

OCTOBER 5, 2025 MINUTES OF BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES

A meeting of the Board of Directors of Brookshire Estates took place on October 5, 2025. Attending were President Jeff Cao, Treasurer Yvonne Tichelaar, Members at Large Jason Yen, Dick L'Heureux, Daniel Tao and Secretary Judy Moschetto. Not attending were Kevin Kelly and John Woloszyn. Jeff called the meeting to order and proceeded to the business before the Board.

Status of Roof Report. Jason said two companies he has researched and reviewed include Brava which offers Class A certified, fire resistant and long-lasting material and estimated costs would be approximately \$120,000 to \$130,000 for an approximate 2500 square foot home. Another company is DaVinci which is less expensive. However, Jason said he has viewed homes in other developments with both types of roofs and it is his opinion that DaVinci.

Jeff had previously requested our HOA attorney's legal opinion on the percentage of residents required to approve change of CCRs, which the attorney concluded that 75% of residents would be required to change the CCRs. However, a reading of the CCRs could be interpreted that after 30 years of the original written CCRs, the 75% percentage could possibly be interpreted to require 51% of residents for approval. However, because that interpretation might be ambiguous, the Board requested that Jeff contact our HOA attorney for a legal opinion on 51% approval needed after 30 years subsequent to CCRs being written, which Jeff will do that report back to the Board with the attorney's opinion.

2025 Brookshire Directory. Yvonne and Jeff advised that the 2025 Brookshire Directory has been completed and ready for delivery to residents.

Financials. Yvonne presented 2025 YTD financial report, which is attached hereto and incorporated herein. As we have a healthy financial balance, Yvonne requested permission from the Board for Monarch to check the health of trees at our entrance and report back regarding the same and any recommendations they may have. The Board discussed the proposal and voted to authorize Yvonne to contact Monarch and report back to the Board re any bid which may be made.

Monarch 2026 Contract. Yvonne reported that she had received a proposed contract for 2026 from Monarch, our landscaping provider, which indicated no cost increase and inquired if the Board wished to continue with Monarch services. The Board discussed the same, indicated satisfaction with Monarch services and voted unanimously to approve the 2026 contract and authorized Yvonne to advise Monarch.

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

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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				\$20,635.20		
Landscaping Misc						\$908.95		\$2,750.59					\$3,659.54		
PSE	\$26.94	\$25.81	\$25.77	\$24.35	\$23.03		\$22.52	\$22.10	\$23.55				\$217.03		
Water/Sewer	\$35.62	\$41.68	\$41.68	\$143.54	\$105.03	\$1,200.29	\$1,396.54	\$1,686.04	\$1,470.79				\$6,121.21		
M/R Common Areas													\$0.00		
M/R Water Audit													\$0.00		
M/R Sprinkler System				\$442.43				\$3,191.39					\$3,633.82		
M/R Tree care													\$0.00		
M/R Signage								\$5,322.86					\$5,322.86		
Office Supplies													\$0.00		
Printing/Copies													\$0.00		
Directory Publishing													\$0.00		
Web Page	\$67.98	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99	\$38.99				\$379.90		
Miscellaneous							\$33.05	\$252.77					\$285.82		
Postage					\$11.16								\$11.16		
PO Box rental		\$192.00											\$192.00		
Legal Fees HBLC	\$180.00												\$180.00		
Taxes													\$0.00		
PS&F Directors Liability			\$1,392.00										\$1,392.00		
PS&F General Liability	\$1,509.00												\$1,509.00		
Secretary of State, Dues													\$0.00		
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	\$0.00	\$0.00	\$0.00	\$43,592.34		
4.56 in savings															
Paid To	Check	Date	Category	Reconciled	Ret. Check	Beginning balance	Deposit						\$44,172.46		
Signature NLS	\$2,292.80	1043	01/08/25	Landscaping	\$0.00	5-Jan	\$2,520.00	\$44,399.66	Zelle						
Sammamish Plateau Water	\$35.62	On-line	01/16/25	Water/sewer	\$0.00	6-Jan	\$5,040.00	\$49,404.04	Deposit & Zelle						
PSE	\$26.94	1045	01/17/25	Electricity	\$0.00	7-Jan	\$1,680.00	\$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	\$6,280.00	\$61,687.32	Deposits						
postmaster Issaquah	\$192.00	1048	02/02/25	PO Box fee	\$0.00	21-Jan	\$5,880.00	\$67,375.32	Deposits						
Bellevue Keiser/Zelle	\$0.00	Debit/Zelle	02/18/25	Pmnt/pharmacy/paid back \$15/Zelle	\$0.00	1/16-1/18	\$3,360.00	\$70,735.32	Zelle						
PSE	\$25.81	1049	02/20/25	Electricity	\$0.00	1/19-1/25	\$1,260.00	\$71,995.51	Zelle						
Sammamish Plateau Water	\$41.68	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	\$1,700.00	\$75,136.84	Deposits						
Signature NLS	\$2,292.80	1062	03/15/25	Landscaping	\$0.00	3-Feb	\$3,360.00	\$76,204.04	Deposit & Zelle						
Sammamish Plateau Water	\$41.68	1051	03/15/25	Water/sewer	\$0.00	6-Feb	\$1,680.00	\$77,842.36	Zelle						
PSE	\$25.77	1052	03/21/25	Electricity	\$0.00	8-Feb	\$1,260.00	\$79,076.59	Deposit & Zelle						
Web.com	\$38.99	Auto/debit	03/27/25	Website	\$0.00	2/11 - 2/20	\$1,680.00	\$80,717.60	Deposit & Zelle						
Signature NLS	\$2,735.23	1053	04/06/25	Sprinkler/Landscaping	\$0.00	Reconciled	1/30 - 2/23	\$1,260.00	\$79,242.37	Zelle					
City of Sammamish	\$55.00	Visa	04/15/25	Rental Bever Lake Park	\$0.00		2/24-3/1	\$1,680.00	\$80,987.37	Deposit & Zelle					

Sammamish Plateau Water	\$143.54	On-line	04/21/25	Water/sewer			\$0.00	3/6 - 3/15	\$1,680.00	\$82,403.83	Deposit & Zelle		
PSE	\$24.35	On-line	04/21/25	Electricity			\$0.00	3/16 - 3/19	\$2,100.00	\$84,479.48	Zelle		
Web.com	\$38.99	Auto/debit	04/24/25	Website			\$0.00	21-Mar	\$840.00	\$85,280.49	Zelle		
USPS	\$11.16	Debit/Zelle	05/05/25	Certifird mail			\$0.00	3/15-3/30	\$1,680.00	\$86,949.33	Deposit & Zelle		
Signature NLS	\$2,262.80	1054	05/17/25	Landscaping			\$0.00	Reconciled	4-Apr	\$420.00	\$85,076.53	Zelle	
Sammamish Plateau Water	\$105.03	1055	05/18/25	Water/sewer			\$0.00		30-Apr	\$420.00	\$85,391.50	Zelle	
PSE	\$23.63	1058	05/18/25	Electricity			\$0.00		9-May	\$865.20	\$86,233.07	Zelle	
Web.com	\$38.99	Auto/debit	05/22/25	Website			\$0.00		9-Jun	\$0.00	\$86,194.08	Insurance refund	
Signature NLS	\$3,198.75	1057	06/09/25	ALS & Landscaping			\$0.00	Reconciled	9-Jun	\$0.00	\$82,964.33		
PSE	\$22.38	1058	06/17/25	Electricity			\$0.00	refund Insura	9-Jun	\$17.00	\$82,968.97		
Sammamish Plateau Water	\$1,200.29	1059	06/20/25	Water/sewer			\$0.00			\$0.00	\$81,788.88		
Web.com	\$38.99	Auto/debit	06/24/25	Website			\$0.00	Reconciled	1-Jul	\$0.00	\$81,749.89		
Signature NLS	\$2,262.80	1060	07/12/25	Landscaping			\$0.00			\$0.00	\$79,456.89		
Sammamish Plateau Water	\$1,396.54	1061	07/22/25	Water/sewer			\$0.00			\$0.00	\$78,060.35		
Yard Signs	\$33.05	1062	07/22/25	Signs for Int. Neighborhood dDay			\$0.00			\$0.00	\$78,027.30		
PSE	\$22.52	On-line	07/22/25	Electricity			\$0.00			\$0.00	\$78,004.78		
Web.com	\$38.99	Auto/debit	07/23/25	Website			\$0.00	Reconciled	1-Aug	\$0.00	\$77,965.79		
Costco	\$155.10	Debit	08/02/25	Food/drinks Neighborhood night out			\$0.00			\$0.00	\$77,810.69		
Eric Bailey	\$1,035.00	1063	07/31/25	Street Numbers painting			\$0.00			\$0.00	\$76,775.69		
Dollar tree	\$17.92	Debit	08/02/25	Supplies NNO			\$0.00			\$0.00	\$76,757.77		
QFC	\$6.00	Debit	08/02/25	Ice			\$0.00			\$0.00	\$76,751.77		
Target	\$27.50	Debit	08/02/25	Bags/Supplies/NNO			\$0.00			\$0.00	\$76,724.27		
Eric Bailey	\$4,287.66	1064	08/01/25	Street Numbers painting			\$0.00			\$0.00	\$72,436.61		
PSE	\$22.10	1065	08/14/25	Food/drinks Neighborhood night out			\$0.00			\$0.00	\$72,414.51		
Yvonne Tichelaar	\$46.25	1066	08/14/25	Balloons NNO			\$0.00			\$0.00	\$72,368.28		
Signature NLS	\$3,191.39	1068	08/14/25	Bark for 8 islands			\$0.00			\$0.00	\$69,176.87		
Signature NLS	\$2,750.59	1069	08/14/25	Update Sprinkler system			\$0.00			\$0.00	\$66,426.28		
Signature NLS	\$2,292.80	1070	08/14/25	Landscaping			\$0.00			\$0.00	\$64,133.48		
Web.com	\$38.99	Auto/debit	08/14/25	Website			\$0.00			\$0.00	\$64,094.49		
Sammamish Plateau Water	\$1,688.04	On-line	08/24/25	Water/sewer			\$0.00			\$0.00	\$62,408.45		
PSE	\$23.55	1071	09/22/25	Electricity			\$0.00			\$0.00	\$62,384.90		
Sammamish Plateau Water	\$1,470.79	1072	09/22/25	Water/sewer			\$0.00			\$0.00	\$60,914.11		
Signature NLS	\$2,262.80	1073	09/22/25	Landscaping			\$0.00			\$0.00	\$58,621.31		
Web.com	\$38.99	Auto/debit	09/11/25	Website			\$0.00	Reconciled	1-Oct	\$0.00	\$58,582.32		
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