



Brooktree Townhouses Association

980 Vail View Drive, Vail, CO 81657

BrooktreeTownhouses.com

2025 Annual Owners Meeting Notice

Dear Brooktree Owner:

You are invited to attend the annual Homeowner's meeting on **Wednesday, October 29, 2025, at 6 p.m. (MT)**. The virtual meeting will exclusively be held via Zoom and teleconference. There is **no** option for attending physically on-site at Brooktree Townhouses.

Join the Virtual Zoom Meeting using the URL (preferred):

<https://tinyurl.com/brooktree-meeting>

There is an audio-only call-in option available:

- **Dial-in Number:** +1 669-900-6833
- **Meeting ID:** 328 920 8133#
- **Passcode:** 652121

A quorum is needed to accomplish HOA business. Should your schedule not allow you to attend the meeting, please return a proxy at your earliest convenience. Response by email is preferred.

There are (2) seats on the Board of Directors, up for election and (1) vacant seat not up for election. Each term lasts 3 years.

Board of Directors	Current Role	Term End
Lucas Hall (A105)	President	2025
Dina Castillo (D216)	At-large	2025
David Benton (C303)	Vice President	2026
Vacant	Treasurer	2026
Brian Hahn (D116)	Secretary	2027

If you would like to nominate yourself for election, please return the attached Application **by 11:59pm MT Oct. 28, 2025. All nominees will be announced at the meeting.** Response by email is preferred.

Please email any responses to board@brooktreetownhouses.com or by mail to:

Chris Carpenter, c/o Sandstone Property Management
PO Box 4803, Vail CO 81658

Attached for your review is the agenda, a proxy form, and a board application. The 2024 annual meeting minutes, video recording, yearly financials, and the 2025-2026 preliminary budget will be emailed to you and posted to the shared folder linked below via QR code. Please ensure we have your correct email and mailing address. We look forward to speaking with you soon!

Sincerely,
Board of Directors



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2025 Annual Owners Meeting Agenda

Wednesday, October 29, 2025, 6 p.m. MT - Virtual Meeting

Meeting Agenda

- I. Call Meeting to Order**
- II. Roll Call / Certify Proxies / Establish Quorum**
- III. Welcome / Intro of Board Members and New Owners**
- IV. Approval of 2024 Annual Meeting Video Recording and Transcription**
- V. Review of Financials**
 - A. Budget vs Actual
 - B. Report on Status of Previous Special Assessments
 - C. Annual Dues Increase
 - D. Action Item: Review & Approval of 2024-2025 Proposed Budget
- VI. Board Report / Current Business**
 - A. **Successes:** Painting, Landscaping, C Building Roof, Window Boxes & Metal Roofs, Rental Unit, Trash, Collections Compliance, Scam Protection Efforts, Irrigation System Repair, Temp Concrete Fixes, Stairs, Parking Compliance, and more.
 - B. **In Progress / Getting Started:** Rules and Regulations Update, Reserve Study Update, Exploring Hardscape Repair/Replacement
 - C. **Other:** Online Payments, Parking Enforcement Reminders
- VII. New Business**
 - A. Election of New Board Members - Voting
 - B. Owner Forum – Open Discussion
- VIII. Adjournment**



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General Proxy - Annual Meeting

Wednesday, October 29, 2025, 6 p.m. MT - Virtual Meeting

This proxy is effective for the 2025 annual meeting scheduled for October 29, 2025, as well as any adjournments or continuances thereof and any other member meetings held within 11 months of the above referenced meeting at which the business discussed therein will be discussed and/or voted upon. The 2024 annual meeting will only be held via teleconference and video conferencing.

I/We, certify that I am the owner of record of the Unit # set forth below, and hereby appoint and grant me/our proxy to _____ (if left blank, this proxy will be automatically granted to the President of the Association) ("**Proxy Holder**"), with the full power of substitution for the Annual Meeting of the members, and all adjournments thereof, for any vote held at that meeting.

I/We understand that this proxy form is "general" and without directions. I/We understand and acknowledge that if I/we desire to direct my/our proxy holder on how to vote, that I/We can provide directions to my/our Proxy Holder.

This proxy may be invalidated by written notice to the Secretary or Manager prior to commencement of the annual meeting or by my personal appearance at said meeting.

Owner Name

Owner Name

Signature

Signature

Date

Date

Unit Number: _____

Please return via email to board@brooktreetownhouses.com, or by mail to:

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Application/Nomination - Board of Directors

I, the undersigned owner of Brooktree Unit number _____, hereby request that I be considered as a nominee for the position of Board Member, a director of the Brooktree Townhouses Association, at its 2025 annual meeting held via virtual call, or at any adjournment thereof.

Please print your name: _____

Signature: _____

Date: _____

We prefer you to return this form via email to board@brooktreetownhouses.com,

Alternatively, mail to:

Chris Carpenter, c/o Sandstone Property Management
PO Box 4803
Vail, CO 81658

Please consider including a short introduction paragraph with your application (written here or in the email), including any previous HOA or related experience, related or useful qualifications, and why you have a desire to serve on the Brooktree Townhouses Association Board of Directors.



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Legal Disclosures

Your Community Information Yearly Update
Per Senate Bill 100 38.33.3-209.4

Name of Association: Brooktree Townhouses Association

Management Company: SANDSTONE PROPERTY MANAGEMENT, LLC
945 RED SANDSTONE RD UNIT C2
VAIL, CO 81657

Owner Chris Carpenter, cell: 970-331-7777
sandstonePMvail@gmail.com

Association Documents are viewable via the HOA website: <https://www.brooktreetownhouses.com>
You may view insurance info, financials, meeting minutes, and governing documents.

Date of Recording of Declaration: 12/08/1972
Reception Number: 115475

Association Insurance:
Insurance Company Name: Philadelphia Ins. Co.
Policy Number: PHPK2479301
Policy Term: 10/19/24 to 10/19/25