

1/21

Moderator: Desiree

Note taker: Desiree

Called at: 6:15

In attendance: Marcia, Monica, Desiree

Upcoming meeting prep

- Powerpoint with contact information
- Clarify how to contact Reality One and the board, and when they should be contacted
- Make sure you let them know your address and unit
- Where all the documents are online
- Declarations vs rules and regulations
- Reminder email before meeting with correct email address
- Projects
- Finances
- Special assessment
- 13% interest for insurance is 3500 in interest paid in 2024

Review of 2024 and 2025 budget

Process for when heat goes out

- For next meeting

Called at 8:15

1/28/25

Called to order at: 6:15

Agenda

Board introductions

Marcia- President - Present

Monica- Treasurer - Present

Sarah- Co-Secretary - Absent

Desiree- Co-Secretary - Present

- Board vs Reality One, who does what?
- Board Responsibilities
 - Develops and approves budget
 - Approves projects
 - Prioritizes financial and structural health of property
 - Negotiations with vendors
 - Contact- estessquarehoaboard@gmail.com
- Reality One
- Dana Counts -VP of Operations
- Responsibilities
 - Oversees compliance for HOA
 - Pays vendors and maintains bank accounts
 - Manages rules and owners concerns/complaints
 - Rule enforcement
 - Completes tax filings
 - Contact- operations@realityone-co.com

Declarations vs rules and regulations

Where all this information can be found:

<http://www.realityone-co.com/estes-square-condo-assoc..html>

If you have any questions or maintenance requests contact reality one via email

Reality one after hours emergency phone number:

303-888-1616

- Declarations can not be easily changed
- We can vote to update rules and regulations

2024 completed projects

- Walk through to identify condition of the property with special attention paid to health and safety, and long term maintenance
- F Building- Boiler replacement
- Laundry room- Removed rot, black mold, repaired drywall
- Stairs repaired on A,B,C,D E and F buildings
- B Building- Repair of clogged drain, rotten patio, and damaged stucco
- G Building- Repair of rotten flashing
- General repairs to cracks in stucco

- Outside lights repaired
- Tree limbs removed
- Gutter drainage diverted from side of buildings preventing rot
- Prepped property for insurance renewal
- Electrical safety compliance review

2025 Budget

- Paint
- Stucco Repair
- Continued addressing of deferred maintenance
- Insurance and Wildfires
- Common practice for determining how much we should have in reserves is 3,000 per unit
- Operational expenses should come out of dues, not special assessments

Homeowner forum/questions

- Can people volunteer for chores? Contact via email
- For later discussion, matching fence colors and options for door colors
- For later discussion, dog urine destroying lawn
- For later discussion, mailbox repair

Ended at 7:45

ESTES SQUARE CONDOMINIUM ASSOCIATION
OWNER'S MEETING

Tuesday, January 28, 2025, 6:15pm

**In person only: Jefferson County Library 10200 West 20th
Ave. Lakewood**

The Owner's Meeting of the Estes Square Condominium Association will be held on the above date and location. The meeting is scheduled for 6:15pm and we hope you will be able to attend.

Agenda and year end financials are included in this meeting notice.

The Homeowner Forum will begin at 7:30pm. If you are planning on attending and have any questions or comments, please submit your questions or comments to estesssquarehoa@gmail.com no later than January 25, 2025.

**Estes Square Condominium Association
Owner's Meeting Agenda
Tuesday, January 28, 2025, 6:15pm**

**In Person Meeting: Jefferson County Library – Lakewood
10200 West 20th Ave.**

6:15pm – 6:20pm

- Board Introductions

6:20pm – 6:40pm

- Declarations vs Rules and Regulations; Bylaws; Process for Reporting

6:40pm – 7:00pm

- 2024 Completed Projects

7:00pm – 7:30pm

- 2025 Budget

7:30pm – 8:00pm

- Homeowner Forum

Estes Square Condo Assoc.
Profit & Loss
 January through December 2024

	Jan - Dec 24
Income	
2024 Boiler Special Assessment	24,309.13
Interest Income	2.28
Laundry Income	1,660.10
Monthly Assessment	
Refunds	296.00
Monthly Assessment - Other	113,812.45
Total Monthly Assessment	114,108.45
Total Income	140,079.96
Expense	
ACH Quarterly Bank Fee	55.04
Annual Filing Fees DORA/State	68.00
Association Management Fees	7,800.00
Back Flow Annual Test/Repairs	908.50
Boiler Inspection	90.00
Boiler Replacement Bldg. F	18,900.00
Boiler/Maintenance Repairs	
Building A	-1,133.00
Boiler/Maintenance Repairs - Other	1,009.50
Total Boiler/Maintenance Repairs	-123.50
Exterior Lighting/Electrical	69.84
Gas & Electric	
Building A	4,315.19
Building B	2,703.37
Building C	2,205.58
Building D	2,231.25
Building F	467.81
Building G	3,674.55
Total Gas & Electric	15,597.75
Insurance Expense	35,841.76
Landscape Contract	1,247.87
Landscape Equipment	41.26
Legal/Collections	235.00
NSF Bank Fee	24.00
Office - Banking Supplies	36.49
Pest Control	187.47
Plumbing Repairs	3,049.00
Postage and Delivery	448.25
Reconciliation Discrepancies	109.23
Repairs and Maintenance	
Building C	3,334.47
Building E	
Roof Repairs	239.61
Total Building E	239.61
Repairs and Maintenance - Other	18,532.15
Total Repairs and Maintenance	22,106.23
Sewer	
#3175	1,275.42
#3177	562.49
#3179	543.17
Sewer - Other	641.96
Total Sewer	3,023.04
Sewer/Storm Water	1,922.73
Snow Removal	8,355.00
Special Services	600.00

Estes Square Condo Assoc.
Profit & Loss
January through December 2024

	<u>Jan - Dec 24</u>
Tax Preparation	325.00
Trash Removal	5,661.18
Tree Trimming/Removal	1,550.00
Water	
Acct. 2457	2,014.07
Acct. 2460	2,070.46
Acct. 2462	2,460.87
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Total Water	6,545.40
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Total Expense	134,674.54
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Net Income	<u>5,405.42</u>

Estes Square Condo Assoc.
Balance Sheet
As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	6,803.59
Reserve Acct./Savings	27,490.89
Total Checking/Savings	<u>34,294.48</u>
Accounts Receivable	
Accounts Receivable	-810.42
Total Accounts Receivable	<u>-810.42</u>
Total Current Assets	<u>33,484.06</u>
TOTAL ASSETS	<u>33,484.06</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	14,354.18
Retained Earnings	-10,290.34
Working Capital	24,014.80
Net Income	5,405.42
Total Equity	<u>33,484.06</u>
TOTAL LIABILITIES & EQUITY	<u>33,484.06</u>

Estes Square Condo Assoc.
Profit & Loss Budget Overview
 January through December 2025

	Jan - Dec 25
Income	
2025 Special Assessment	20,000.00
Laundry Income	1,865.40
Monthly Assessment	134,079.48
Total Income	155,944.88
Expense	
ACH Quarterly Bank Fee	108.00
Annual Filing Fees DORA/State	70.00
Association Management Fees	7,800.00
Back Flow Annual Test/Repairs	1,000.00
Boiler Inspection	90.00
Boiler/Maintenance Repairs	2,000.00
Concrete Repairs	4,000.00
Exterior Bldg. Repairs E	5,000.00
Exterior Lighting/Electrical	1,500.00
Fall Clean Up - Leaves	600.00
Gas & Electric	17,308.00
General Maintenance/Repairs	5,000.00
Gutter Cleaning	3,000.00
HVAC Furnance Inspection	700.00
Insurance Expense	37,370.00
Landscape Contract	5,000.00
Laundry Equipment Repairs	1,000.00
Legal Fees	2,500.00
Misc. Landscape/Tree Treatment	1,500.00
Office - Banking Supplies	75.00
Painting- Bldg. A & F	9,300.00
Pest Control	250.00
Plumbing Repairs	2,500.00
Postage and Delivery	300.00
Reserve Contribution	23,123.88
Sewer/Storm Water	3,500.00
Snow Removal	6,500.00
Special Services	400.00
Tax Preparation	350.00
Trash Removal	5,600.00
Tree Trimming/Removal	1,500.00
Water	7,000.00
Total Expense	155,944.88
Net Income	0.00