

## **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 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**

# Brentwood Manor HOA Meeting Minutes

February 22nd, 2024 <sup>5</sup>

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

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

**Saturday, February 22, 2025 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 January 20, 2024 Annual Meeting Minutes.
4. Homeowner Forum:
5. Property Management Report
  - ✓ Year End Financials for 2024
6. Open Issues
7. Meeting Adjourned.

## Brentwood Manor HOA Meeting Minutes

January 20<sup>th</sup>, 2024

1. Jesus Ornelas (President) calls the Brentwood Manor Owner's Annual meeting to order at 10:12AM on January 20<sup>th</sup>, 2024.
2. Roll Call: Owners Present by Unit - #102, #105, #106, #206, #303, #305, #306 and Forrest from Realty One
3. Minutes from January 21, 2023 were presented and Brad motioned to approve these minutes, seconded by Jesus – 7 Approve 0 – Oppose
4. Jesus went over the budget for 2024 and explained some of the expenses for the HOA and how the budget has looked over the years. Our budget continues to be a challenge to balance with some of the needed maintenance that needs to be performed and overall rise in costs. General labor and utilities have gone up significantly in the past few years, so it is important for the HOA Board look at ways to improve our financial health of our community. No raise in monthly HOA dues are proposed as of yet, but there may be some in the future to help pay for future projects down the line.
5. Topics
  - a. Discussions about the conditions of the budget were discussed further and how we stand with everything. Currently we are roughly \$30k below the needed reserve funds that we need in our accounts to ensure the viability of our building and budget. We were able to cover our costs last year, but not without assessments covering overage caused by a large insurance premium. It is imperative that the Board and the owners start investing money into the building within the next five years. Large ticket items like the boiler and parking lot repairs would roughly cost the owners \$175,000 in total. Between this number, raising reserves and fixing miscellaneous items such as garage siding, building Interior and Exterior Paint and other items that would need to be replaced or updated. This would take an investment of about \$241,000 (\$13,500 per unit) to get the building in good working and visual condition.
  - b. Our building property insurance was reduced from \$50k to \$26k after major fixes to safety issues were addressed in 2023. We recently trimmed the pine tree in the north side of the building to reduce fire risk, which was an item that the insurance company pointed out. We have budgeted for a higher insurance amount just in case our insurance premium rises when it is up for renewal in June/July. To date we have not had any issues with our premium pricing.
  - c. The owners and the board would like to provide a large trash bin to provide owners a way to throw out any unwanted large items. This will be held in March and it will most likely be a recurring event every year.
  - d. Floor repair in the hallway will be scheduled in the summer. Epoxy flooring will be installed in all basement level hallways.

- e. Drywall was repaired in hallway 232 where there was a leak that damaged the drywall in the hallway. Eventually the board would like to repaint all hallways in the future.
  - f. Sump pump will be installed in March once the weather gets better to prevent any future flood in the hallways in 232 and 234.
  - g. Carpet cleaning was initiated back in November and it will be an annual event in order to keep them clean.
  - h. Eventual repair of the parking lot is imminent. There is probably only 3-5 years left in the lifespan of the parking lot and will need to complete replacement. We had original estimate of \$90k to replace the whole parking lot and we recently invested \$27k in order to repair.
  - i. We will be asking all owners to place their lock boxes away from the front north entrances. Lock boxes are being hung on trees and in other areas that are not appropriate. We encourage owners to place lock boxes in their garages or in the south entrance rails. New options for lock boxes to be discussed at a further time. We will have Realty One send a notice to all owners to inform everyone that they will have until a certain date to remove their lock box or risk of it being removed by the HOA.
  - j. In the spring we will be paying for a dog waste cleanup. We are asking all owners and tenants to be mindful of their dog waste and it is a finable offense for not picking up pet waste from the common areas of our property.
  - k. Owners were informed to check out our HOA website where they can find financials and other pertinent information about our community.
  - l. Owners would like to receive communication via email and Jesus will work with Realty One to collect emails and send updates throughout the year about changes or work being performed at our building.
6. Homeowner Forum
- a. Discussion was also brought up about package deliveries and owners/tenants are encouraged to send any expensive or large items to local delivery desks such as Ross and Whole Food Market.
  - b. There was continued discussion about future possible assessments and they will occur. One item that recently came up was the lack of hot water and heating issues. Will repair the ancillary valves and pipes above our boiler, but this is a temporary fix. It will roughly cost the HOA \$7,000 to repair it and the board will be asking for a \$350-\$500 assessment to finish out the year in order to help pay for these repairs. The goal is to ensure owners have proper notice that future replacement is coming and to give them some time to pay for a large assessment.
  - c. The HOA Board and the owners approved to have two mandatory meetings a year. One to be held in January and another to be held in the July/August time frame. Motion was present by Jesus and seconded by Brad - 7 – Approve 0 – Oppose
7. HOA Board
- a. Board members will remain the same: Jesus Ornelas – President, Brad Ruth – Vice President, Luis Leyton – Board Member/Treasurer. Motion to keep all board positions unchanged was presented by Brad and Seconded by Jesus - 7 Approve - 0 Oppose.
8. Meeting was adjourned at 10:59pm on Saturday, January 20<sup>th</sup>, 2024;



**Brentwood Manor Homeowners Assoc.****Profit & Loss**

January through December 2024

|                                | Jan - Dec 24 |
|--------------------------------|--------------|
| Ordinary Income/Expense        |              |
| Income                         |              |
| Income                         |              |
| Annual Income                  | 98,293.00    |
| Interest Income                | 3.32         |
| Late Fees/Finance/Fines        | 15.00        |
| Income - Other                 | 9,744.00     |
| Total Income                   | 108,055.32   |
| Refunds                        | 306.00       |
| Total Income                   | 108,361.32   |
| Expense                        |              |
| Repairs & Maintenance          | 12,538.01    |
| ACH Quarterly Bank Fee         | 60.67        |
| Common Area Cleaning           | 3,572.50     |
| Boiler Repairs                 | 6,422.19     |
| Backflow Cert.                 | 250.00       |
| Tax Prep. Fees                 | 325.00       |
| Annual Filing Fees             | 68.00        |
| Grounds                        |              |
| Landscaping                    | 3,813.68     |
| Snow removal                   | 5,604.10     |
| Total Grounds                  | 9,417.78     |
| Insurance                      | 24,889.23    |
| Postage and Delivery           | 205.27       |
| Professional Fees              |              |
| Legal Fees                     | 235.00       |
| Total Professional Fees        | 235.00       |
| Association Management         |              |
| Special Services               | 818.00       |
| Association Management - Other | 6,300.00     |
| Total Association Management   | 7,118.00     |
| Repairs                        |              |
| Sprinkler Repairs              | 393.75       |
| Plumbing                       | 962.50       |
| Total Repairs                  | 1,356.25     |
| Supplies                       |              |
| Office                         | 36.49        |
| Total Supplies                 | 36.49        |
| Utilities                      |              |
| Gas and Electric               | 8,861.53     |
| Trash Removal                  | 9,116.69     |
| Water & Sewer                  | 18,531.93    |
| Total Utilities                | 36,510.15    |
| Total Expense                  | 103,004.54   |
| Net Ordinary Income            | 5,356.78     |
| Net Income                     | 5,356.78     |

**Brentwood Manor Homeowners Assoc.**

**Balance Sheet**

As of December 31, 2024

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|                                       | Dec 31, 24       |
|---------------------------------------|------------------|
| <b>ASSETS</b>                         |                  |
| Current Assets                        |                  |
| Checking/Savings                      |                  |
| Checking                              | 9,764.48         |
| Brentwood Manor Reserve               | 35,065.77        |
| Total Checking/Savings                | 44,830.25        |
| Accounts Receivable                   |                  |
| Accounts Receivable                   | -1,264.00        |
| Total Accounts Receivable             | -1,264.00        |
| Total Current Assets                  | 43,566.25        |
| <b>TOTAL ASSETS</b>                   | <b>43,566.25</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                  |
| Equity                                |                  |
| Working Capital                       | 1,280.00         |
| Opening Bal Equity                    | 27,985.16        |
| Retained Earnings                     | 8,944.31         |
| Net Income                            | 5,356.78         |
| Total Equity                          | 43,566.25        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>43,566.25</b> |

**Brentwood Manor Homeowners Assoc.**  
**Profit & Loss Budget vs. Actual**  
 January through December 2024

|                                     | Jan - Dec 24      | Budget            | \$ Over Budget   | % of Budget   |
|-------------------------------------|-------------------|-------------------|------------------|---------------|
| <b>Ordinary Income/Expense</b>      |                   |                   |                  |               |
| <b>Income</b>                       |                   |                   |                  |               |
| Annual Income                       | 98,293.00         |                   |                  |               |
| Special Assessment                  | 0.00              | 19,539.00         | -19,539.00       | 0.0%          |
| Interest Income                     | 3.32              |                   |                  |               |
| Late Fees/Finance/Fines             | 15.00             |                   |                  |               |
| Income - Other                      | 9,744.00          | 87,408.00         | -77,664.00       | 11.1%         |
| <b>Total Income</b>                 | <b>108,055.32</b> | <b>106,947.00</b> | <b>1,108.32</b>  | <b>101.0%</b> |
| <b>Refunds</b>                      | <b>306.00</b>     |                   |                  |               |
| <b>Total Income</b>                 | <b>108,361.32</b> | <b>106,947.00</b> | <b>1,414.32</b>  | <b>101.3%</b> |
| <b>Expense</b>                      |                   |                   |                  |               |
| Annual Fire Ext. Inspection         | 0.00              | 250.00            | -250.00          | 0.0%          |
| Repairs & Maintenance               | 12,538.01         | 6,028.00          | 6,510.01         | 208.0%        |
| ACH Quarterly Bank Fee              | 60.67             | 120.00            | -59.33           | 50.6%         |
| Gutter Cleaning                     | 0.00              | 1,500.00          | -1,500.00        | 0.0%          |
| Common Area Cleaning                | 3,572.50          | 3,600.00          | -27.50           | 99.2%         |
| Boiler Repairs                      | 6,422.19          | 500.00            | 5,922.19         | 1,284.4%      |
| Backflow Cert.                      | 250.00            | 250.00            | 0.00             | 100.0%        |
| Boiler Inspection                   | 0.00              | 40.00             | -40.00           | 0.0%          |
| Tax Prep. Fees                      | 325.00            | 350.00            | -25.00           | 92.9%         |
| Reserve Fund                        | 0.00              | 8,760.00          | -8,760.00        | 0.0%          |
| Annual Filing Fees                  | 68.00             | 40.00             | 28.00            | 170.0%        |
| Grounds                             |                   |                   |                  |               |
| Landscaping                         | 3,813.68          | 4,500.00          | -686.32          | 84.7%         |
| Snow removal                        | 5,604.10          | 5,700.00          | -95.90           | 98.3%         |
| <b>Total Grounds</b>                | <b>9,417.78</b>   | <b>10,200.00</b>  | <b>-782.22</b>   | <b>92.3%</b>  |
| <b>Insurance</b>                    | <b>24,889.23</b>  | <b>34,100.00</b>  | <b>-9,210.77</b> | <b>73.0%</b>  |
| <b>Postage and Delivery</b>         | <b>205.27</b>     | <b>180.00</b>     | <b>25.27</b>     | <b>114.0%</b> |
| <b>Professional Fees</b>            | <b>235.00</b>     |                   |                  |               |
| Legal Fees                          |                   |                   |                  |               |
| <b>Total Professional Fees</b>      | <b>235.00</b>     |                   |                  |               |
| <b>Association Management</b>       |                   |                   |                  |               |
| Special Services                    | 818.00            | 450.00            | 368.00           | 181.8%        |
| Association Management - Other      | 6,300.00          | 6,300.00          | 0.00             | 100.0%        |
| <b>Total Association Management</b> | <b>7,118.00</b>   | <b>6,750.00</b>   | <b>368.00</b>    | <b>105.5%</b> |
| <b>Repairs</b>                      |                   |                   |                  |               |
| Sprinkler Repairs                   | 393.75            | 1,104.00          | -710.25          | 35.7%         |

**Brentwood Manor Homeowners Assoc.**  
**Profit & Loss Budget vs. Actual**  
 January through December 2024

|                     | Jan - Dec 24 | Budget     | \$ Over Budget | % of Budget |
|---------------------|--------------|------------|----------------|-------------|
| Plumbing            | 962.50       |            |                |             |
| Total Repairs       | 1,356.25     | 1,104.00   | 252.25         | 122.8%      |
| Supplies Office     | 36.49        | 45.00      | -8.51          | 81.1%       |
| Total Supplies      | 36.49        | 45.00      | -8.51          | 81.1%       |
| Utilities           |              |            |                |             |
| Gas and Electric    | 8,861.53     | 8,626.00   | 235.53         | 102.7%      |
| Trash Removal       | 9,116.69     | 8,004.00   | 1,112.69       | 113.9%      |
| Water & Sewer       | 18,531.93    | 16,500.00  | 2,031.93       | 112.3%      |
| Total Utilities     | 36,510.15    | 33,130.00  | 3,380.15       | 110.2%      |
| Total Expense       | 103,004.54   | 106,947.00 | -3,942.46      | 96.3%       |
| Net Ordinary Income | 5,356.78     | 0.00       | 5,356.78       | 100.0%      |
| Net Income          | 5,356.78     | 0.00       | 5,356.78       | 100.0%      |

**BRENTWOOD MANOR CONDO HOMEOWNERS  
ASSOCIATION**

**ANNUAL MEETING**

**Saturday, February 22, 2025, 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, 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](mailto:admin@realtyone-co.com).

**PROXY**

**Brentwood Manor Condo Homeowners Association**

**ANNUAL MEETING, SATURDAY, February 22, 2025**

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 22, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for February 22, 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: \_\_\_\_\_

BRENTWOOD MANOR CONDO HOMEOWNERS  
ASSOCIATION

ANNUAL MEETING

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PROXY

Brentwood Manor Condo Homeowners Association

ANNUAL MEETING, SATURDAY, February 22, 2025

I, Christy Heidt 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 22, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for February 22, 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: 1/26/25, 2025 By: Christy Heidt

Address: 234 S. Brentwood St. #206

**BRENTWOOD MANOR CONDO HOMEOWNERS  
ASSOCIATION**

**ANNUAL MEETING**

**Saturday, February 22, 2025, 10:00am**

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**PROXY**

**Brentwood Manor Condo Homeowners Association**

**ANNUAL MEETING, SATURDAY, February 22, 2025**

I, Bahdan and Elly Rectal 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 22, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for February 22, 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: 02/19/1, 2025 By: Bahdan and Elly Rectal

Address: 232 S Brentwood St Unit 104, 80224 Lakewood, CO