

MINUTES OF BOARD OF DIRECTORS MEETING OF NOVEMBER 21, 2019

OF BROOKSHIRE ESTATES HOA

A meeting of the Board of Directors of Brookshire Estates HOA was held on November 21, 2019. In attendance were Mike Foss President, Dick L'Heureux Vice-President, Yvonne Tichelaar Treasurer, and Judy Moschetto, Secretary. Absent was Jeff Cao, Webmaster. The meeting was called to order by President Mike Foss.

Treasurer's Report. Yvonne opened her presentation by proposing that our HOA dues for 2020 be increased by 10% to \$340.00. She indicated that the HOA needs to save and build up its reserves in anticipation of having two new entry signs constructed, painted and installed in about 5 years at an estimated cost of approximately \$25,000.00. Additionally, the HOA lawn care provider has raised its prices which we must include in our budget. The Board discussed the proposed dues increase. It was then formally moved, seconded and unanimously approved that the HOA dues for 2020 be increased by 10% to the sum of \$340.00.

Yvonne presented a new contract proposed by Signature Law Services which included a provision for automatic add-on services without prior notice. This proposed contract was discussed by the Board, which authorized Yvonne to contact Signature to instruct them that any additional proposed service must be specifically discussed with Yvonne who must specifically authorize and approve any individual line-item service.

Yvonne indicated that the HOA water costs have steeply decreased since we qualified for the Sammamish Water Audit.

Yvonne presented the 2019 Year To Date Expense Report which is attached hereto and incorporated herein.

2020 HOA Directory. The Board discussed preparing a new, updated 2020 HOA Directory, particularly considering the number of home sales in our HOA and new neighbors we welcomed into Brookshire Estates. Yvonne and Mike agreed to work on the same after Yvonne receives updated information which will accompany the 2020 dues information from HOA residents, with a targeted date of Spring 2020 to print and distribute the new 1010 Directory.

Meeting Adjourned. There being no further business to come before the Board, it was moved, seconded and unanimously approved that Mike adjourn this meeting.

Respectfully submitted

Judy Moschetto, Board Secretary

2018 expense report													
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Landscaping Contract	\$1,776.50	\$1,776.50	\$1,776.50	\$1,776.50	\$1,776.50	\$1,776.50	\$1,776.50	\$1,776.50	\$1,776.50				\$15,988.50
Landscaping Misc								\$654.50					\$654.50
PSE	\$21.10	\$22.20	\$20.17	\$19.13	\$17.84	\$16.41	\$16.41	\$16.41	\$17.38				\$167.05
Water/Sewer		\$292.65		\$329.13		\$599.95		\$3,889.69					\$5,111.42
M/R Common Areas													\$0.00
M/R Water Audit				\$995.00				\$4,536.00					\$5,531.00
M/R Sprinkler System	\$572.00						\$8,126.80						\$8,698.80
M/R Tree care								\$5,471.40					\$5,471.40
M/R Signage					\$47.49	\$116.01	\$63.51	\$1,000.00					\$1,227.01
Office Supplies			\$6.59			\$48.80							\$55.39
Printing/Copies													\$0.00
Directory Publishing								\$355.49					\$355.49
Miscellaneous	\$22.95	\$22.95	\$22.95	22.95	\$45.90	\$22.95	\$98.93	\$52.95					\$312.53
Postage													\$0.00
PO Box rental	\$82.00												\$82.00
Legal Fees/HBLC													\$0.00
Taxes													\$0.00
PS&F Directors Liability		\$1,788.00	-\$220.29										\$1,567.71
PS&F General Liability		\$1,408.00	\$47.73										\$1,455.73
Secretary of State, Dues													\$0.00
Annual Meeting, Hall													\$0.00
Annual Meeting, Projector													\$0.00
Garage Sale													\$0.00
Total	\$2,474.55	\$5,310.30	\$1,653.65	\$3,142.71	\$1,887.73	\$2,580.62	\$10,082.15	\$17,752.94	\$1,793.88	\$0.00	\$0.00	\$0.00	\$46,678.53