

BRENTWOOD ESTATES TOWNHOME ASSOCIATION

Board of Directors Meeting

August 11, 2020, 4:30 pm

Conference Call

Call to Order: 4:45 pm Monte Brueggeman, Keith Copeland, and Kevin Dennison were present. Forrest Scruggs, Realty One, Inc. was also present.

- 1. Minutes:** The Minutes from February 12, 2020 were approved, motion by Kevin, second by Monte.

- 2. Property Management Report:**

- Financials presented by Forrest Scruggs.
- No dues past due at this time.
- Forrest went over the financials and discussed the Reserve Account. The Reserves are at a minimum and no sunrooms will be completed this year. The cost of snow removal is still high from last year but better since we increased the driveways snow removal to three inches. Other repairs, unless absolutely necessary, will be put on hold.

- 3. Open Issues:**

The Amendment to the Declarations has been completed by the attorney regarding not allowing investor and short term rentals.

- 4. New Business:**

Letters regarding the changes are being sent out to homeowners.

- 5. Meeting Adjourned:** 5:30 pm, Monte made a motion to adjourn, Kevin seconded, all in favor. New meeting times will be 4:30 by conference call for now.

BRENTWOOD ESTATES TOWNHOME ASSOCIATION

Board of Directors Meeting

February 11, 2020, 6:00pm

Realty One, Inc. Office

1630 Carr St., Suite D, Lakewood, CO 80214

- 1. Call to Order:** 6:15 pm Monte Brueggeman, Keith Copeland, and Kevin Dennison were present. Forrest Scruggs, Realty One, Inc. was also present.
- 2. Minutes:** The Minutes from October 15, 2019 were approved, motion by Kevin, second by Monte.
- 3. Property Management Report:**
 - Financials presented by Forrest Scruggs.
 - No dues past due at this time.
 - Forrest went over the 2019 year end Budget versus Actual and the overall cost for snow removal was \$29K, this was over half of the total HOA dues for the year. There was considerable discussion on what could be done to lower our costs. The threshold for the snow removal company to remove the snow is now 2 inches and after discussion it was decided to try 3 inches. The majority of the cost in 2019 was between February-April and then in October-November. A letter will be sent to owners regarding the change.
- 4. Open Issues:**
 - Short term rentals, owner occupied. There was discussion on Monte's draft letter to be sent to owners. Forrest will put the letter on letterhead and send out with a few modifications. The letter will then be sent out separately from the snow letter in a week or so.
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- 5. New Business:**
 - a. Insurance renewal with Travelers most likely by 2-16-20 will be renewed at a \$10K annual increase unless another quote comes in at last minute.
 - b. 643 unit is leaving her garage door open from time to time and should receive a letter.

- 6. Meeting Adjourned:** 7:28pm Monte made a motion to adjourn, Kevin seconded, all in favor. New meeting times will be 4:30 at the Realty One office.