

FORESTLINE

BRENTWOOD FOREST CONDO ASSOCIATION

WHAT'S INSIDE

- A Message from the Board of Managers » pg 1
- Property Management Update » pg 2
- Forecasting 2024 Expenditures » pg 3

- Committee Updates » pg 4
- Board Meeting Dates » pg 5
- Call for Candidates » pg 5
- Winter Work » pg 7
- The Fine Print » pg 7
- City of Brentwood Updates » pg 7
- For Your Convenience » pg 8

Vol. 47 Issue 1-2 Jan | Feb 2024

A MESSAGE FROM THE BOARD OF MANAGERS

Dear Brentwood Forest Community,

We hope this letter finds you in good health and high spirits. As we bid farewell to a difficult 2023 and step into the new year, we would like to extend our wishes for a wonderful and prosperous 2024.

In April of the past year, we embarked on a significant journey by transitioning to a new management company, Community Property Management (CPM). Led by Adrienne Watson, the CPM team has dedicated itself to understanding our community and has pledged improvements to our management processes. We express our heartfelt gratitude to Adrienne and the entire CPM team, including Tiara Rooks-Thomas, Kathie Ebling, Elliot Bulejski, Will Burkowitz, David Jeckstadt, Bob Beasley, and Bob Klages, for their diligent efforts on our behalf. Read on to learn more about our CPM staff and their role in the community.

Reflecting on 2023, the Board faced challenges in crucial areas, including securing new insurance coverage in a higher-priced environment, and managing foundation issues discovered at several buildings in the community. As you may have seen around the community, Criterium Harding, a local engineering firm, is currently conducting inspections of the crawl spaces of all buildings. CPM, in collaboration with the Board, will keep owners informed of any relevant findings and necessary repairs as the inspection progresses.

Looking ahead to 2024, we are committed to identifying cost-saving opportunities, transitioning to more durable materials for decks and roofs, and offering a virtual Board meeting format for increased resident participation. To save money, *ForestLine* will be going electronic, starting with the March/April issue. See the QR code on the left to notify the office of how you'd like to receive your *ForestLine* issues going forward.

Your involvement, as owners and residents, remains vital to the success of these endeavors, and we invite you to reach out to us to learn more about how you can contribute. For those with additional questions, we encourage you to attend a Board meeting, reach out to your Board representatives, or engage with CPM customer service.

Thank you for your continued contribution to Brentwood Forest. We look forward to your ongoing engagement with the community's initiatives, and together, we can make 2024 a year of growth and unity.

Warm regards,

Brentwood Forest Board of Managers

ForestLine is shifting to electronic format standardly. Residents and Owners can receive *ForestLine* directly to your email or by viewing each volume online via brentwoodforest.com or the Owner's Portal.

If you prefer to receive a paper copy, please complete the form by February 29 via <https://forms.office.com/r/89Jv26X7FK> or the QR code at right.



Property Management Update

This year of transition has brought both challenges and opportunities, shaping Brentwood Forest's focus for the year ahead. Since April 2023, CPM has been working with the Board of Managers to ensure an effective transition which has sometimes been smooth and sometimes bumpy. However, we have been working closely with the Board of Managers to set goals and establish priorities. Our CPM team brings a wealth of experience and commitment, and we're proud to serve Brentwood Forest.

With the Board we reviewed the 2023 budget to ensure that 2024 represents smarter, more efficient ways to manage the property. We're moving forward with composite decks which cost more now but require significantly less maintenance, and hence, will save money in the future.

The insurance industry has been described as "on fire," especially for condominium communities. As a result, in 2023 we were hit with a big insurance bill to cover the property through September 2024. We continue to

research options ensuring comprehensive coverage while reducing premiums. Another challenge was learning about building structural issues. We built the costs of potential repairs into the 2024 budget without knowing precisely what the inspection of buildings might require. We continue to monitor the inspections and will keep you up-to-date on progress.

"Save money, maintain quality" is a mantra of the Board and CPM. We review every contract with a fine-tooth comb to ensure quality service at competitive prices.

Our "Go Green Initiative," saving both the planet and our community's funds, includes moving to more digital communication, documents, and virtual meetings. For example, *ForestLine* is going electronic! (see page 1 or Communications Committee updates on page 4)

Next up, in anticipation of warmer weather, we will be replacing roofs, conducting preventative maintenance reviews, additional paint rotations and of course, preparing for the pool opening in May. The CPM team is here to serve you and we welcome your feedback.

Meet Our BFCA Property Management Team

Community Property Management (CPM) supports BFCA with a talented and diverse team of professionals.

- **Adrienne Watson, PCAM, BFCA Manager**
Adrienne works most closely with the Board and Board Committees along with business partners/contractors. Her role includes monitoring contracts, the budget, projects on the property and assuring adherence to the by-laws. She has been working in community management since 2000 in both apartments and community associations. She also achieved her PCAM in June of 2021, the highest professional designation in community association management.
- **Tiara Rooks-Thomas, BFCA Office Manager**
Tiara's focus is on work orders, modification requests, invoices, violations, resident complaints, and e-mail blasts to ensure you get timely information. All of this she handles with grace and efficiency and keeps the office running. Tiara joined CPM in July 2023 as an Association Manager with over five years of experience in property management. She started in the business as an assistant and was promoted to manager with a full property portfolio consisting of single-family homes, townhomes, villas and condominiums.
- **Kathie Ebling, BFCA Assistant Manager**
Kathie is the first friendly face you see, or voice you hear, when you go to or call the Office. Got any questions about Brentwood Forest? Kathie can help, whether it's about a work order, Clubhouse rentals, community schedules, the pools, pets, using the portal or payment assistance. Formerly Assistant Property Manager for Commercial Properties, she lives in South County. Kathie is looking forward to a great 2024 in Brentwood Forest.

- **Bob Beasley, CPM Maintenance Director**
Bob is the Maintenance Director at CPM, since relocating from Louisiana back to St. Louis in September 2023. He has been involved in every aspect of the construction industry since 1986 and became involved in property management in 2008. Currently, he oversees the CPM Maintenance Department and collaborates with association managers and board members on special projects, to advise on the best ways to handle maintenance issues.
- **Elliot Bulejski, BFCA Maintenance Staff Supervisor**
Elliot is from St. Louis and attended Meramec College to earn his associate degree in business. Elliot has worked for CPM as a part of the on-site maintenance staff for a little under a year and supervises the BFCA maintenance staff. Together, they maintain all of Brentwood Forest.
- **Will Burkowitz, BFCA Maintenance Staff**
Will is from St. Louis and is a licensed insurance broker who specializes in Medicare. He played college baseball at Lewis and Clark Community College while obtaining his bachelor's degree in business from the University of Missouri – St. Louis. Will is a new addition to CPM and is part of the on-site BFCA maintenance staff. He's excited to be a part of the BFCA team and continue working to help Brentwood Forest continue looking great!
- **David Jeckstadt, BFCA Maintenance Staff**
David grew up in St. Peters and played for various football teams during his high school years. He then went onto graduate from Lincoln County Center for Advanced Professional Studies. Afterwards, David worked at several properties and decided to settle in on-site at Brentwood Forest. He is proud to be a member of the BFCA team and desires to continue working to make the community a great place to live.

2023 FURTHER ASSESSMENT & 2024 CONDO FEES

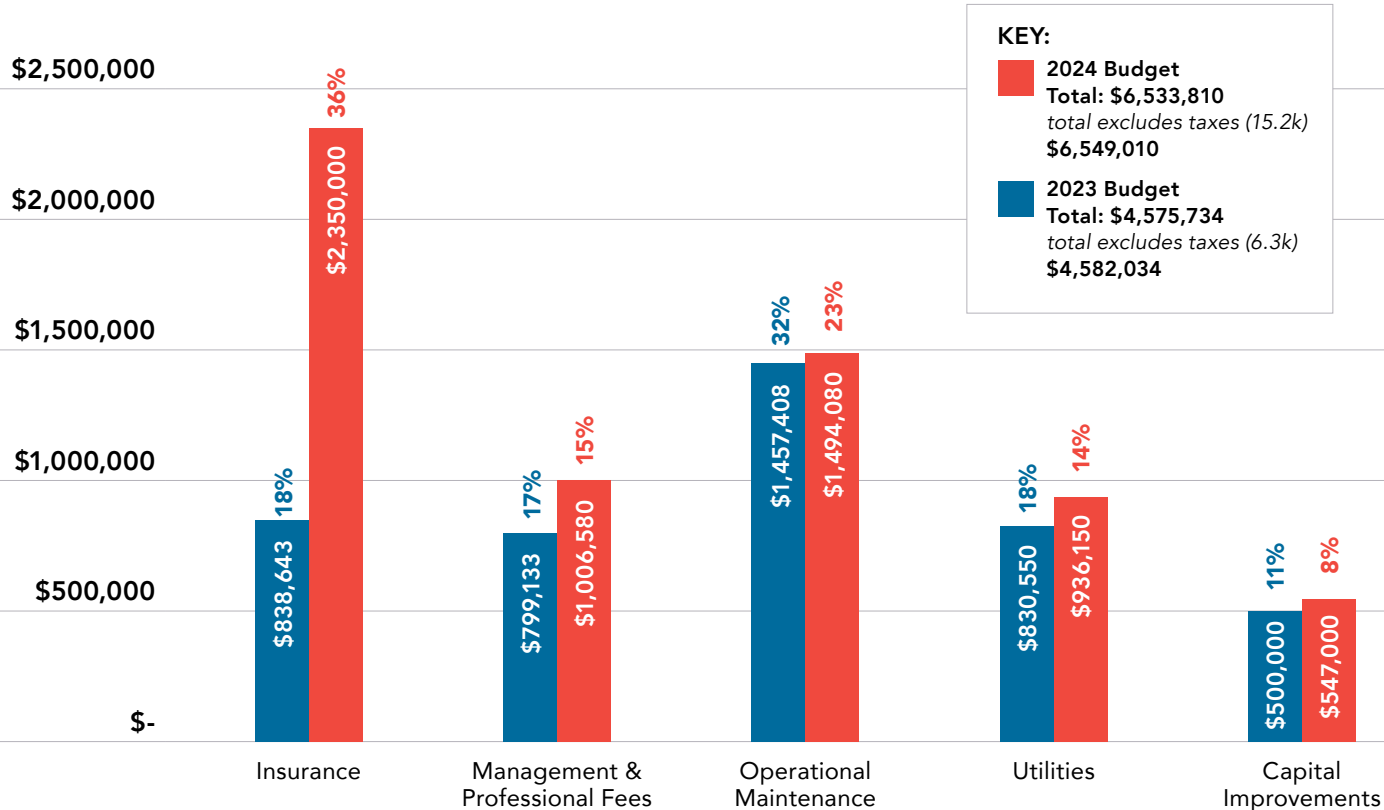
2023 Further Assessment

- The 2023 Further Assessment was determined based on the shortfall of the unforeseen expenses incurred within the year — insurance being the largest, followed by foundation repairs and building inspections.
- A special Board Meeting was held on November 20, where the 2023 Further Assessment was voted on by the Board. This meeting was open to all residents and owners at the Clubhouse. Meeting notices were sent to all owners and residents electronically.
- Per our By-Laws, Further Assessments must be paid by unit owners within the same calendar year. However, the Board approved extending the payment schedule allowing owners more time to pay the Further Assessment. Please refer to the details provided in writing and electronically to each unit owner on payment.
 - > The 2023 Further Assessment is due by February 1, 2024. Payment received after February 1 will be subject to interest and late fee charges.
 - > Per our By-Laws, the Further Assessment imposed must apply to all Units in proportion to each Unit's overall percentage of ownership in the Condominium.

2024 Condo Fees

- Annually, the association creates a budget for the following year and notifies all unit owners in writing by December 15.
- The budget shall estimate the total amount necessary to pay the cost of the wages, materials, insurance, repairs, service, supplies, reserve contributions, etc. during the ensuing calendar year.
- The Budget Committee met many times leading up to the November 28 Board Meeting, where the budget was presented, debated and approved by the Board.
- The 2024 Budget took into consideration the 2023 actual expenses, in addition to forecasted increases, such as inflation.

Below is our budget comparison for 2023 and 2024. The actual 2023 expenditures will be reconciled and closed in the next few months.



WHERE DO MY CONDO FEES GO?

For illustration purposes, let's use \$402 as our condo fee. That would mean each month:

- \$144.59 goes toward Insurance
- \$ 91.92 goes toward Operational Maintenance
- \$ 61.93 goes toward Management & Professional Fees
- \$ 57.60 goes toward Utilities
- \$ 33.65 goes toward Capital Improvements
- \$ 12.31 goes toward Reserve Contributions



SALES & RENTALS

Chair: Robert Behymer

Meeting: Adhoc, monthly

Mission: To actively organize and monitor the quantity of units owned and rented within Brentwood Forest; review association fees and completed paperwork; and advise when rental caps and wait list are required.

- Over the last several years our community has experienced a remarkable increase of rental units. As stated in our community By-Laws SEC 24.5 and 24.7, it is the Association's responsibility to maintain a list of rental units so that we may meet all of FHA and Fannie Mae regulations, in addition to adhering to our Rental Cap.
- The Committee has been working with CPM and the City of Brentwood to gather accurate owner and renter information, reconcile the status of each unit and determine what information, if any, is outdated or missing for each within our community.
- Beginning January 2024, the Association will be reaching out to unit owners requesting any missing or outdated information from our records. For example, contact information, occupancy permits, lease agreements, transaction fee receipts, etc.
- In the event units are found non-compliant per our By-Laws, Rules and Policies, violations and fines will be issued.



COMMUNICATIONS

Chairs: Mary Ann Moore and Stephanie Bass

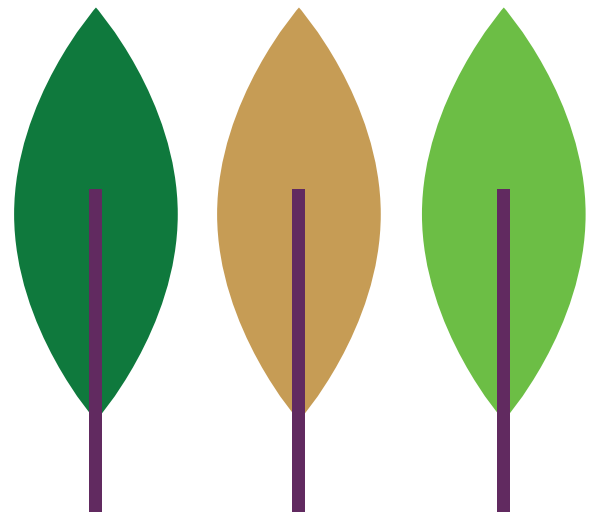
Meeting: Monthly, 1st Tuesday @ 4p

Mission: To create, implement and maintain a strategic communication plan and professional image for the Association.

- The Committee has been meeting once a month, in addition to working between meetings, to develop relevant and timely communications for the community.
- *ForestLine* — After much feedback and in an effort to look for cost savings for the community, the committee has decided to move *ForestLine* to an electronic delivery only. If this is not an option for you, please indicate so by filling out the survey form listed on the cover of this issue.
- Board Meetings — After many expressing interest, the committee will be testing a virtual attendance option at the January Board Meeting. If successful, this will be something to continue moving forward. Be on the lookout for information to join the meeting in the Agenda e-blast.

Additional Resources and Recommendations

- **Use the Owner's Portal:**
 - > Please make sure your contact information is up to date, either by updating within the Owner's Portal or by calling the office to have them assist. Messages and Notices are sent via the portal, e-blast, and as required by our governing documents via US Mail.
 - > Check the 'Documents' folder. Here you will find a variety of information related to our community — such as Newsletters & Notices, Meeting Minutes, Financial Reports, and more.
- **Read ForestLine:** This is our community's way of recapping what's going on.
 - > The latest version can be found here: <https://www.brentwoodforest.com/info>
 - > Prior issues can be found here: <https://portal.cpmgateway.com/Homev2/Documents>
- We encourage all residents and owners to get involved. Our list of committees can be found here, with their respective chair person: <https://www.brentwoodforest.com/contact-us>





ELECTION

Chair: Yvonne Homeyer

Meeting: 6 month pre-election; as needed

Mission: To organize and manage the BFCA election process to ensure and secure valid appointments take place.

- The Committee received, reviewed and submitted the proposal for Election Services from TIE, our third party vendor, to the Board for approval. We are happy to report we will continue partnering with TIE for our 2024 election process.
- The Committee has also been reviewing the Election Policy for clarifications, errors, omissions or additions that may be needed. Any changes to the Election Policy will be presented to and must be approved by the Board for adoption.
- Be on the look out:
 - > The Call for Candidates will take place March 1 – April 15
 - > The voting process will open in May and close at our Annual Meeting, June 18
 - > Voting packets will be mailed to all unit owners

Upcoming Board Meetings:

January 30

February 27

March 26

April 30

May 28

June 18

(Annual Meeting/Non-Board Meeting)

June 25

Call for Candidates

MAKE A DIFFERENCE IN OUR COMMUNITY

Consider using your time and talent to serve on the Board of Managers. Board members work closely with CPM, our property management team to ensure that our 110 acres, 225 buildings, greenspace and amenities continue to comprise a premier condo community. The board negotiates contracts to maintain the common areas/elements, ensures compliance with governing documents including state and local laws, conducts the financial business of the Association and communicates effectively with the community. It's often challenging (certainly it was in 2023) but always rewarding to know that Brentwood Forest, the size of a small town, and representing 25% of the population of Brentwood, remains a gem in the central corridor of St. Louis County and a highly desirable place to call home.

With openings in each of the five wards, applications to run as a Board candidate will be available March 1 through April 15, 2024. You must own the condo in the Ward in which you plan to run. Being a Board member is akin to running a small business or a small town with assets approximating \$200M. Successful Board members actively participate, have a desire to learn more about the community and to learn from fellow Board members. Being on the Board requires objectivity, data-based decision-making, the ability to collaborate and resolve conflict and to professionally represent the Board and the community. Board members bring their unique strengths to balance other Board members' weaknesses for the purpose of effective decision-making.

The Board meets the last Tuesday of each month. Additionally, Board members serve on Committees and must also be available to attend ad hoc and/or executive session meetings. On average, Board members spend approximately 20-30 hours per month in this significant and important role.

More information will be provided in the coming weeks. Don't hesitate to reach out to any Board member in the meantime.

Mobile: 314-540-3662
Office: 800-439-7773 Ext. 660
mikeoneill1958@gmail.com

**Thinking about selling?
Curious about how
much your condo
is worth?
Call me...**



I have **\$old more than 600**
Brentwood Forest condos since 1995!
There is a reason...

Leslie Johnson wants to buy your
condo for the highest price

- Cash Offer
- No Commissions
- Flexible Closing
- No Inspections



Call me today:
314-378-7824

Leslie Johnson
Broker
Newcastle Real Estate



Since 1941

Herbster Hellweg Painting Co.
51 Triad South Drive
St. Charles, Mo. 63304

Our company has been doing the annual painting for
Brentwood Forest for numerous years.

We want to be your painting company as well.
For a competitive quote for all your personal painting
needs, please call Joe Herbster, Jr. at 636-720-1700.



Creative work done right since 1981

Jim Silvestri

gatewayremodeling@yahoo.com

314.853.4198

PAINT & REPAIRS

Paint One Room or Entire Condo - Wallpaper Removal
Blinds & Window Treatment Installation
Completion of Predication List
Full Rental Make Ready Services

Payment Due Upon Satisfactory Completion
Free Detailed Estimates • BF References Available



1 SINCE '96

***FEWEST DAYS ON MKT.**

***HIGHEST % LIST PRICE**

***GREATEST # RECORD TRANSACTIONS**

*(MARIS/MLS: SINCE 1996, BRENTWOOD FOREST DATA)

THOMAS KRAMER, BROKER ASSOC.

OFFICE: 636-778-9111

TEKPROD@ATT.NET

**Whether you're a Buyer or a Seller,
Get the expert care you deserve...**



KRAMER LLC, REALTORS®
REAL ESTATE DEVELOPMENT AND BROKERAGE

CLASSIFIED ADS

*Classifieds are an affordable way to get your service or product noticed.
Classified ads are not endorsed by Brentwood Forest. Please call the
office for ad rates.*

Residential Home Cleaners

Home and office cleaning since 1997. Affordable weekly,
bi-weekly or other appointment times available. Move
in/out. Bonded & Insured (636) 448-9389.



News and information from the City of Brentwood

Winter Work

by Jason Grissom, Greenwood Group, LLC

Leaf clean-up on the property is the primary service performed during the winter months. We perform the clean-up process from late October through February. Leaf drop varies throughout that time period due to the variety of trees in Brentwood Forest. Ash, maples, and ornamental trees generally drop leaves early while oak and pear trees hang on to their leaves and periodically drop them throughout the winter months. We prioritize areas by volume and weather conditions (especially wind). As we progress through the property clean-up, perennials and grasses are cut when we are working in the areas.

In the coming weeks we will begin dormant pruning certain varieties of shrubs. The shrubs to be pruned are shrub roses, rose of Sharon, crape myrtles, etc. This process is performed on summer flowering plants that are not pruned during the growing season. Some shrubs are cut to drastically control height and shape.

Once the sweet gum balls begin to drop we will be collecting them weekly. They typically drop January to April.

THE FINE PRINT

Brentwood Forest Board of Managers Mission Statement

The Brentwood Forest Condominium Association and its Board of Managers strive to provide all current and future Brentwood Forest residents with distinct, high quality community living; enhancement of property values through excellent care and maintenance of its buildings and grounds; sound fiscal policy; firm support of the rules and regulations which govern the day-to-day operation of Brentwood Forest; and enforcement of its policies.

Brentwood Forest Condo Association Staff

Adrienne Watson, PCAM — *BFCA Property Manager*
Tiara Rooks-Thomas — *BFCA Office Manager*
Kathie Ebeling — *BFCA Assistant Manager*
Elliott Bulejski — *BFCA Onsite Maintenance Supervisor*
Will Burkowitz & David Jeckstadt — *BFCA Maintenance Technicians*

Brentwood Forest Condo Association ForestLine

The **ForestLine** is published bi-monthly by the Brentwood Forest Condominium Association. The purpose is to provide on-going communication of policies, events and matters of interest to condo owners and residents. All advertisements are paid for by the advertisers. Brentwood Forest does not endorse the advertisements printed in this newsletter. All rights to articles and editing are the responsibility of Brentwood Forest. Brentwood Forest, at its sole discretion, retains the right to accept or reject contents.

The **ForestLine** is the official method for distributing news and policy regulations to all Unit Owners and Residents of Brentwood Forest. The Board of Managers expects that all Unit Owners and Residents are properly notified when policy regulations are distributed in this manner.

The Fire and Police Departments held a new pillow drive in December for the holidays. All donations went to Home Sweet Home. The Fill the Ambulance in December at the Brentwood Target and was a huge success and shoppers were very generous.

As you know, the Deer Creek Greenway Connector involves the planning, design and construction of a connection between the City of Brentwood's Rogers Parkway and the Deer Creek Greenway. Brentwood's partnership with Great Rivers Greenway connects residents to the surrounding communities. With Part A complete, Park B will move forward with improvements to Russell and South Brentwood starting with shared use paths, urban ramps and other pedestrian facilities along Russell. This phase of the project began December 13.

Missouri American water has identified four areas for water main replacements in Brentwood in the first quarter of 2024, none of which are in Brentwood Forest, at this time.

Something to cheer about!

- Brentwood ranked #4th Best Places to live in Missouri and earned a A+ rating on the Niche
- Brentwood ranked #10th on area schools with the highest median salaries
- The next electronic recycle day is March 2

The next paper shredding is February 3. Both are held at the Brentwood Community Center.

We wish you health and happiness in the new year.

Alderwoman Sharon Harter
sharter@brentwoodmo.org

Alderman Sullivan Erger
serger@brentwoodmo.org



PRSR STD
U.S. Postage
PAID
St. Louis, MO
Permit #3605

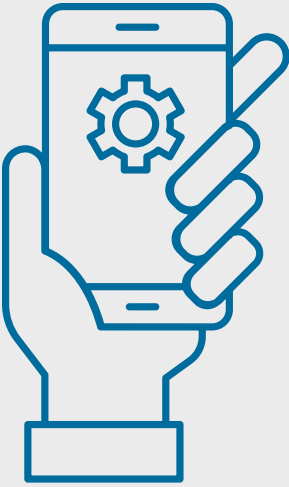
BRENTWOOD FOREST

CONDO ASSOCIATION

1401 Thrush Place
Brentwood, MO 63144

brentwoodforest.com
email: office@brentwoodforest.com
office: (314) 961-3066
fax: (314) 961-4935
BFCAs maintenance emergency number:
(636) 227-8688, for maintenance emergencies
after hours and on weekends

For Your Convenience



Have questions about maintenance, paying your condo fees, or the Rental Cap?

- > **Brentwood Forest Office**
(314) 961-3066
- > **CPM Customer Service**
(636) 227-8688
customerservice@cpmgateway.com
- > **Owner's Portal**
brentwoodforest.com
- > **BF Association Office**
1401 Thrush Place
7:30 a.m. – 4:00 p.m. Mon. – Fri.
- > **Laundry Facility**
Behind 1612 – 1614 High School

BFCAs BOARD MEMBERS

- WARD 1**
Bill Reck (Board Term: 2022 – 2024)
bill.reck@brentwoodforest.com
Vacant position
- WARD 2**
Mary Ann Moore (Board Term: 2023 – 2025)
mary.ann.moore@brentwoodforest.com
Troy Chaney (Board Term: present to 2024)
troy.chaney@brentwoodforest.com
- WARD 3**
Stephanie Bass (Board Term: present to 2024)
stephanie.bass@brentwoodforest.com
Bob Behymer (Board Term: 2023 – 2025)
robert.behymer@brentwoodforest.com
- WARD 4**
Anne Koken (Board Term: 2023 – 2025)
anne.koken@brentwoodforest.com
Jardi Schmalz (Board Term: present to 2024)
jardi.schmalz@brentwoodforest.com
- WARD 5**
Deb Behrendt (Board Term: 2022 – 2024)
debra.behrendt@brentwoodforest.com
Yvonne Homeyer (Board Term: 2023 – 2025)
yvonne.homeyer@brentwoodforest.com