

# **2010**

## **UNIT OWNER PACKET**

- **President's Letter**
- **2010 Operating Expense Pie Chart**
- **2010 Budget Operating Plan**
- **Expense Category Definitions**
- **2010 Reserve Budget (Capital Improvements)**
- **Insurance Information Update – pick up at Association Office**
- **Automatic Condo Fee Payment Plan Authorization Agreement form (if you are currently enrolled in this program, your account will automatically be changed)**
- **Unit Owner Questionnaire**
- **Condo Fee Payment Booklet will be mailed to unit owner**
- **Unit Owner Update form – please review, update and return to the Association office**

**December 2009**

December, 2009

Dear Brentwood Forest Unit Owner:

Your Board of Managers has worked diligently this past year to oversee the Association operations, provide a desirable condominium lifestyle and to update and improve the buildings and grounds. The past year has witnessed challenges with the economy and accomplishments achieved by our community. The Board has been proactive in addressing the short and long term needs of the community. Thanks to everyone who has attended board meetings, voiced concerns, offered suggestions, volunteered time to participate on ad hoc committees and for attending Brentwood Forest activities. We encourage owners to get involved in our community and to share your ideas and concerns with us. Your input and support help us to achieve our common goal of keeping Brentwood Forest a desirable place to live.

The Operating Budget for 2010 was adopted by the Board of Managers at the September 28, 2009 Board of Manager's Meeting. Copies of the 2010 Operating and Capital Improvement Budgets are enclosed. There has been no community wide "special assessment" since the Association's inception on June 1, 1987. In order to accomplish the Community's operational goals and capital improvement projects, the Board of Managers approved a 2 ½ % condo fee increase beginning January 1, 2010, as follows:

**CONDOMINIUM FEES**

<u>2009</u>	<u>2010</u>
\$128	\$131
153	157
170	174
195	200
221	227

**CARPORTS**

\$ 22	\$ 22
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Condominium fees and other scheduled net income will cover approximately 61% of our planned 2010 capital improvement projects. The remaining 39% of needed funding will be drawn from our reserve funds. The Board and Management are committed to making efficient use of funds and seeking out only high quality craftsmanship for all projects performed in Brentwood Forest.

The Finance Committee and the Board have both worked hard to produce viable and practical operating and reserve budgets that will accomplish desired goals for the coming year. Brentwood Forest's finances continued to be strong and healthy throughout 2009.

The following are highlights of Board activity during 2009:

- Received bids and approved contracts such as: exterior painting, vinyl siding, concrete and asphalt replacement and repairs, pool repairs, pest control services, gutter replacements, exterior electric meter panel boxes, etc.
- Completed a 2009 Reserve Study that provides accurate funding information to preserve and maintain the value of Brentwood Forest.
- Improved the Wrenwood entrance including upgrades to the BF totem sign.
- Implemented the Landscape Improvement Plan which included planting additional trees, bushes and flowers to the area that surrounds the tennis courts.
- Aerated and seeded the eastern section of BF from Bobolink to High School Drive.
- Planted over 400 bushes, trees and fall flowers.
- Updated the community board with new lighting, flowers and bushes. The community board assists visitors, guests and prospective buyers in locating BF addresses and open houses.
- Repaired several Brentwood Forest streets and parking bays with overlays and/or sealing.
- Thirty-three BF sites received concrete repairs, which involved replacement of sidewalks, porches and steps. Over fifty sidewalks were shaved to eliminate trip hazards.
- Added to the south end of the main pool to provide additional seating and space.
- Upgraded the irrigation systems. Repairs were completed in-house at a substantial savings to owners.
- Installed four additional residential style dusk-to-dawn coach lights.
- Eleven buildings were vinyl-sided and new 6” gutters and downspouts installed.
- Thirty-seven buildings were painted and the decks were power washed, stained or painted.
- Two buildings were pried and underpinned due to foundation problems that were detected.
- Fifteen exterior electrical panel boxes were replaced in order to assure full power to each unit.
- Maintained and solidified our strong working relationship with the City of Brentwood’s Public Works Department. Obtained certain snow removal services for our secondary streets and coves.
- Entertained the community with multiple social events, such as the Block Party, Pool Parties, Las Vegas Night, Health Fair, the Holiday Party and sports activities throughout the year.
- Created BF’s Internet website. It continues to grow and improve while being updated monthly. Our new internet address is [brentwoodforestcondo.net](http://brentwoodforestcondo.net).
- Routine inspections of our buildings and grounds continue on a quarterly basis.

Various committees were busy this past year as follows:

The Building and Grounds Committee members met monthly with our grounds contractor to insure landscaping problems are addressed in a timely manner, and to review completed projects.

The Finance Committee met throughout the summer and fall to prepare, discuss and recommend operating and reserve budgets for the coming year.

The Election Committee recruited candidates for vacant Board positions.

In 2010, the Association plans to address the following projects:

- Paint approximately 40 buildings.
- Power wash and apply sealant to decks scheduled for repainting and vinyl siding.
- Improve concrete sidewalks, porches, steps and patios.
- Replace old electrical panel boxes with new equipment.
- Replace deteriorated fencing around patios.
- Install irrigation lines in conjunction with the landscape improvements.
- Install approximately 20 new 6" gutter systems on non-sided buildings.
- Continue asphalt improvements to streets and coves.
- Clean gutters twice during the year.
- Vinyl-side and install new gutters on eight or more buildings.
- Repair and/or replace decks as needed.
- Install additional residential style dusk-to-dawn post lights.
- Improve property signage and street signs.
- Replace and plant new bushes and shrubs at selected locations and apply mulch in all the plant beds, islands and on the nature trail.
- Remove deadwood from large trees around streets and walks.
- Provide various recreational activities.

The Board's Mission is to provide quality community living with a sound fiscal policy, enforcement of policies, enhance property values and insure timely maintenance and care of the buildings and grounds.

Please review and complete the 2010 Owner Questionnaire and the "Unit Owner Information Update Sheet" that provides changes regarding current vehicle(s), license number(s), cell phone #'s, home/work phone numbers, occupancy changes, pets, etc. Please return the forms to the Association office via mail or drop them in the mail slot at 1401 Thrush Place (corner of Eager Road and Thrush Place) or fax document to (314) 961-4935 or e-mail to [bfca@charter.net](mailto:bfca@charter.net).

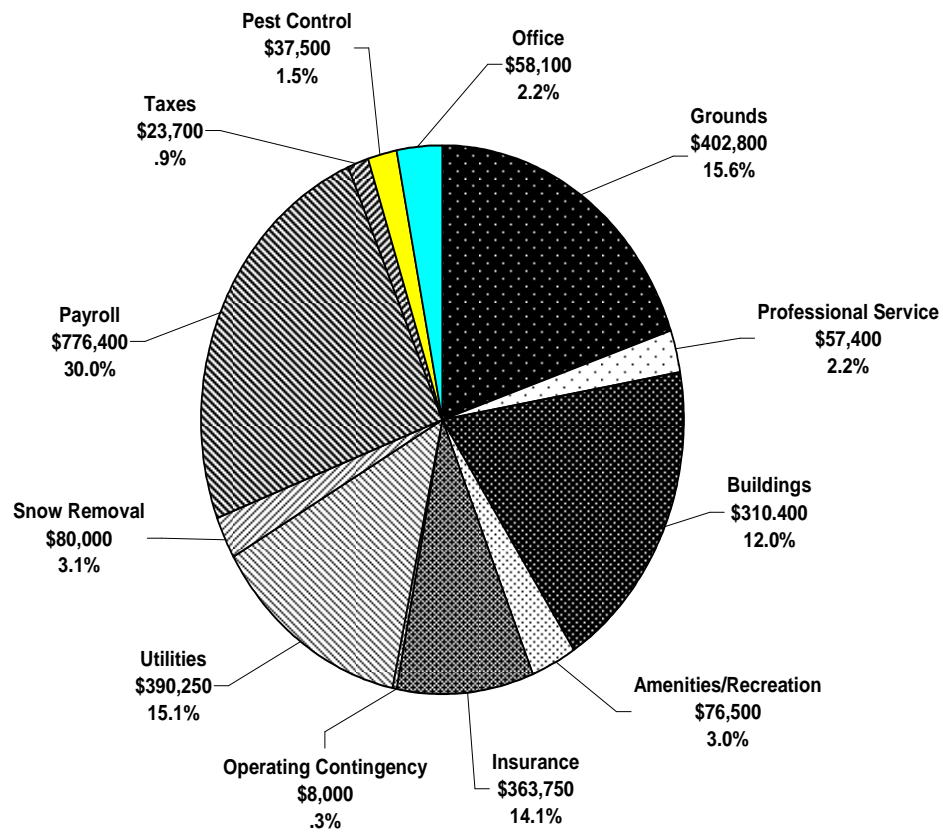
On behalf of the Board of Managers, management and staff of Brentwood Forest, we wish you a Happy and Healthy Holiday Season and a Prosperous New Year!

Sincerely,

Scott R. Dolan  
President  
Brentwood Forest Board of Managers

Enclosures

**2010**  
**TOTAL OPERATING EXPENSES**  
**\$2,584,800**



**BRENTWOOD FOREST CONDOMINIUM ASSOCIATION, INC.**

**2010 BUDGET OPERATING PLAN**

**OPERATING FOCUS** Budgeted operating expenses have decreased 2.5% as compared to 2009 due to anticipated decreases in the areas of office expense, professional services, pest control, recreation, and insurance. Condominium fees will increase 2.5% in 2010. This increase is necessary to maintain the financial health of the condominium association and to ensure its ability to perform scheduled capital improvement projects in the coming year. These projects are important in maintaining the value of your condominium home. Even with the 2.5% condo fee increase, the association will be required to spend approximately \$276,000 of its reserve funds for the planned capital improvements. There are no Special Assessments planned for 2010.

The Operating Focus will remain to implement the budget, while seeking quality materials and services at the best prices, and employing the highest standards in the care and maintenance of Brentwood Forest.

**INCOME**

**REGULAR ASSESSMENTS**

Condominium Fees	2,873,340	95.0%
Other Income	143,384	5.0%
<b>TOTAL INCOME</b>	<b>3,016,724</b>	<b>100.0%</b>

**EXPENSES** Operating Expenses are divided in the following main categories, each with subcategories:

Grounds	402,800	15.6%
Buildings	310,400	12.0%
Utilities	390,250	15.1%
Pest Control	37,500	1.5%
Office	58,100	2.2%
Payroll	776,400	30.0%
Professional Service	57,400	2.2%
Insurance	363,750	14.1%
Snow Removal	80,000	3.1%
Amenities	76,500	3.0%
Taxes	23,700	0.9%
Operating Contingency	8,000	0.3%
<b>TOTAL OPERATING EXPENSE</b>	<b>2,584,800</b>	<b>100.0%</b>
<b>NET OPERATING INCOME (Reserve Allocation)</b>	<b>431,924</b>	<b>(To be applied to Capital Improvement Funds)</b>
<b>FUNDS APPROVED FOR CAPITAL IMPROVEMENT PROJECTS</b>	<b>707,123</b>	
<b>RESERVE FUNDS FOR CAPITAL IMPROVEMENTS (10/31/09)</b>	<b>1,158,000</b>	

## **EXPENSE CATEGORY DEFINITIONS**

### **Payroll Expenses**

This category is all payroll-related expenses for administration and maintenance salaries, payroll taxes, health insurance and retirement contributions.

### **Office Expenses**

This includes all operating expenses of the office.

### **Professional Services**

This budget is for all professional services, including: legal, accounting and engineering assistance.

### **Utility Expenses**

This includes water and sewer charges for the entire community, and also electricity for lighting and common areas.

### **Grounds Expenses**

This is for the upkeep of 100 acres of common ground. This includes standard operations, improvements and snow removal.

### **Buildings Expenses**

This category is for maintenance of all common area components, including painting and repair of building exteriors. This does not include capital improvements. Capital improvements are budgeted separately under the Reserve Account.

### **Pest Control**

This includes termite inspections and treatments, and other pest control services.

### **Amenities**

This is for expenses associated with the recreation facilities, including two swimming pools, two tennis courts and the clubhouse. It also includes the budget for activities, such as holiday parties and the annual Block Party.

### **Taxes**

This is corporate earnings and sales/use tax.

### **Insurance Expenses**

This includes premiums for the Master Policy, Liability, Earthquake and Worker's Compensation. Also included is a budget for interior damages not covered by insurance and the insurance deductible.

### **Snow Removal**

This includes all of the manpower and vehicles required to clear snow from the walks, steps, porches and streets.

### **Contingency Reserve**

This fund has been created to cover any unforeseeable budget expenses, such as snow removal overage and storm repairs.

# Brentwood Forest Condominiums

2010

## Reserve Budget (Capital Improvements)

Asphalt & Concrete	114,244
Association Office – printers, computers-server repairs	5,170
Bridge- metal frame to replace wood	10,340
Clubhouse – vinyl siding	9,694
Clubhouse – windows and doors	17,743
Concrete - void filling and capital repairs – main pool	10,340
Culvert/spillway, creek bed, concrete, etc.	15,510
Electrical meter panels – exterior of buildings	37,224
Entrance – fascia and column replacements (8 buildings)	3,205
Fence (chain link) - Main Pool	6,416
Foundation - piling and capital repairs -2 buildings	20,680
Gutters and Downspouts – 20 buildings (not vinyl sided buildings)	43,428
Landscape – comprehensive plan	80,000
Retaining Wall - concrete, main pool	31,201
Subsurface utilities	10,340
Vinyl Siding	214,038
Wood Decks – phased replacement (80 decks)	<u>77,550</u>
<b>Total</b>	<b>\$707,123</b>

**UNIT OWNER'S RESPONSIBILITY**

UNIT OWNER'S POLICY PROPOSAL (Form HO6)

**BRENTWOOD FOREST CONDOMINIUM**

<u>COVERAGES</u>	<u>LIMITS</u>	<u>DESCRIPTION</u>
A <i>DWELLING</i>	\$22,000	“Special Form” covers unit owner’s interior Building Items which are less than the Master Policy deductible and covers <b>Improvements</b> to original Building Items. This is sometimes referred to as Dwelling, Building, or Real Property coverage. <b>You may increase this limit for \$3 per \$1,000.</b>
C PERSONAL PROPERTY	\$_____	Select a <b>Personal Property Limit</b> below to determine your approximate premium. “Broad Form” Perils are covered for <b>Replacement Cost</b> .
D LOSS OF USE	<b>50% of Personal Property Limit</b>	Extra Living Expenses are covered when you are not able to live in your unit after a covered loss.
E PERSONAL LIABILITY	\$500,000	A high legal liability limit is needed in multi-family buildings, in the event you negligently damage your neighbors’ property, such as causing a fire.
<b>DEDUCTIBLE</b>	<b>\$500</b>	Per occurrence deductible for all property losses, except Earthquake.
<b>EARTHQUAKE</b>	<b>15% Deductible</b>	Coverage is provided up to your Personal Property Limit <b>and</b> Dwelling Limit. Be sure your Dwelling Limit is adequate to cover the Master Policy Earthquake Deductible and additional value of your Building Improvements.
<b>SEWER BACK-UP</b>	<b>\$5,000</b>	Can be added to policy for an <b>Additional \$35 \$500 deductible applies</b>

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**ANNUAL PREMIUMS**

**SELECT YOUR PERSONAL PROPERTY LIMIT**

Discount available if age 55 or over  
Premiums could vary due to individual underwriting information

	<u>\$30,000</u>	<u>\$40,000</u>	<u>\$50,000</u>	<u>\$60,000</u>	<u>\$70,000</u>
Personal Property Limit					
ANNUAL PREMIUM	\$214	\$237	\$264	\$285	\$303

(01/09)

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# BRENTWOOD FOREST CONDOMINIUM

## SYNOPSIS OF MASTER INSURANCE POLICY

This synopsis provides a general outline of the insurance coverage for the Association. It does not give all details of the policy and cannot be considered a binder or other evidence of insurance.

### PROPERTY

The Common Elements **and the Units**, *inside and out*, are insured for Replacement Cost, with a **\$10,000** deductible. Coverage is provided on "Special Form", which generally covers all losses except those specifically excluded such as, but not limited to, flood, mold, surface water, insect damage, wear and tear.

**Earthquake** is covered for Replacement Cost with a deductible of **15%** of each Building Limit. A current estimate of each unit's share of the Earthquake deductible is **approximately \$22,000** if all the units in a building were damaged. You should cover this on your Personal Policy by adding the *Earthquake Option* and increasing the Coverage A—Dwelling/Building Limit on your Personal Policy to include this deductible.

The **inside of the Units** would be replaced to the like kind and quality prior to the loss including improvements made by owners. This includes items permanently installed in your unit; such as paint, carpeting or other flooring, plumbing and lighting fixtures, built-in appliances, cabinets and counters.

The Master Policy deductible applies each time you have a claim, but claims below the deductible should be covered on your Personal Policy. All claims involving your unit should be reported to your personal insurance agent. If the claim is over the deductible or involves the common elements, it should also be reported to the Association.

### GENERAL LIABILITY

Commercial General Liability is provided for \$1,000,000 each occurrence, \$2,000,000 per year.

### BUSINESS AUTO

Business Auto coverage is provided and includes Hired and Non-Owned Automobile Liability.

### DIRECTORS & OFFICERS LIABILITY

The Association, Board Members, Committee Members, Employees are protected up to \$2,000,000.

### EXCESS/UMBRELLA LIABILITY

Excess Liability is provided to lie over the over the General Liability, Business Auto, Employers Liability, and Directors & Officers Liability.

### BOND

A \$1,200,000 Blanket Fidelity Bond is provided to protect the Association's funds from dishonesty.

### WORKERS COMPENSATION

Workers Compensation and Employers Liability are provided for employees as required by Missouri law.

### IMPORTANT

**This insurance does NOT provide coverage for Personal Property and it does NOT provide Liability Coverage *inside* of your unit or for your personal activities. Each unit owner must purchase a Personal Policy for these coverages.**



2009  
Unit Owner Questionnaire

The Brentwood Forest Board of Managers and Management appreciate comments and concerns to help improve the community and lifestyle desired. Please respond to this brief Questionnaire and return it to the BF Association office (1401 Thrush Place) by January 22, 2010.

1. Number of years as a Brentwood Forest Owner \_\_\_\_ years      \_\_\_\_ months
2. Age(s) of Owner(s)    21 – 35 ( )      36 – 50 ( )      51 – 65 ( )      66 & Over ( )
3. Owner Occupied ( )    Tenant ( )      Relative ( )      Relationship \_\_\_\_\_
4. The Brentwood Forest newsletter, “The ForestLine” is the Association’s primary method of keeping owners and tenants informed of policy changes, scheduled maintenance, community news and activities at Brentwood Forest and around town.
  - a. Do you read the newsletter? Yes ( )      No ( )  
If no, why not? \_\_\_\_\_
  - b. Do you have suggestions to be printed in the newsletter?    Yes ( )      No ( )  
\*Comments: \_\_\_\_\_  
\_\_\_\_\_
5. In an effort to reduce postage expenses, the Year End Letter and information will be available on line December 15<sup>th</sup>. If you prefer, a packet may be picked up at the Association office or be mailed to you. Indicate your preference.  
  
On line at [www.brentwoodforestcondo.net](http://www.brentwoodforestcondo.net) ( )      Pick up-BF Association office ( )      Mail ( )  
  
\*Comments: \_\_\_\_\_  
\_\_\_\_\_
6. Compared to other condo communities, BF rates as follows:    Fair ( )      Good ( )      Excellent ( )  
\*Comments: \_\_\_\_\_  
\_\_\_\_\_
7. Are you satisfied with the services provided by the BF Association?      Yes ( )      No ( )  
\*Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What services would you like? \_\_\_\_\_  
\_\_\_\_\_
9. Would you pay a fee to keep the pool open additional days and weekends during the month of Sept.?  
Yes ( )      No ( )    \*Comments \_\_\_\_\_  
\_\_\_\_\_
10. Would you consider volunteering to be a candidate for the Board of Managers?    Yes ( )      No ( )

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Cell or Work Phone #

\*Please use the back page for additional comments

# Brentwood Forest Condos - Unit Owner Information Sheet

**Number:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **Bldg. No:** \_\_\_\_\_ **Monthly Fee:** \_\_\_\_\_

**Last Update:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ **ACH:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Purchase Date:** \_\_\_\_\_

**Mail Address:** \_\_\_\_\_ **MCSZ:** \_\_\_\_\_ **Owner Home#:** \_\_\_\_\_

**Owner Work#:** \_\_\_\_\_ **Owner Work 2#:** \_\_\_\_\_ **Owner Cell#:** \_\_\_\_\_

**Emer. Contact:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Work#:** \_\_\_\_\_ **Home#:** \_\_\_\_\_ **Emer Cell #:** \_\_\_\_\_

**Occupied by** (Owner): \_\_\_\_\_ (Relative): \_\_\_\_\_ (Renter): \_\_\_\_\_

**Renter/Roommate:** \_\_\_\_\_ **Move-in Date:** \_\_\_\_\_

**Renter Home#:** \_\_\_\_\_ **Renter Work#:** \_\_\_\_\_

**Renter Work 2#:** \_\_\_\_\_ **Renter Cell #:** \_\_\_\_\_

**R Emer.Contact:** \_\_\_\_\_ **R. Relation:** \_\_\_\_\_

**R.Work#:** \_\_\_\_\_ **R.Home#:** \_\_\_\_\_ **R. Cell #:** \_\_\_\_\_

**Pets Dog(s):** \_\_\_\_\_ **Cat(s):** \_\_\_\_\_

**Name/Breed/DOG:** \_\_\_\_\_ **Name/Breed/CAT:** \_\_\_\_\_

**DOG Occupancy:** \_\_\_\_\_ **CAT Occupancy:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Make:** \_\_\_\_\_ **Mod:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**License 2#:** \_\_\_\_\_ **State2:** \_\_\_\_\_

**Make2:** \_\_\_\_\_ **Mod2:** \_\_\_\_\_ **Year2:** \_\_\_\_\_ **Color2:** \_\_\_\_\_

**License 3#:** \_\_\_\_\_ **State3:** \_\_\_\_\_

**Make3:** \_\_\_\_\_ **Mod3:** \_\_\_\_\_ **Year3:** \_\_\_\_\_ **Color3:** \_\_\_\_\_

**Ward:** \_\_\_\_\_

**Pool Pass:** \_\_\_\_\_

**Children ('s) Ages:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_