

Brookfield Subdivision
2026 Annual Meeting
Thursday, January 8, 2026
6:00 PM via Zoom (Please see below for details)

Agenda

1. Introduction of the Board of Directors
 - President: Sam Meeks
 - Board Member: Rik Bergethon
 - Board Member: Matt Welch
2. Introduction of Heritage Property Management Team
 - Brieana Molinari & Ranese (Raye) Rash
3. Approve 2025 Annual Meeting Minutes [copy enclosed]
4. Unfinished Business
5. New Business
 - Lot Maintenance Reminder (Weeds)
6. Presentation & Ratification of the 2026 Proposed Budget [copy on back]
7. Nomination and Election of Board Members
 - Any interested members must be in good standing with the HOA
8. Adjournment

Questions requiring research [e.g. CC&Rs, finances, etc] need to be submitted prior to the meeting. Send questions to brieana@hpmgj.com .

NOTICE: If you are unable to attend this meeting, please complete and return the enclosed proxy to: Heritage Property Management at 2650 North Ave St 116, Grand Junction, CO 81501 or via e-mail to brieana@hpmgj.com. Thank you.

Zoom Info

Topic: Brookfield Annual Meeting

Time: Jan 8, 2026 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84261904734?pwd=z0sVVGy4paVyb9InhBoXvOfafSdq9e.1>

Meeting ID: 842 6190 4734

Passcode: 933771

Brookfield HOA

2026 Proposed Budget

	Approved 2025	Actual YTD* 2025	Projected 2025	Proposed 2026
Income				
HOA Assessment (470*63)	29,610.00	29,170.00	29,170.00	29,610.00
Working Capital	0.00	300.00	300.00	0.00
Violation Fines	0.00	0.00	0.00	0.00
Interest on Bank Accounts	0.00	48.81	55.00	0.00
Late Fee	0.00	44.99	44.99	0.00
Total Income	29,610.00	29,563.80	29,569.99	29,610.00
Expenses	Approved 2025	Actual YTD* 2025	Projected 2025	Proposed 2026
Repair & Maintenance	100.00	0.00	0.00	100.00
Landscape Maint-On Contract	9,200.75	7,667.30	9,200.75	9,665.00
Landscape Maint-Off Contract	800.00	65.00	500.00	200.00
Snow Removal	550.00	0.00	0.00	550.00
Lien/Filing & Processing Fees	0.00	129.00	129.00	400.00
Irrigation Expense	2,500.00	225.00	225.00	1,000.00
irrigation Vault Cleaning	2,500.00	3,232.50	3,232.50	3,500.00
Irrigation Water Shares	400.00	654.05	654.05	800.00
Management	6,048.00	5,040.00	6,048.00	6,048.00
Insurance	1,900.00	0.00	1,884.00	2,300.00
Electricity	2,300.00	1,778.45	1,920.00	2,200.00
Postage & Mailing	900.00	606.75	825.75	950.00
Transfer to Savings	2,200.00	0.00	4,300.00	1,200.00
Irrigation Lateral Donation	0.00	0.00	400.00	400.00
Legal & Accounting	140.00	140.00	140.00	150.00
Taxes & Licenses	70.00	25.00	69.00	100.00
Total Expenses	29,508.75	19,563.05	29,528.05	29,563.00
Net Income	101.25	10,000.75	41.94	47.00
Balances		YTD through 11/06/25		
Operating Account as of 11/06/2025	26,588.08			
Money Market as of 11/06/2025	16,982.15			
Total Cash as of 11/06/2025	43,570.23			

Brookfield Subdivision

Annual Meeting Minutes

January 23, 2025

Meeting called to order 6:17 PM.

Introduction of the Board of Directors:

- President: Sam Meeks
- Board Member: Chris Willis
- Board Member: Stephanie Dimmick [Absent]
- Board Member: Rick Bergethon [Absent]

Introduction of Heritage Property Management Team (HPM):

- Brieana Molinari & Jade Buehrer-Locke

Members Present:

- Matt Welch, 1 proxy received. [20% (13 units) needed; 11 properties represented in person or by proxy; quorum not achieved; proceeded with Owner's Forum]

Review of 2024 Annual Meeting Minutes:

- Minutes were reviewed – no revisions needed
- Motion to approve minutes as written. M/S/C 0 opposed.

Unfinished Business:

- None

New Business:

- ACC Requests & Approval Process
 - If any owner would like to make an exterior change to the property or home they must fill out and submit an Architectural Change Committee (ACC) Form to HPM and have it approved before starting.
 - The Board of Directors has 30 days to approve, deny, or clarify request.
 - Homeowners are encouraged to be patient; suggestion made for homeowners to wait for approval before purchasing materials for their project.
- Lot Maintenance/Weeds
 - The Association experienced issues with certain properties last year.
 - Homeowners were encouraged to complete weed mitigation throughout the year and overall maintain their properties.
 - If a property is not being maintained, the Owner will be sent a courtesy letter and possible future letters with fines after 30 days.
 - All recreational vehicles must be properly screened either by storing them in the garage or behind a fence.
- Responsible Driving (Speeding)
 - There have been multiple complaints about speeding in 2024.
 - Homeowners were reminded to please slow down.
 - There are quite a few families with young children in the neighborhood.
- Pavilion Use Request Process
 - Email your request directly to the Board at brookfieldgjhoa@gmail.com
- Brookfield South Update
 - The plan is to have Brookfield South connect to Brookfield North this summer via Canyon Brook St.
 - There will also be a walking path that connects the two HOAs.

Brookfield Subdivision

Annual Meeting Minutes

January 23, 2025

- Volunteers will be needed to help clean out the ditch along 21 ½ Rd

Presentation of the 2025 Proposed Budget:

- 0 members were opposed to the 2025 Proposed Budget
- Discussion:
 - Dues to increase to \$470 for 2025.
 - American Family Insurance will no longer be insuring HOAs so the Association can expect increased costs with a new insurance company. Insurance rates depend on reserves along with many other factors outside of the Association's control.
 - Budget takes into account unexpected repairs and adding to the reserve fund.
 - Dues will be due on March 1, 2025.

Nomination & Election of Board Members:

- Unable to hold nominations/elections due to lack of quorum.
- Chris Willis and Sam Meeks are both willing to serve for 2025.
- Rick Bergethon will also remain on the Board for 2025.

Meeting adjourned at 6:47 PM.

Minutes recorded by:

Heritage Property Management for the Board of Directors

BROOKFIELD SUBDIVISION INC.
2026 ANNUAL DISCLOSURE

Colorado Law (CCIOA) requires that the following disclosures be made annually:

1. The legal name of the association is: Brookfield Subdivision, Inc.
2. HOA Disclosure Documents, Declaration, Articles of Incorporation, Bylaws, Rules and Regulations, Responsible Governance Policies, Meeting Minutes, Certificate of Insurance, Current Annual Budget, Current Financials, Reserve Study (if available) and other miscellaneous documents and information can be located on the HOA website that is maintained by Heritage Property Management at www.hpmgj.com or obtained at no charge by emailing info@hpmgj.com or calling 970-243-3186.
3. Board Meetings are held: Quarterly.
4. The registered agent for the association is: Heritage Property Management, 2650 North Ave, #116, Grand Junction, CO 81501. 970-243-3186 info@hpmgj.com
5. The initial date of the recording of the Declaration is: March 22, 2019.
6. The reception or book and page number for the recording in the Mesa County Public Records is: Book Page (Reception # 2873647).
7. The association's fiscal year is: January to December.
8. The per unit assessments are: \$470.00 paid annually. There are currently no special assessments.
9. A transfer fee of \$150 will be due at closing, made payable to Heritage Property Management, 2650 North Ave, #116, Grand Junction, CO 81501.

BROOKFIELD HOA ANNUAL MEETING 2026

PROXY

I am an owner in BROOKFIELD HOA. I will be unable to attend the Annual Meeting on Thursday, January 8, 2026, and I am designating as my Proxy:

Name of Designee: _____
(The Board President will be assigned your Proxy vote if no one is designated)

to act on my behalf at the Meeting. My Proxy will vote for me in any and all matters that are presented at the Annual Meeting.

Address in Brookfield HOA: _____

Signature: _____ **Printed Name:** _____

Please return signed Proxy Form to Heritage Property Management 2650 North Ave, Suite 116, GJ, CO 81501 or email to info@hpmgj.com