BROOK FOREST CONDOMINIUM ASSOCIATION
Board Meeting
April 24th, 2025 – Zoom Video Conference

MINUTES

I. CALL TO ORDER

The meeting was called to order via Zoom at 3:05pm.

Board Members in attendance were:
- Carol Goett- Member
- Dan Doran – Secretary
- Doyle Tinkey – Member
- Dale Falini - Member

A quorum was present.

Representing Summit Resort Groups was Gail Filkowski.

II. APPROVE MINUTES FROM 5.9.24 BOARD MEETING

The 5/9/24 meeting minutes were reviewed. <u>MOTION: Doyle made a motion to approve the minutes, Dan seconded and the motion carried.</u>

III. RATIFY ACTIONS VIA E-MAIL

A. 3/24/25: Insurance renewal with Farmers, approved
B. 2/4/25: Update to Rules & Regulations re: no open flames, approved
C. 12/3/24: Window replacement request, approved
D. 11/21/24: 2025 Budget, approved
E. 11/25/24: Snowmelt sensor install, approved
F. 10/8/24: Snow removal contract (3 year) with BobbyCat, approved
G. 6/19/24: Tree removal and limbing proposal from BobbyCat, approved

The Actions Via Email were reviewed. <u>MOTION: Doyle made a motion to approve the minutes, Carol seconded and the motion carried.</u>

IV. FINANCIAL REPORT

Gail from SRG presented the 12/31/24 and 2/28/25 Financial Reports

Financial Report 12/31/24

I. 12/31/24 Balance Sheet Reports
- $3,365 in Operating
- $19,493 in Alpine Reserve
- $51,000 Edward Jones CD

II. 12/31/24 YTD P&L reports $87,416 of actual operating expenditures versus $92,582 of budgeted expenditures. This is $5,165 under budget (5%).

Areas of significant variance include:
- Water & Sewer: $1295 over
- Reserve Transfer: $4,640 under budget – 9 reserve transfer made YTD

III. A/R is good!

Financial Report 2/28/25

IV. 2/28/25 Balance Sheet Reports
- $4,317 in Operating
- $18,550 in Alpine Reserve
- $51,000 Edward Jones CD

V. 2/28/25 YTD P&L reports $16,461 of actual operating expenditures versus $18,276 of budgeted expenditures. This is $1,814 under budget (10%).

Areas of significant variance include:
- Common Utilities: $589 over
- Accounting & Legal: $297 over
- Reserve Transfer: $2,440 under budget – no reserve transfer made YTD

VI. A/R is good!

V. MANAGING AGENT'S REPORT

Gail Presented the Management Report on completed and pending items.

Completed Items

- Gutter repairs, 130 building
- Tax returns
- Dig out/clean out window wells
- Electric reimbursements
- Baluster replacement and paint – 150 building
- Spigot replacement – 140 building
- Update capital plan (see attached 5 year print out)

Pending

- Exterior Stain / Paint
- Spring Clean-Up - SRG
- Irrigation Start-Up - Greenscapes
- Tree Care Services
- Snow fence 150 building

VI. ASSOCIATION BUSINESS

A. Appoint new Board President: The Board President position is vacant due to the resignation of Matt. Doyle is willing to serve a term as Board President. MOTION: Dale made a motion to appoint Doyle Board President, Carol seconded, and the motion carried.
B. Grill Rule Enforcement - No propane grills were visible during recent inspection. SRG to inspect again after snow melts.
C. Electrical Upgrade: Board noted the transformer is old and a potential capital plan for electrical future electric upgrades. Discussion about what is HOA responsibility, unit owner and public utility. SRG to consult with electrician.
D. Pet Waste Bags – Cost of $80 4 times per year. Board will keep the pet waste bags and station.
E. Recycling Requirement – Town of Frisco requires recycling services established by 6/1/25. This has been budgeted for and SRG has communicated with Timberline about adding service.
F. Heat tape/ hot edge Sensor System – Dan volunteered to install a sensor on one building as a test to control the heat tape and hot edge and reduce electric costs. Not installed yet.
G. Snow Fence 150 Building – Board reviewed proposal from Turner Morris to install a snow fence on the 150 building. Tabled until Turner Morris revises bid to reflect the correct location.

H. 2025 Roof Inspection, Proposal from Turner Morris – Board did not approve bid, too expensive. SRG to have a maintenance company clean gutters.
I. Exterior Painting 150 Building – Board reviewed the proposal from DR Custom to paint the 150 building. MOTION: Doyle made a motion to approve the bid with the upgraded paint option, Dan seconded, and the motion carried.
J. 2025 Tree Care - Proposal is still pending from TSH/Moose Creek – tabled for now.
K. 2025 Flowers Luane and Dale will take over the summer flower purchasing and planting for an approximate $1,000 budget. Carol will help with watering.
L. Annual Meeting Discussion – Board discussed Owner Education Ideas and topics for annual meeting to include short-term rental discussion, recycling and the summer picnic date.
M. Driveway for 140 / 150 Buildings – Carol brought up the driveway between 140 and 150 has a large dip at the entrance. SRG to get a proposal for repairs.

VII. NEXT MEETING DATE

A. Annual Meeting – Wednesday June 4th at 5:00pm via Zoom.

VIII. ADJOURNMENT

With no further business, the meeting adjourned at 4:51pm.