

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.

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				\$20,935.20
Landscaping Misc						\$906.95		\$2,750.59					\$3,857.54
PSE	\$26.94	\$25.81	\$25.77	\$24.35	\$23.63	\$22.36	\$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					\$3,833.82
M/R Tree care													\$0.00
M/R Signage								\$5,322.66					\$5,322.66
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

4.58 in savings

Paid To	Check	Date	Category	Reconciled	Ret. Check	Beginning balance	Deposit						\$44,172.46
Signature NLS	\$2,292.80	1043	01/06/25	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	\$53,387.10	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	\$162.00	1048	02/02/25	PO Box fee		\$0.00	21-Jan	\$5,980.00	\$67,375.32	Deposits			
Bellevue Keiser/Zelle	\$0.00	Debit/Zelle	02/18/25	Pmtn/pharmacy/paid back \$15/Zelle		\$0.00	1/16-1/18	\$3,360.00	\$70,735.32	Zelle			
PSE	\$25.61	1049	02/20/25	Electricity		\$0.00	1/19-1/25	\$1,260.00	\$71,969.51	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	\$1,382.00	1050	03/01/25	D & O Insurance		\$0.00	27-Jan	\$840.00	\$73,475.83	Zelle			
Web.com	\$38.99	Autodebit	02/27/25	Website		\$0.00	Reconciled	31-Jan	\$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	\$77,842.38	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	\$79,442.37	Zelle		
City of Sammamish	\$55.00	Visa	04/15/25	Rental Beaver Lake Park		\$0.00	2/24-3/1	\$1,680.00	\$80,867.37	Deposit & Zelle			

