipped.
 - i. Forest to have tree company come back out to complete the job.
 - b. Gutters were cleaned but they missed the West facing gutters of the Parking Garage, Forest to have them come back out to finish job.
 - c. Jeff, Unit 18 – There is still a leak in the roof when it rains. Currently uses bucket under ceiling light fixture. Need to address this soon.
 - d. Carrie, Unit 2 –
 - i. Having water build-up issues on the pool-facing side of condo. Possibly a landscaping issue. Forest to have landscaper come look.
 - ii. Having same issue as Gerry (unit 1), about water pressure coming from the outside. Forest to talk to the city about this. Not an HOA issue, but needs to be addressed.

- e. Frozen sidewalk even after we shovel. Possible solution: adding tubes for the water to drain so it doesn't drain onto sidewalk. Forest to reach out to landscaper to look in to.
 - f. Amber, Unit 24 - Condo lights don't go off during the day. Reason: light sensors have been adjusted. Solution: Forest to get maintenance person to come look at light sensors.
 - g. Antonio, Unit 12 –
 - i. parking garage light above car is dim, replace bulb.
 - ii. Gold SUV in parking lot without plates, has been parked there for a long time.
 - 1. This is Joel's. Amber asked him to remove it.
 - h. Black cabinet left by garbage can. We identified who put it there, and they will be fined if not removed by 3/26/2025
 - i. **Carrie, Unit 2 to Join the HOA Board**
6. Meeting Adjourned: 7:31PM

Brookside Condominium Association
Annual Meeting Agenda
Monday, March 24, 2025, 6:30pm

Call in Information: 1.916.235.1420 PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the March 11, 2024 Annual Meeting Minutes
4. Homeowners Forum
5. Property Management Report
6. Open Issues
7. New Business
8. Meeting Adjourned

Re: 3/11/24 Annual Meeting

Amber Glover <amberglover18@gmail.com>

Wed 4/17/2024 9:32 AM

To:operations realtyone-co.com <operations@realtyone-co.com>

Brookside Condominium Association

Annual HOW Meeting Minutes

March 11, 2024

Attendees:

Gerry Williams (Unit 1)
Pamela Valencia (Unit 3)
Antonio DeLuna-Martinez (Unit 12)
Will Bashaw Secretary HOA (Unit 9)
Jeffrey Walenczak Board at Large(Unit 18)
Ron Nuances Board at Large (Unit 20)
Eric Bau VP HOA (Unit 14)
Amber Glover President HOA (Unit 13)
Forrest Scruggs Reality-One Property Manager

Call to Order: 6:30pm

General/Old Business

- Will new secretary of HOA
- Ron appointed Board at Large
- Will to look in to mirror for parking lot
- Pool house issue discussed, no plan of action at this time

New Business:

- Will (Unit 9): Front patio cracked at base near front wall, and also towards sliding door. Will to find estimate to fix.
- Gerry (Unit 1) : Front deck issues. No official bids received. Need 3.
- Will (Unit 9): The wall going down the stairs to bottom units is badly cracked, needs repair before more damage occurs.
 - Will to send picture of damage to Forrest.
 - Suggested anchoring the wall together to prevent further issue.
 - Remove tree that is next to wall? (Ron Seconds further discussion)
- New members will be voted in next year.

Meeting adjourned at 6:49pm

Amber Glover

On Apr 17, 2024, at 8:44 AM, operations realtyone-co.com <operations@realtyone-co.com> wrote:

Hi Amber....can I please get a copy of the meeting minutes. Thanks

Dana M. Counts
Vice President of Operations

Realty One, Inc.
1630 Carr Street, Suite D
Lakewood, CO 80214
303.237.8000

operations@realtyone-co.com
admin@realtyone-co.com

Our office will be closed May 3, 2024, returning to the office on May 13, 2024.

Our office is open by appointment only. Office hours are Monday through Thursday from 8:00 - 1:00 working remotely from 2:00 to 4:00. Our office is closed on Fridays.

Brookside Condo Association
Profit & Loss
January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Monthly Dues	85,880.00
Working Capital	600.00
Total Income	86,480.00
Expense	
ACH Quarterly Bank Fee	87.52
Annual Filings	53.00
Annual Fire Ext. Inspection	636.01
Association Management Fee	
Special Services	300.00
Association Management Fee - Other	7,200.00
Total Association Management Fee	7,500.00
Electricity	2,006.52
Gutter/Downspouts	700.00
Insurance Expense	35,039.97
Landscape Contract	4,799.27
Landscape Maintenance, Other	671.62
Legal	235.00
Office Supplies	36.49
Plumbing Repairs	496.95
Postage and Delivery	177.22
Repairs and Maintenance	
Additional Fire Ext.	300.85
Repairs and Maintenance - Other	843.19
Total Repairs and Maintenance	1,144.04
Snow Removal	338.67
Sprinkler Repairs	1,117.45
Tax Prep. Fee	325.00
Taxes	175.86
Trash Removal	8,656.74
Water & Sanitation	16,643.86
Total Expense	80,841.19
Net Ordinary Income	5,638.81
Other Income/Expense	
Other Income	
Interest Income	965.39
Total Other Income	965.39
Net Other Income	965.39
Net Income	6,604.20

Brookside Condo Association
Balance Sheet
As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	10,624.79
Reserves	71,115.47
Total Checking/Savings	81,740.26
Accounts Receivable	
Accounts Receivable	-600.00
Total Accounts Receivable	-600.00
Other Current Assets	
Undeposited Funds	260.00
Total Other Current Assets	260.00
Total Current Assets	81,400.26
TOTAL ASSETS	81,400.26
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	19,793.51
Net Income	6,604.20
Total Equity	81,400.26
TOTAL LIABILITIES & EQUITY	81,400.26

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	85,880.00	86,400.00	-520.00	99.4%
Working Capital	600.00			
Total Income	86,480.00	86,400.00	80.00	100.1%
Expense				
ACH Quarterly Bank Fee	87.52	138.00	-50.48	63.4%
Annual Filings	53.00	40.00	13.00	132.5%
Annual Fire Ext. Inspection	636.01	400.00	236.01	159.0%
Association Management Fee				
Special Services	300.00			
Association Management Fee - Other	7,200.00	7,200.00	0.00	100.0%
Total Association Management Fee	7,500.00	7,200.00	300.00	104.2%
Backflow Testing	0.00	175.00	-175.00	0.0%
Electricity	2,006.52	2,100.00	-93.48	95.5%
Gutter/Downspouts	700.00			
Insurance Expense	35,039.97	24,000.00	11,039.97	146.0%
Landscape Contract	4,799.27	4,800.00	-0.73	100.0%
Landscape Maintenance, Other	671.62			
Legal	235.00			
Office Supplies	36.49	45.00	-8.51	81.1%
Plumbing Repairs	496.95			
Postage and Delivery	177.22	180.00	-2.78	98.5%
Repairs and Maintenance				
Additional Fire Ext.	300.85			
Repairs and Maintenance - Other	843.19	14,608.00	-13,764.81	5.8%
Total Repairs and Maintenance	1,144.04	14,608.00	-13,463.96	7.8%
Reserve Contribution	0.00	8,640.00	-8,640.00	0.0%
Snow Removal	338.67	4,200.00	-3,861.33	8.1%
Sprinkler Repairs	1,117.45	1,000.00	117.45	111.7%
Tax Prep. Fee	325.00	350.00	-25.00	92.9%
Taxes	175.86	200.00	-24.14	87.9%
Trash Removal	8,656.74	5,820.00	2,836.74	148.7%
Water & Sanitation	16,643.86	12,504.00	4,139.86	133.1%
Total Expense	80,841.19	86,400.00	-5,558.81	93.6%
Net Ordinary Income	5,638.81	0.00	5,638.81	100.0%
Other Income/Expense				
Other Income				
Interest Income	965.39			

Brookside Condo Association
Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total Other Income	965.39			
Net Other Income	965.39			
Net Income	6,604.20	0.00	6,604.20	100.0%

BROOKSIDE CONDOMINIUM ASSOCIATION

ANNUAL MEETING

Monday, March 24, 2025, 6:30pm

Call in Information: 1.916.235.1420 PIN# 557413

The Annual Meeting of the Brookside Condominium Association will be held on the above date and location. The meeting is scheduled for 6:30pm 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 February 28, 2025, 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 admin@realtyone-co.com.

PROXY

Brookside Condominium Association

ANNUAL MEETING, MONDAY, March 24, 2025

I, _____ am a member in good standing of the Brookside Condominium 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 Brookside Condominium Association.

_____ I grant my proxy to _____ (please name an individual who will vote your proxy at the March 24, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for March 24, 2025 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: _____, 2025 By: _____

Address: _____

BROOKSIDE CONDOMINIUM ASSOCIATION

ANNUAL MEETING

Monday, March 24, 2025, 6:30pm

Call in Information: 1.916.235.1420 PIN# 557413

The Annual Meeting of the Brookside Condominium Association will be held on the above date and location. The meeting is scheduled for 6:30pm 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 February 28, 2025, 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 admin@realtyone-co.com.

PROXY

Brookside Condominium Association

ANNUAL MEETING, MONDAY, March 24, 2025

I, Ryohei Dokai am a member in good standing of the Brookside Condominium 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 Brookside Condominium Association.

☐ I grant my proxy to _____ (please name an individual who will vote your proxy at the March 24, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for March 24, 2025 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: 3/4/25, 2025 By: Ryohei Dokai

Address: 8910 Fox Dr #11, Thornton CO 80260

Brookside Condominium Association
Board of Directors Meeting Agenda

Monday, January 27, 2025, 6:30pm

Via Conference Call
1.916.235.1420
PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the Board of Director Meeting Minutes – No Meeting Minutes to approve.
4. Property Management Report
 - Year End Financials for 2024
5. Open Issues
6. New Business
7. Meeting Adjourned

Brookside Condo Association
Profit & Loss
January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Monthly Dues	85,880.00
Working Capital	600.00
Total Income	86,480.00
Expense	
ACH Quarterly Bank Fee	87.52
Annual Filings	53.00
Annual Fire Ext. Inspection	636.01
Association Management Fee	
Special Services	300.00
Association Management Fee - Other	7,200.00
Total Association Management Fee	7,500.00
Electricity	2,006.52
Gutter/Downspouts	700.00
Insurance Expense	35,039.97
Landscape Contract	4,799.27
Landscape Maintenance, Other	671.62
Legal	235.00
Office Supplies	36.49
Plumbing Repairs	496.95
Postage and Delivery	177.22
Repairs and Maintenance	
Additional Fire Ext.	300.85
Repairs and Maintenance - Other	843.19
Total Repairs and Maintenance	1,144.04
Snow Removal	338.67
Sprinkler Repairs	1,117.45
Tax Prep. Fee	325.00
Taxes	175.86
Trash Removal	8,656.74
Water & Sanitation	16,643.86
Total Expense	80,841.19
Net Ordinary Income	5,638.81
Other Income/Expense	
Other Income	
Interest Income	965.39
Total Other Income	965.39
Net Other Income	965.39
Net Income	6,604.20

Brookside Condo Association

Balance Sheet

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Operating	10,624.79
Reserves	71,115.47
Total Checking/Savings	81,740.26
Accounts Receivable	
Accounts Receivable	-600.00
Total Accounts Receivable	-600.00
Other Current Assets	
Undeposited Funds	260.00
Total Other Current Assets	260.00
Total Current Assets	81,400.26
TOTAL ASSETS	81,400.26
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	55,002.55
Retained Earnings	19,793.51
Net Income	6,604.20
Total Equity	81,400.26
TOTAL LIABILITIES & EQUITY	81,400.26

Brookside Condo Association

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	85,880.00	86,400.00	-520.00	99.4%
Working Capital	600.00			
Total Income	86,480.00	86,400.00	80.00	100.1%
Expense				
ACH Quarterly Bank Fee	87.52	138.00	-50.48	63.4%
Annual Filings	53.00	40.00	13.00	132.5%
Annual Fire Ext. Inspection	636.01	400.00	236.01	159.0%
Association Management Fee				
Special Services	300.00			
Association Management Fee - Other	7,200.00	7,200.00	0.00	100.0%
Total Association Management Fee	7,500.00	7,200.00	300.00	104.2%
Backflow Testing	0.00	175.00	-175.00	0.0%
Electricity	2,006.52	2,100.00	-93.48	95.5%
Gutter/Downspouts	700.00			
Insurance Expense	35,039.97	24,000.00	11,039.97	146.0%
Landscape Contract	4,799.27	4,800.00	-0.73	100.0%
Landscape Maintenance, Other	671.62			
Legal	235.00			
Office Supplies	36.49	45.00	-8.51	81.1%
Plumbing Repairs	496.95			
Postage and Delivery	177.22	180.00	-2.78	98.5%
Repairs and Maintenance				
Additional Fire Ext.	300.85			
Repairs and Maintenance - Other	843.19	14,608.00	-13,764.81	5.8%
Total Repairs and Maintenance	1,144.04	14,608.00	-13,463.96	7.8%
Reserve Contribution	0.00	8,640.00	-8,640.00	0.0%
Snow Removal	338.67	4,200.00	-3,861.33	8.1%
Sprinkler Repairs	1,117.45	1,000.00	117.45	111.7%
Tax Prep. Fee	325.00	350.00	-25.00	92.9%
Taxes	175.86	200.00	-24.14	87.9%
Trash Removal	8,656.74	5,820.00	2,836.74	148.7%
Water & Sanitation	16,643.86	12,504.00	4,139.86	133.1%
Total Expense	80,841.19	86,400.00	-5,558.81	93.6%
Net Ordinary Income	5,638.81	0.00	5,638.81	100.0%
Other Income/Expense				
Other Income				
Interest Income	965.39			

Brookside Condo Association
Profit & Loss Budget vs. Actual
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total Other Income	965.39			
Net Other Income	965.39			
Net Income	6,604.20	0.00	6,604.20	100.0%