

NOVEMBER 2, 2025 MINUTES OF BOARD OF DIRECTORS OF BROOKSHIRE ESTATE

On November 2, 2025 the Board of Directors of Brookshire Estates met. In attendance were President Jeff Cao, Treasurer Yvonne Tichelaar, Webmaster Daniel Tao, Members at Large Dick L'Heureux and Jason Yen, and Secretary Judy Moschetto. Vice-President Kevin Kelly was recuperating from an injury and could not attend. John Woloszyn did not attend. Jeff called the meeting to order and proceeded to the business before the Board.

Update on Arbor Tree Pruning. The Board previously approved tree pruning of trees at Brookshire entry by Monarch which work should commence soon. Monarch very quickly removed downed trees from last weekend's windstorm, for which the Board is appreciative. Yvonne proposed allowing her to contact Monarch to get a bid for island tree inspection and recommendations throughout Brookshire in 2026, which the Board unanimously approved. Yvonne said she will reach out to Monarch to initiate this procedure.

Financials. Yvonne advised that the HOA is in good financial condition and offered a 2025 year to date expense report which the Board reviewed and approved and which is attached hereto and incorporated herein. A Board member inquired about 2026 annual dues and Yvonne advised she will review the HOA current and projected financials and advise the Board which can discuss and decide in December 2025 as to an appropriate amount for 2026 HOA dues which the Board approved.

Storm Drain Clearance. The Board requests and encourages all Brookshire residents to clear out storm drains close to their homes and to continue to do so through fall and winter seasons to facilitate good drainage.

Amending CCRs Regarding Roofing Materials. Jason reported that he has received about 90 responses from Brookshire residents, with about 80 affirmative responses, regarding changing CCRs to allow roofing materials other than cedar shingles, and which would meet the 60% requirement to amend the CCRs. The Board based a decision to allow said inquiry upon the legal opinion of our HOA attorney who said our CCRs could be changed by a simple majority of Brookshire homeowners.

Type of Roofing Materials Permitted. Discussion ensued about what roofing materials should be allowed and from which residents may choose to install a new roof. The Board believes it should set parameters regarding materials, that each resident is required to submit a proposal to the Architectural Committee for approval and believes that the Board should have final approval over roofing materials selected. The Board believes we must request our HOA attorney to prepare strict legal wording for a CCR amendment which should be distributed to all Brookshire homeowners.

Architectural Committee Expanded. The Board discussed expanding members of the Architectural Committee. Both Jason and Daniel volunteered to join the Architectural Committee, were unanimously approved and were thanked for their willingness to participate.

Co-Vice President Nominated. Jeff's job requirements are increasing and a Board member suggested that a Co-Vice President be nominated to help lead meetings and other duties the President may fulfill. Kevin is currently Vice-President and has agreed that a co-Vice President is a good idea. Therefore, Jason was nominated as Co-Vice President, which nomination was seconded and unanimously approved and Jason was elected Co-Vice President.

Responses to Email Inquiries from Residents. Yvonne stated that emails from residents need to be responded to quickly, which loads more requirements upon Jeff. It was suggested that perhaps Jeff could review emails sent to him and/or the Board and assign another Board member to appropriately respond, which all Board members agreed would be a workable solution. Jeff advised that he calendar himself to review the Brookshire website twice a week and then assign a response to the appropriate Board member as needed, which all Board members agreed would be appropriate.

There being no further business to come before the Board, it was moved, seconded and unanimously approved to adjourn the meeting, and Jeff then 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	\$2,292.80			\$22,928.00
Landscaping Misc													\$3,657.54
PSE	\$26.94	\$25.81	\$25.77	\$24.35	\$23.63	\$22.36	\$22.52	\$22.10	\$23.55	\$25.92			\$24.95
Water/Sewer	\$35.62	\$41.68	\$41.68	\$143.54	\$105.03	\$1,200.29	\$1,396.54	\$1,686.04	\$1,470.79	\$1,475.29			\$7,596.50
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													\$5,322.66
Office Supplies													\$0.00
Printing/Copies													\$0.00
Directory Publishing													\$256.71
Web Page	\$67.96	\$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												\$625.50
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
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	\$4,496.22	\$0.00	\$0.00	\$48,088.56
4.58 in savings													
Paid To	Check	Date		Category			Reconciled	Ret. Check	Beginning balance				\$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	\$53,397.10	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	Prmt/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	\$71,969.51	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	\$1,392.00	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	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	\$26.77	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	\$80,867.37	Deposit & Zelle	

