

**Brentwood Estates Townhome Association  
Board Meeting Agenda**

**Thursday, June 26, 2025, 5:00pm**

**Meeting will be conducted via ZOOM**

**ZOOM ID: 5410464847**

**PIN# 484702**

1. Call to Order
2. Roll Call
3. Approval of the April 8, 2025 Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

# **BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

## **Board of Directors Meeting**

**April 8, 2025**

### **Zoom Meeting**

**Call to Order:** 5:05 pm Kevin Dennison called to order, Keith Copeland, Monte Brueggeman, Cynthia Fagan, Gerry Johansson, Jacqueline Foley, Stefan Feutner, and Travis Bronske were present. Forrest Scruggs, Realty One, was present.

**Minutes:** The Minutes from February 11, 2025 were approved, Kevin motioned, second by Keith, all in favor, Minutes approved.

**1. Property Management Report:**

Financials were presented by Forrest Scruggs.

**2. Open Issues:** Stefan in 643 stated an issue with 641 and his installed gutter guards. There was considerable discussion about his guards were blocking his debris where it ends at his property line. Monte, the owner, stated he had them installed to eliminate the blockage from primarily 641's tree debris that blocked his gutters and then overflowed to cause an icy area on his driveway. Monte suggested he get up and clean his gutter occasionally or put in his own gutter guards. At this point of the discussion, there was no final decision other than Stefan cleaning his out from time to time.

**3 New Business:** Forrest has gutter cleaning scheduled depending on weather for the week of April 14<sup>th</sup>, which was the cleaning that was scheduled after the leaves had dropped. Jacqueline had proposed we clean twice a year.

**Old Business:** None.

**5. Meeting Adjourned: 5:40 pm,** Zoom signed off.

# Brentwood Estates Homeowners Association

## Profit & Loss

January through May 2025

	Jan - May 25
Ordinary Income/Expense	
Income	
Income	
Fee Income	19,931.43
Interest Income	0.85
Late Fees/Finance/Fines	45.00
Income - Other	25,151.68
Total Income	45,128.96
Total Income	45,128.96
Expense	
Association Management	
Special Services	225.00
Association Management - Other	2,625.00
Total Association Management	2,850.00
ACH Quarterly Bank Fee	48.00
Gutter Cleaning	1,500.00
Tax Prep. Fee	350.00
Grounds	
Snow removal	9,046.25
Total Grounds	9,046.25
Insurance	36,333.34
Postage and Delivery	79.76
Supplies	
Office	86.05
Total Supplies	86.05
Utilities	
Trash Removal	2,500.99
Total Utilities	2,500.99
Total Expense	52,794.39
Net Ordinary Income	-7,665.43
Net Income	-7,665.43

# Brentwood Estates Homeowners Association

## Balance Sheet

As of May 31, 2025

	May 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	15,485.23
Brentwood Reserve Account	23,499.75
Total Checking/Savings	38,984.98
Accounts Receivable	
Accounts Receivable	-2,137.00
Total Accounts Receivable	-2,137.00
Total Current Assets	36,847.98
<b>TOTAL ASSETS</b>	<b>36,847.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1.00
Total Accounts Payable	1.00
Total Current Liabilities	1.00
Long Term Liabilities	
Wilkinson - 621 - Sunroom	11,383.22
Total Long Term Liabilities	11,383.22
Total Liabilities	11,384.22
Equity	
WORKING CAPITAL	284.00
Opening Bal Equity	18,860.61
Retained Earnings	13,984.58
Net Income	-7,665.43
Total Equity	25,463.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>36,847.98</b>

# Brentwood Estates Homeowners Association

## Profit & Loss Budget vs. Actual

### January through May 2025

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2025 Insurance Premium Income	0.00	26,122.34	-26,122.34	0.0%
Fee Income	19,931.43	20,720.00	-788.57	96.2%
Interest Income	0.85			
Late Fees/Finance/Fines Income - Other	45.00			
	25,151.68			
Total Income	45,128.96	20,720.00	24,408.96	217.8%
Total Income	45,128.96	46,842.34	-1,713.38	96.3%
Expense				
Association Management/Other Association Management	0.00	218.75	-218.75	0.0%
Special Services	225.00			
Association Management - Other	2,625.00	2,625.00	0.00	100.0%
Total Association Management	2,850.00	2,625.00	225.00	108.6%
ACH Quarterly Bank Fee	48.00	37.50	10.50	128.0%
Gutter Cleaning	1,500.00	2,500.00	-1,000.00	60.0%
Tax Prep. Fee	350.00	350.00	0.00	100.0%
Building Maintenance				
Not Completed in 2024	0.00	2,500.00	-2,500.00	0.0%
Building Maintenance - Other	0.00	5,000.00	-5,000.00	0.0%
Total Building Maintenance	0.00	7,500.00	-7,500.00	0.0%
Annual Filing Fees	0.00	75.00	-75.00	0.0%
Grounds				
Snow removal	9,046.25	7,500.00	1,546.25	120.6%
Grounds - Other	0.00	600.00	-600.00	0.0%
Total Grounds	9,046.25	8,100.00	946.25	111.7%
Insurance	36,333.34	63,574.31	-27,240.97	57.2%
Postage and Delivery	79.76	108.30	-28.54	73.6%
Professional Fees				
Legal Fees	0.00	1,500.00	-1,500.00	0.0%
Total Professional Fees	0.00	1,500.00	-1,500.00	0.0%
Reserve Account	0.00	2,435.00	-2,435.00	0.0%
Supplies				
Office	86.05			
Total Supplies	86.05			

**Brentwood Estates Homeowners Association**  
**Profit & Loss Budget vs. Actual**  
 January through May 2025

	Jan - May 25	Budget	\$ Over Budget	% of Budget
<b>Utilities</b>				
Trash Removal	2,500.99	2,425.00	75.99	103.1%
<b>Total Utilities</b>	2,500.99	2,425.00	75.99	103.1%
<b>Total Expense</b>	52,794.39	91,448.86	-38,654.47	57.7%
<b>Net Ordinary Income</b>	-7,665.43	-44,606.52	36,941.09	17.2%
<b>Net Income</b>	<b>-7,665.43</b>	<b>-44,606.52</b>	<b>36,941.09</b>	<b>17.2%</b>

# **Brentwood Estates Townhome Association**

## **Board Meeting Agenda**

**Tuesday, April 8, 2025, 5:00pm**

### **ZOOM Meeting**

1. Call to Order
2. Roll Call
3. Approval of the February 11, 2025 Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

# **BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

## **Board of Directors Meeting**

**February 11, 2025**

**Teleconferencing**

**Call to Order:** 5:05 pm Kevin Dennison called to order, Keith Copeland, Cynthia Fagan, Gerry Johansson were present. Forrest Scruggs, Realty One, Inc. was also present. Homeowner from 633 was present. Zoom was planned to be used but there was a technical difficulty.

**Minutes:** The Minutes from August 6, 2024 were approved, Kevin motioned, second by Keith, Minutes approved.

**1. Property Management Report:**

Financials were presented by Forrest Scruggs.

**2. Open Issues:** The insurance renewal was February 9<sup>th</sup> but only two bids came in within four days of the renewal. JJ Insurance Brokerage and Buckner Insurance submitted renewal policies. The carriers through JJ Insurance bid was the best bid in terms of total annual premiums and coverage. Kevin signed the insurance agreement presented by JJ Insurance.

**3. Old Business:** January's invoices for monthly dues will remain the same for February as they were for January. There will be a slight change for March from the new insurance policy which includes finance charges. Owners won't be charged for late dues charges in February as we were waiting for the new insurance policy.

**4. New Business:** For next Board Meeting, Realty One will send out notice of the meeting to all homeowners.

**5. Meeting Adjourned:** 6:12 pm, Kevin made a motion to adjourn, Keith second.



**Brentwood Estates Homeowners Association**  
**Profit & Loss**  
January through March 2025

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	Jan - Mar 25
Ordinary Income/Expense	
Income	
Income	
Fee Income	11,988.00
Interest Income	0.49
Late Fees/Finance/Fines	30.00
Income - Other	14,862.55
Total Income	26,881.04
Total Income	26,881.04
Expense	
Association Management	1,575.00
Grounds	
Snow removal	9,046.25
Total Grounds	9,046.25
Insurance	27,354.04
Postage and Delivery	9.68
Property Management	
Special Services	225.00
Total Property Management	225.00
Utilities	
Trash Removal	1,473.07
Total Utilities	1,473.07
Total Expense	39,683.04
Net Ordinary Income	-12,802.00
Net Income	-12,802.00

# Brentwood Estates Homeowners Association

## Profit & Loss Budget vs. Actual

### January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2025 Insurance Premium	0.00	15,526.62	-15,526.62	0.0%
Income				
Fee Income	11,988.00	12,432.00	-444.00	96.4%
Interest Income	0.49			
Late Fees/Finance/Fines	30.00			
Income - Other	14,862.55			
Total Income	26,881.04	12,432.00	14,449.04	216.2%
Total Income	26,881.04	27,958.62	-1,077.58	96.1%
Expense				
Association Management/Other	0.00	131.25	-131.25	0.0%
Association Management	1,575.00	1,575.00	0.00	100.0%
ACH Quarterly Bank Fee	0.00	22.50	-22.50	0.0%
Gutter Cleaning	0.00	0.00	0.00	0.0%
Tax Prep. Fee	0.00	0.00	0.00	0.0%
Building Maintenance				
Not Completed in 2024	0.00	2,500.00	-2,500.00	0.0%
Building Maintenance - Other	0.00	0.00	0.00	0.0%
Total Building Maintenance	0.00	2,500.00	-2,500.00	0.0%
Annual Filing Fees	0.00	0.00	0.00	0.0%
Grounds				
Snow removal	9,046.25	4,500.00	4,546.25	201.0%
Grounds - Other	0.00	0.00	0.00	0.0%
Total Grounds	9,046.25	4,500.00	4,546.25	201.0%
Insurance	27,354.04	63,574.31	-36,220.27	43.0%
Postage and Delivery	9.68	65.80	-56.12	14.7%
Professional Fees				
Legal Fees	0.00	0.00	0.00	0.0%
Total Professional Fees	0.00	0.00	0.00	0.0%
Property Management				
Special Services	225.00			
Total Property Management	225.00	0.00	0.00	0.0%
Reserve Account	0.00	1,461.00	-1,461.00	0.0%
Utilities				
Trash Removal	1,473.07	1,455.00	18.07	101.2%
Total Utilities	1,473.07	1,455.00	18.07	101.2%

Brentwood Estates Homeowners Association

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Total Expense	39,683.04	75,284.86	-35,601.82	52.7%
Net Ordinary Income	-12,802.00	-47,326.24	34,524.24	27.1%
Net Income	-12,802.00	-47,326.24	34,524.24	27.1%

# Brentwood Estates Homeowners Association

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	14,152.02
Brentwood Reserve Account	21,064.39
Total Checking/Savings	35,216.41
Accounts Receivable	
Accounts Receivable	-3,505.00
Total Accounts Receivable	-3,505.00
Total Current Assets	31,711.41
<b>TOTAL ASSETS</b>	<b>31,711.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1.00
Total Accounts Payable	1.00
Total Current Liabilities	1.00
Long Term Liabilities	
Wilkinson - 621 - Sunroom	11,383.22
Total Long Term Liabilities	11,383.22
Total Liabilities	11,384.22
Equity	
WORKING CAPITAL	284.00
Opening Bal Equity	18,860.61
Retained Earnings	13,984.58
Net Income	-12,802.00
Total Equity	20,327.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>31,711.41</b>

# **Brentwood Estates Townhome Association**

## **Board Meeting Agenda**

**Tuesday, February 11, 2025, 5:00pm**

**VIA CONFERENCE CALL**

**1.916.235.1420**

**PIN#557413**

1. Call to Order
2. Roll Call
3. Approval of the August 6, 2024 Meeting Minutes.
4. Property Management Report
  - Year End Financials 2024
5. Open Issues
6. New Business
7. Meeting Adjourned

# **BRENTWOOD ESTATES TOWNHOME ASSOCIATION**

## **Board of Directors Meeting**

**August 6, 2024**

### **Teleconferencing**

**Call to Order:** 5:05 pm Kevin Dennison called to order, Keith Copeland and Monte Brueggeman were present. Forrest Scruggs, Realty One, Inc. was also present. Homeowners from 665 and 667 were also present.

**1. Minutes:** The Minutes from June 18, 2024 were approved, Kevin motioned, second by Monte, Minutes approved.

**2. Property Management Report:**  
Financials presented by Forrest Scruggs.

**3. Open Issues:** Cynthia met with an insurance broker and they questioned 8.6 of the Declarations that it is vague and that the main policy may be covering owners HO6 policy for personal property. After considerable discussion, Forrest suggested we get our attorney opinion on the Article and others under Article 8 for clarity. Also, he will clarify from the insurance agent about how overage is calculated, i.e. "walls in" or "walls out".

**Old Business:** Kevin led discussion about the pro-ration of monthly dues which the Board feels the rear units should be paying about 44% more than the front units. There will be more to come on this as the Board will be sending out a letter soon. They also will be sending out a letter on the Special Assessment that was recently assessed.

**4. New Business:** Forrest mentioned the new owner in 609 has parked a trailer on this drive but has agreed to remove it by August 10<sup>th</sup>.

**6. Meeting Adjourned:** 6:12 pm, Kevin made a motion to adjourn, Keith second.

# Brentwood Estates Homeowners Association

## Profit & Loss

January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Income	
Fee Income	69,536.00
Interest Income	2.67
Late Fees/Finance/Fines	525.00
Income - Other	30,000.00
Total Income	100,063.67
Total Income	100,063.67
Expense	
Association Management	500.00
ACH Quarterly Bank Fee	82.05
Tax Prep. Fee	325.00
Annual Filing Fees	68.00
Grounds	
Landscaping	595.00
Snow removal	14,580.00
Total Grounds	15,175.00
Insurance	57,716.14
Postage and Delivery	347.29
Professional Fees	
Legal Fees	1,135.00
Total Professional Fees	1,135.00
Property Management	
Special Services	775.00
Property Management - Other	5,500.00
Total Property Management	6,275.00
Repairs	
Building Repairs	4,382.00
Total Repairs	4,382.00
Utilities	
Trash Removal	5,789.40
Total Utilities	5,789.40
Total Expense	91,794.88
Net Ordinary Income	8,268.79
Other Income/Expense	
Other Expense	
Other Expenses	11,383.22
Total Other Expense	11,383.22
Net Other Income	-11,383.22
Net Income	-3,114.43

# Brentwood Estates Homeowners Association

## Balance Sheet

As of December 31, 2024

	Dec 31, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	8,989.14
Brentwood Reserve Account	36,063.59
Total Checking/Savings	45,052.73
Accounts Receivable	
Accounts Receivable	-539.63
Total Accounts Receivable	-539.63
Total Current Assets	44,513.10
<b>TOTAL ASSETS</b>	<b>44,513.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1.00
Total Accounts Payable	1.00
Total Current Liabilities	1.00
Long Term Liabilities	
Wilkinson - 621 - Sunroom	11,383.22
Total Long Term Liabilities	11,383.22
Total Liabilities	11,384.22
Equity	
WORKING CAPITAL	284.00
Opening Bal Equity	18,860.61
Retained Earnings	17,098.70
Net Income	-3,114.43
Total Equity	33,128.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>44,513.10</b>



# Brentwood Estates Homeowners Association

## Profit & Loss Budget vs. Actual

### January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
24/25 Insurance SA	0.00	30,000.00	-30,000.00	0.0%
Income				
Fee Income	69,536.00			
Interest Income	2.67			
Late Fees/Finance/Fines	525.00			
Income - Other	30,000.00	69,888.00	-39,888.00	42.9%
Total Income	100,063.67	69,888.00	30,175.67	143.2%
Total Income	100,063.67	99,888.00	175.67	100.2%
Expense				
Association Management	500.00			
ACH Quarterly Bank Fee	82.05	1,260.00	-1,177.95	6.5%
Tax Prep. Fee	325.00	350.00	-25.00	92.9%
Annual Filing Fees	68.00	40.00	28.00	170.0%
Grounds				
Landscaping	595.00			
Snow removal	14,580.00	15,000.00	-420.00	97.2%
Total Grounds	15,175.00	15,000.00	175.00	101.2%
Insurance	57,716.14	59,150.79	-1,434.65	97.6%
Postage and Delivery	347.29	150.00	197.29	231.5%
Professional Fees				
Legal Fees	1,135.00			
Total Professional Fees	1,135.00			
Property Management				
Special Services	775.00	225.00	550.00	344.4%
Property Management - Other	5,500.00	6,000.00	-500.00	91.7%
Total Property Management	6,275.00	6,225.00	50.00	100.8%
Repairs				
Building Repairs	4,382.00			
Repairs - Other	0.00	4,500.00	-4,500.00	0.0%
Total Repairs	4,382.00	4,500.00	-118.00	97.4%
Reserve Account				
Utilities	0.00	7,212.21	-7,212.21	0.0%
Trash Removal	5,789.40	6,000.00	-210.60	96.5%
Total Utilities	5,789.40	6,000.00	-210.60	96.5%

**Brentwood Estates Homeowners Association**  
**Profit & Loss Budget vs. Actual**  
**January through December 2024**

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total Expense	91,794.88	99,888.00	-8,093.12	91.9%
Net Ordinary Income	8,268.79	0.00	8,268.79	100.0%
Other Income/Expense				
Other Expenses	11,383.22			
Total Other Expense	11,383.22			
Net Other Income	-11,383.22			
Net Income	-3,114.43	0.00	-3,114.43	100.0%