

MINUTES OF BROOKSHIRE ESTATES BOARD OF DIRECTORS

JANUARY 19, 2026

A meeting of the Board of Directors of Brookshire Estates took place on January 19, 2026. In attendance were President Jeff Cao, Vice-President Jason Yen, Treasurer Yvonne Tichelaar, Member at Large Dick L'Heureux, Webmaster Daniel Tao, Secretary Judy Moschetto. Not attending were Kevin Kelly and John Woloszyn. Jeff called the meeting to order and proceeded with the business before the Board.

Roofing Materials It was previously confirmed by our HOA attorney that the HOA needs a simple majority to vote on changes to the CCRs and it has been confirmed by the Board that a simple majority has been achieved. Jason gathered and presented many samples of fabricated roofing materials, which most of the Board has viewed. It was reported at our meeting that the Board decided on appropriate color samples of the fabricated roofing materials but would not endorse any brand. Jason advised he will remove all brand logos from the selected roofing materials and will label the same alphabetically. The Board's intention is to present the roofing materials to Brookshire residents within the color palette from which to choose. The Board confirmed that if a resident prefers to re-roof with cedar shingles that is definitely their choice. If a homeowner wishes to re-roof with fabricated materials they may choose from the parameters set forth by the Board. Judy volunteered to draft a letter re-roofing materials and parameters, submit the same to the Board for approval and if approved the same will be submitted to the HOA attorney for legal approval. This will be an ongoing process.

Financials Yvonne presented the 2025 Final Expense Report, which is attached hereto and incorporated herein and approved by the Board. Yvonne then presented the 2026 Year To Date Expense Report. Attached hereto and incorporated herein and approved by the Board. Yvonne then reported that as of this meeting date, 55 residents have paid their 2026 HOA dues, out of 138 homes. Yvonne will continue to report dues collections.

Monarch Entry Cleanup Yvonne reported that Monarch successfully achieved dead tree cutting and cleanup in our entry in December, which the Board approved and appreciated. Yvonne advised that this is part of an ongoing plan of care over the next few years.

Island Work Yvonne had requested an estimate from Monarch regarding cleanup for the Brookshire islands but at this writing had not received said estimate and Yvonne advised she will follow up and advise progress.

Board Website Photo There has been an ongoing discussion over several months of taking a Board photo to publish on the website which the Board agreed to and which will be scheduled at some future time.

Annual Night Out Banner After our 2025 Brookshire Annual Night Out celebration the Board talked about designing and ordering a large Brookshire Annual Night Out banner to be

displayed at our celebration sight, which the Board approved and which Daniel volunteered to head up this project with Board participation.

Answering Emails Members of the Board indicated that emails and communications from residents to the Board needed to be answered quickly. Jeff, Yvonne, Jason and Daniel advised they will jointly participate, communicate and answer questions in a timely manner.

Architectural Chair Resignation John Woloszyn has submitted his resignation as Chair of the Architectural Committee of Brookshire Estates. The Board expressed gratitude and appreciation for his 34 years of service to Brookshire Estates. Dick pointed out that the By-Laws require not less than three and not more than five members of the Architectural Committee. Discussion ensued and Jason volunteered to chair said Committee and Daniel, Yvonne and Judy volunteered to join said Committee. It was moved, seconded and unanimously approved to confirm Jason as Architectural Committee Chair and the other foregoing volunteers as members of the Committee. Judy volunteered to draft a notice to the HOA of the new Committee Chair and members and reference our By-Laws and CCR requirements that any resident contemplating any improvement to their home must contact the Committee, obtain appropriate forms and submit written proposals to the Committee and receive approval from the Committee prior to any work being done, all pursuant to Brookshire By-Laws and CCRs. Said draft will be submitted to Board members for approval.

HTTPS Website Change Daniel, as Webmaster, suggested that Brookshire website should be changed from HTTP to HTTPS for security purposes. Discussion ensued, including costs, and it was then moved, seconded and unanimously approved to make said change to HTTPS and authorized Daniel to facilitate said change.

There being no further business to come before the Board, it was moved, seconded and unanimously approved that the meeting adjourn and Jeff then adjourned the Board meeting.

Respectfully submitted

Judy Moschetto, Board Secretary

YTD 2025 expense report													
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec Total	
Landscaping Contract	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$27,513.60	
Landscaping Misc						\$906.95		\$3,191.39			\$1,542.80	\$5,841.14	
PSE	\$26.94	\$25.81	\$25.77	\$24.35	\$23.63	\$22.36	\$22.52	\$22.10	\$23.55	\$25.92	\$28.10	\$289.15	
Water/Sewer	\$35.62	\$41.68	\$41.68	\$143.54	\$105.03	\$1,200.20	\$1,396.54	\$1,886.04	\$1,470.79	\$1,475.29	\$112.54	\$7,821.58	
M/R Common Areas												\$6,083.93	
M/R Water Audit												\$0.00	
M/R Sprinkler System					\$442.43			\$2,750.59				\$3,193.02	
M/R Tree care												\$1,453.28	
M/R Signage								\$5,322.66				\$5,322.66	
Office Supplies												\$80.48	
Printing/Copies												\$0.00	
Directory Publishing									\$256.71			\$258.71	
Web Page	\$67.98	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$513.40	
Miscellaneous								\$33.05	\$252.77			\$33.04	
Postage						\$11.16						\$124.80	
PO Box rental		\$192.00										\$192.00	
Legal Fees HBL	\$180.00									\$445.50	\$198.00	\$823.50	
Taxes												\$0.00	
PS&P Directors Liability					\$1,392.00							\$1,392.00	
PS&P General Liability	\$1,509.00											\$1,509.00	
Secretary of State, Dues												\$20.00	
Annual Meeting, Hall						\$55.00						\$55.00	
Annual Meeting, Projector												\$0.00	
												\$0.00	
Total	\$4,112.34	\$2,591.28	\$3,791.24	\$2,997.11	\$2,471.61	\$4,461.39	\$3,783.90	\$15,557.34	\$3,826.13	\$4,551.74	\$5,686.49	\$8,774.88	\$62,805.25

4.56 in savings

Paid To	Check	Date	Category	Reconciled	Ret. Check	Beginning balance	\$44,172.48	
						Deposit		
Signature NLS	\$2,292.80	1043	01/06/25	Landscaping	\$0.00	5-Jan	\$2,520.00	\$44,399.86 Zelle
Sammamish Plateau Water	\$35.62	On-line	01/18/25	Water/sewer	\$0.00	6-Jan	\$5,040.00	\$48,404.04 Deposit & Zelle
PSE	\$26.94	1045	01/17/25	Electricity	\$0.00	7-Jan	\$1,880.00	\$51,057.10 Zelle
Hanson Baker	\$180.00	1046	01/17/25	Advice BOIR	\$0.00	8-Jan	\$2,520.00	\$53,397.10 Zelle
State Farm Liability Insurance	\$1,509.00	Visa	01/24/25	Liability Insurance	\$0.00	9-10-Jan	\$1,260.00	\$53,148.10 Zelle
Web.com	\$33.99	Auto/debit	01/02/25	Website	\$0.00	11-Jan	\$1,260.00	\$54,374.11 Zelle
Yvonne Tichelaar	\$33.99	Auto/debit	01/30/25	Website	\$0.00	1/12-1/14	\$3,360.00	\$57,700.12 Zelle
Signature NLS	\$2,292.80	1047	02/01/25	Landscaping	\$0.00	15-Jan	\$8,280.00	\$81,887.32 Deposits
postmaster Issaquah	\$192.00	1048	02/02/25	PO Box fee	\$0.00	21-Jan	\$8,880.00	\$87,075.32 Deposits
Bellevue Keiser/Zelle	\$0.00	Debit/Zelle	02/18/25	Prmt/p/pharmacy/paid back \$15/Zelle	\$0.00	1/18-1/18	\$3,360.00	\$70,735.32 Zelle
PSE	\$25.81	1049	02/20/25	Electricity	\$0.00	1/19-1/25	\$1,260.00	\$71,969.51 Zelle
Sammamish Plateau Water	\$41.66	On-line	02/20/25	Water/sewer	\$0.00	25-Jan	\$2,100.00	\$74,027.83 Deposits
State Farm D&O Insurance	\$1,392.00	1050	03/01/25	D & O Insurance	\$0.00	27-Jan	\$840.00	\$73,475.83 Zelle
Web.com	\$38.99	Auto/debit	02/27/25	Website	\$0.00	Reconciled 31-Jan	\$1,700.00	\$75,136.84 Deposits
Signature NLS	\$2,292.80	1082	03/1/25	Landscaping	\$0.00	3-Feb	\$3,360.00	\$78,204.04 Deposit & Zelle
Sammamish Plateau Water	\$41.66	1051	03/1/25	Water/sewer	\$0.00	8-Feb	\$1,680.00	\$77,842.38 Zelle
PSE	\$25.77	1052	03/2/25	Electricity	\$0.00	8-Feb	\$1,280.00	\$79,076.59 Deposit & Zelle
Web.com	\$38.99	Auto/debit	03/7/25	Website	\$0.00	2/11-2/20	\$1,680.00	\$80,717.60 Deposit & Zelle
Signature NLS	\$2,795.23	1053	04/08/25	Sprinkler/landscaping	\$0.00	1/30-2/23	\$1,280.00	\$79,242.37 Zelle
City of Sammamish	\$55.00	Visa	04/15/25	Rental Beaver Lake Park	\$0.00	2/24-3/1	\$1,680.00	\$80,887.37 Deposit & Zelle

Sammamish Plateau Water	\$143.54	On-line	04/21/25	Water/sewer	\$0.00	3/6 - 3/15	\$1,860.00	\$62,405.83 Deposit & Zelle
PSE	\$24.35	On-line	04/21/25	Electricity	\$0.00	3/18 - 3/19	\$2,100.00	\$64,479.48 Zelle
Web.com	\$38.99	Auto/debit	04/24/25	Website	\$0.00	21-Mar	\$840.00	\$65,280.49 Zelle
USPS	\$11.16	Auto/debit	05/03/25	Certified mail	\$0.00	3/15-3/30	\$1,660.00	\$66,949.33 Deposit & Zelle
Signature NLS	\$2,292.80	Debit	05/17/25	Landscaping	\$0.00	Reconciled 4-Apr	\$420.00	\$65,078.53 Zelle
Sammamish Plateau Water	\$105.03	1055	05/18/25	Water/sewer	\$0.00	30-Apr	\$420.00	\$65,391.50 Zelle
PSE	\$23.63	1056	05/18/25	Electricity	\$0.00	9-May	\$665.20	\$65,233.07 Zelle
Web.com	\$38.99	Auto/debit	05/22/25	Website	\$0.00	9-Jun	\$65,194.08	Insurance refund
Signature NLS	\$199.75	1057	08/03/25	ALS & Landscaping	\$0.00	Reconciled 9-Jun	\$600	\$62,694.33
Sammamish Plateau Water	\$1,200.29	1058	08/17/25	Electricity	\$0.00	9-Jun	\$1,200.00	\$63,894.33
PSE	\$24.35	1059	08/20/25	Water/sewer	\$0.00		\$91,789.88	
Web.com	\$38.99	Auto/debit	08/24/25	Website	\$0.00		\$91,749.89	
Signature NLS	\$2,292.80	1060	07/1/25	Landscaping	\$0.00	Reconciled 1-Jul	\$600	\$79,456.89
Sammamish Plateau Water	\$1,396.54	1061	07/22/25	Water/sewer	\$0.00		\$78,060.35	
Yard Signs	\$33.05	1062	07/22/25	Signs for int. Neighborhood dDay	\$0.00		\$78,027.30	
PSE	\$22.52	On-line	07/22/25	Electricity	\$0.00		\$78,049.74	
Web.com	\$38.99	Auto/debit	07/23/25	Website	\$0.00	Reconciled 1-Aug	\$600	\$77,965.79
Costco	\$155.10	Debit	08/02/25	Food/drinks Neighborhood night out	\$0.00		\$77,810.89	
Eric Bailey	\$1,055.00	1063	07/31/25	Street Numbers painting	\$0.00		\$76,775.89	
Dollar tree	\$17.62	Debit	08/02/25	Supplies NNO	\$0.00		\$76,757.77	
QFC	\$8.00	Debit	08/02/25	Ice	\$0.00		\$76,751.77	
Tyngel	\$25.50	Debit	08/02/25	Bags/Supplies/NNO	\$0.00		\$76,724.27	
Eric Bailey	\$257.36	1064	08/01/25	Street Numbers painting	\$0.00		\$72,436.81	
PSE	\$22.10	1065	08/14/25	Food/drinks Neighborhood night out	\$0.00		\$72,414.51	
Yvonne Tichelaar	\$46.25	1066	08/14/25	Balloons NNO	\$0.00		\$72,386.26	
Signature NLS	\$1,191.39	1068	08/14/25	Bark for 8 Islands	\$0.00		\$69,178.87	
Signature NLS	\$2,750.59	1069	08/14/25	Urban Sprinkler system	\$0.00		\$69,426.28	
Signature NLS	\$2,292.80	1070	08/14/25	Landscaping	\$0.00		\$64,133.48	
Web.com	\$38.99	Auto/debit	08/14/25	Website	\$0.00		\$64,094.49	
Sammamish Plateau Water	\$1,696.04	On-line	08/24/25	Water/sewer	\$0.00		\$62,408.45	
PSE	\$23.55	1071	08/22/25	Electricity	\$0.00		\$62,384.90	
Sammamish Plateau Water	\$1,470.79	1072	08/22/25	Water/sewer	\$0.00		\$60,914.11	
Signature NLS	\$2,292.80	1073	08/22/25	Landscaping	\$0.00		\$58,621.31	
Web.com	\$38.99	Auto/debit	09/11/25	Website	\$0.00	Reconciled 1-Oct	\$600	\$58,582.32
Jeff Cao	\$121.21	Zelle	1004/25	Ink for booklets	\$0.00		\$58,481.11	
Yvonne Tichelaar	\$195.50	1075	10/08/25	Covers and ink for booklets	\$0.00		\$59,000.00	
Hanson Baker	\$445.50	1076	10/08/25	Advice CCRs	\$0.00		\$59,880.11	
Signature NLS	\$2,292.80	1077	10/08/25	Landscaping	\$0.00		\$55,587.31	
Sammamish Plateau Water	\$1,475.26	1078	10/17/25	Water/sewer	\$0.00		\$54,112.02	
PSE	\$25.52	1079	10/18/25	Landscaping	\$0.00		\$54,088.10	
Web.com	\$55.52	Auto/debit	10/22/25	Website	\$0.00	Reconciled 1-Nov	\$600	\$54,030.58
Signature NLS	\$1,542.80	1080	11/06/25	Bark entrance	\$0.00		\$52,487.78	
Signature NLS	\$1,453.28	1081	11/06/25	Storm clean up	\$0.00		\$51,034.52	
Signature NLS	\$2,292.80	1082	11/11/25	Landscaping	\$0.00		\$48,741.72	
Hanson Baker	\$198.00	1084	11/11/25	Legal/consult	\$0.00		\$48,534.72	
WA SOS	\$20.00	Visa	11/13/25	State Registration	\$0.00		\$48,523.72	
Sammamish Plateau Water	\$112.64	1085	11/16/25	Water/sewer	\$0.00		\$48,411.18	
PSE	\$25.10	1086	11/22/25	Electricity	\$0.00		\$48,383.08	
Web.com	\$38.99	Auto/debit	11/14/25	Website	\$0.00	Reconciled 1-Dec	\$600	\$48,344.09
Yvonne Tichelaar	\$124.80	1087	12/15/25	160 stamps	\$0.00		\$48,219.29	
Signature NLS	\$2,292.80	1088	12/15/25	Landscaping	\$0.00		\$45,752.81	
Sammamish Plateau Water	\$112.56	1099	12/15/25	Water/sewer	\$0.00		\$45,928.49	
PSE	\$26.10	On-line	12/17/25	Electricity	\$0.00		\$45,813.95	
Judy Moschetto	\$33.04	1090	12/19/25	Cookies first responders	\$0.00		\$45,785.85	
Signature NLS	\$6,083.93	1091	12/27/25	Tree Care	\$0.00		\$45,752.81	
Yvonne Tichelaar	\$90.48	1092	12/27/25	Envelopes and ink	\$0.00		\$39,668.88	
Web.com	\$38.99	Auto/debit	12/18/25	Website	\$0.00	Reconciled 1-Jan	\$600	\$39,608.40
	\$0.00				\$0.00		\$39,569.41	current balance
Total	\$62,605.25						\$0.00	

YTD 2026 expense report												
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec Total
Landscaping Contract	\$2,294.88											\$2,294.88
Landscaping Misc												\$0.00
PSE	\$29.78											\$29.78
Water/Sewer	\$112.54											\$112.54
M/R Common Areas												\$0.00
M/R Water Audit												\$0.00
M/R Sprinkler System												\$0.00
M/R Tree care												\$0.00
M/R Signage												\$0.00
Office Supplies												\$0.00
Printing/Copies												\$0.00
Directory Publishing												\$0.00
Web Page												\$0.00
Miscellaneous												\$0.00
Postage												\$0.00
PO Box rental												\$0.00
Legal Fees HBLIC												\$0.00
Taxes												\$0.00
PS&F Directors Liability	\$1,392.00											\$1,392.00
PS&F General Liability	\$2,287.00											\$2,287.00
Secretary of State Dues												\$0.00
Annual Meeting, Hall												\$0.00
Annual Meeting, Projector												\$0.00
Total	\$6,116.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,116.20
4.56 in savings												
Paid To	Check	Date	Category	Reconciled	Ref. Check	Beginning balance	Deposit					\$39,589.41
Signature NLS	\$2,294.88	1083	01/04/26	Landscaping		\$0.00	1/5-1/8	\$3,380.00	\$40,634.53			
PSE	\$29.78	1084	01/12/26	Electricity		\$0.00	1/7 - 1/8	\$4,620.00	\$45,224.75			
Sammamish Plateau Water	\$112.54	1085	01/12/26	Water/Sewer		\$0.00	1/9-1/10	\$4,200.00	\$49,312.21			
State Farm D&O insurance	\$1,392.00	1086	01/12/26	D & O Insurance		\$0.00	1/11-1/14	\$6,300.00	\$54,220.21			
State Farm D&O insurance	\$2,287.00	1087	01/14/26	Liability Insurance		\$0.00	1/15-1/18	\$6,300.00	\$58,233.21			
	\$0.00		Website			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Website			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Landscaping			\$0.00		\$0.00	\$58,233.21			
	\$0.00		PO Box fee			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Print/pharmacy/paid back \$15/Zelle			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Electricity			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Water/sewer			\$0.00		\$0.00	\$58,233.21			
	\$0.00		D & O Insurance			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Website			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Landscaping			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Water/sewer			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Electricity			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Website			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Sprinkler/Landscaping			\$0.00		\$0.00	\$58,233.21			
	\$0.00		Rental Beaver Lake Park			\$0.00		\$0.00	\$58,233.21			