

MINUTES OF JUNE 8, 2015 MEETING OF BOARD OF DIRECTORS OF BROOKSHIRE ESTATES

A meeting of the Board of Directors of Brookshire estates was convened on June 8, 2015 by Board President Dick L'Heureux with Vice-President Mike Foss, Treasurer Yvonne Tichelaar, Member at Large Jeff Cao and Secretary Judy Moschetto in attendance.

1. **House Number Curbside Painting.** It was reported by Dick that all house numbers were properly painted, done well, on budget and on scheduled. It was reported that we are on a 3 year schedule to have same repainted if appropriate.
2. **Beaver Control.** Dick reported that the beaver control in the pond has apparently been successfully accomplished utilizing an underwater pipe that diverts the water away from our development and prevents the beavers from establishing their dams.
3. **Mailbox Maintenance.** Mike reported that he received a bid from Weathershield to clean and remove moss from the mailboxes, which bid of approximately \$1675.00 included color treatment after moss removal and cleaning, replacement of any missing shingles and a 5 year guarantee. The Board approved a budget for mailbox maintenance of \$2,000. Mike will recheck bid from Weathershield and review/obtain other companies' bids for said work.
4. **Thank You Note to Homeowners.** Dick referenced a Brookshire homeowner whose home exemplified Brookshire standards and recommended that said homeowner be sent a thank you note from the Board, which was approved by the Board, and which Dick will facilitate.
5. **Home Sales in Brookshire.** Discussion referenced several successful sales of homes in Brookshire, which reflects our desirable and well maintained development.
6. **Brookshire Entry Landscaping.** Discussion ensued about the poor display and maintenance of flowers at our entry, at which Board members expressed surprise and disappointment because the spring planting looked so attractive. Yvonne indicated she will contact the landscaping contractor to express the Board's disappointment with the current floral display and discuss rectifying the same.

- 7. Brookshire Entry Traffic Light.** Dick offered that he believed the traffic light at our entry is taking a far longer time than previously to turn green for Brookshire traffic to exit or enter Pine Lake Road, and all Board members agreed that the same was their experience as well. Dick advised he contacted Sammamish City Hall regarding this issue, and was advised the City of Sammamish will investigate and report back to Dick.
- 8. Sammamish Transition Committee.** Subsequent to approval by Klahanie PAA to annex to City of Sammamish, the City requested a member from each PAA homeowners association be part of the transition committee. Brookshire VP Mike Foss was requested and approved by the Board to be Brookshire's representative. Mike will report back to the Board on information and developments regarding the Annexation Transition Committee and the Board will keep Brookshire residents updated on information received.
- 9. Annual Meeting.** The BEHOA Annual Meeting is scheduled for June 23, 2015. Dick has been requested and will extend invitations to representatives for both the City of Sammamish and Toll Brothers (developers of The Overlook) to address our HOA meeting to update us on each's respective entity and briefly answer any questions that residents may have.
- 10. Treasurer's Report.**

 - a. Yvonne reimbursed Mike for approved website expenses.
 - b. Yvonne advised that there are 7 homeowners who have not yet paid their 2015 dues and are in delinquency at this time. She advised she sent emails to each of the 7 and 1 homeowner paid his/her dues in full after receipt of the email notice of delinquency.
 - c. Yvonne subsequently sent "threat" letters to the remaining 6 delinquent homeowners and as a result of that letter 1 homeowner paid his/her dues in full.
 - d. The remaining 5 delinquent homeowners have until the end of June to pay their homeowners' dues in full with interest. If dues are not paid in full with interest on or before June 30, the matter will be turned over to our HOA attorney for collection and the delinquent homeowner will bear all attorneys' fees and accrued interest and 2015 assessment associated with collection of the dues. Yvonne will keep the Board apprised of ongoing developments in this matter.
 - e. 2014 expenses spreadsheet is attached to these Minutes and incorporated herein, and will be given to homeowners attending the HOA meeting.
 - f. 2015 budget is attached to these Minutes and incorporated herein and will be discussed with homeowners attending the HOA meeting.
 - g. Yvonne presented a 2015 Expense Report spreadsheet for Board discussion.

11. Action Items for Annual Meeting.

- a. Mike will prepare a power point presentation for the meeting and present the same.
- b. Yvonne will secure a projection screen and Mike will secure a projector for the meeting.
- c. Dick will invite representatives from City of Sammamish and Toll Brothers to address the meeting.
- d. Mike will contact the meeting venue to secure a key and the Board will arrive early to set up the meeting area.

There being no further business brought before the Board, Dick adjourned the meeting.

Respectfully submitted on June 9, 2015

Judy Moschetto, Board Secretary

2014 Expenses

Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Landscaping Contract	\$1,409.32	\$1,409.32	\$1,409.32	\$1,409.32	\$1,509.79	\$1,509.79	\$1,509.79	\$1,509.79	\$1,509.79	\$1,509.79	\$1,509.79	\$1,509.79	\$17,715.60
Landscaping Misc			\$1,231.88	2841.53	\$318.65	\$318.65	\$318.65	\$318.65	\$71.18	\$4,862.92	\$71.18	\$4,862.92	\$4,862.92
PSE	\$22.37	\$20.48	\$20.48	\$17.63	\$17.44	\$17.55	\$16.64	\$17.55	\$17.56	\$21.31	\$21.61	\$22.84	\$233.46
Water/Sewer	\$46.96		\$48.15	\$203.61			\$284.36	\$1,918.88	\$2,783.26			\$48.84	\$5,334.06
M/R Common Areas											\$342.63		\$342.63
M/R Other				\$302.22							\$0.00		\$0.00
M/R Sprinkler System													\$302.22
Office Supplies					\$44.65							\$71.69	\$116.34
Printing/Copies					\$91.22					\$306.65			\$91.22
Directory Publishing										\$93.82			\$306.65
Miscellaneous											\$22.95		\$116.77
Postage		\$62.00		\$5.60									\$67.60
PO Box rental													\$0.00
Legal Fees HBLC				\$15.00	\$336.00			\$249.50			\$15.00		\$614.50
Taxes													\$0.00
PS&F Directors Liability	\$1,528.00												\$1,528.00
PS&F General Liability		\$1,182.00											\$1,182.00
Secretary of State, Dues											\$10.00		\$10.00
Annual Meeting, Hall													\$40.00
Annual Meeting, Projector						\$40.00							\$0.00
Garage Sale													\$0.00
Total	\$3,006.65	\$2,673.80	\$2,709.83	\$4,794.91	\$1,998.10	\$1,967.02	\$1,810.79	\$4,014.37	\$1,527.35	\$4,714.83	\$1,921.98	\$1,724.34	\$32,863.97

2015 Budget

Year End Comparisons		2009	2010	2011	2012	2013	2014	Budget 2015
Beginning Cash Balance		\$424.04	\$5,984.50	\$7,557.00	\$13,204.55	\$6,776.74	\$10,030.13	\$9,845.36
Income	Dues	\$47,070.00	\$30,213.33	\$30,360.00	\$30,767.00	\$33,340.00	\$32,660.00	\$35,880.00
	Interest	\$3.06	\$0.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Penalties	\$567.80	\$15.40	\$0.00	\$0.00	\$52.80	\$19.20	\$0.00
Total Income		<u>\$47,640.86</u>	<u>\$30,228.86</u>	<u>\$30,360.00</u>	<u>\$30,767.00</u>	<u>\$33,392.80</u>	<u>\$32,679.20</u>	<u>\$35,880.00</u>
Expenses								
Utilities	Samamish Wtr	\$3,229.08	\$1,776.74	\$2,813.93	\$3,758.45	\$3,990.44	\$5,334.06	\$5,500.00
	PSE - Electric	\$278.03	\$282.15	\$293.30	\$220.85	\$229.49	\$233.46	\$250.00
	Water Audit							
total Utilities		<u>\$3,507.11</u>	<u>\$2,058.89</u>	<u>\$3,107.23</u>	<u>\$3,979.30</u>	<u>\$4,219.93</u>	<u>\$5,567.52</u>	<u>\$5,750.00</u>
Landscaping	Routine Care	\$13,912.50	\$13,928.40	\$13,928.40	\$16,494.00	\$16,494.00	\$17,715.60	\$18,840.00
	Plantings	\$1,917.83	\$2,965.27	\$3,246.69	Incl	Incl	Incl	Incl
	Misc/extra	\$0.00	\$1,136.83	\$0.00	\$1,231.88	\$1,713.69	\$4,862.92	\$3,000.00
Total Landscape		<u>\$15,830.33</u>	<u>\$18,030.50</u>	<u>\$17,175.09</u>	<u>\$17,725.88</u>	<u>\$18,207.69</u>	<u>\$22,578.52</u>	<u>\$21,840.00</u>
Insurance	Association	\$1,311.00	\$1,321.00	\$1,321.00	\$1,359.00	\$1,424.00	\$1,528.00	\$1,666.00
	Grounds	\$1,398.00	\$1,182.00	\$1,182.00	\$1,182.00	\$1,182.00	\$1,182.00	\$1,207.00
	total Insurance	<u>\$2,709.00</u>	<u>\$2,503.00</u>	<u>\$2,503.00</u>	<u>\$2,541.00</u>	<u>\$2,606.00</u>	<u>\$2,710.00</u>	<u>\$2,873.00</u>
Maintenance/Repairs	Grounds/Sprinkler	\$17,321.13	\$0.00	\$273.75	\$1,604.18	\$0.00	\$302.22	\$750.00
	Other	\$143.38	\$2,875.36	\$128.51	\$91.98	\$0.00	\$342.63	\$750.00
	Street Number	\$0.00	\$2,070.00	\$0.00	\$1,964.43	\$0.00	\$0.00	\$1,964.43
Total Maintenance/Repairs		<u>\$17,464.51</u>	<u>\$4,945.36</u>	<u>\$402.26</u>	<u>\$3,660.59</u>	<u>\$0.00</u>	<u>\$644.85</u>	<u>\$3,464.43</u>
Adminstrative	Office Supplies	\$88.00	\$94.79	\$36.46	\$243.99	\$124.78	\$116.34	\$150.00
	Legal Council/Dues	\$2,271.70	\$798.00	\$781.00	\$8,519.50	\$4,192.50	\$624.50	\$1,000.00
	Printing/Copies	\$0.00	\$0.00	\$102.32	\$96.91	\$102.92	\$207.99	\$100.00
	Postage/Mailings	\$169.75	\$165.82	\$136.65	\$165.15	\$272.54	\$67.60	\$150.00
	Directory	\$0.00	\$0.00	\$408.44	\$0.00	\$314.00	\$306.65	\$325.00
	Annual Mtg	\$40.00	\$60.00	\$60.00	\$262.50	\$99.05	\$40.00	\$50.00
Total Admin		<u>\$2,569.45</u>	<u>\$1,118.61</u>	<u>\$1,524.87</u>	<u>\$9,288.05</u>	<u>\$5,105.79</u>	<u>\$1,363.08</u>	<u>\$1,775.00</u>
Taxes		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Expenses		<u>\$42,080.40</u>	<u>\$28,656.36</u>	<u>\$24,712.45</u>	<u>\$37,194.82</u>	<u>\$30,139.41</u>	<u>\$32,863.97</u>	<u>\$35,702.43</u>
Over/Short		\$5,560.46	\$1,572.50	\$5,647.55	-\$6,427.82	\$3,253.39	-\$184.77	\$177.57
Ending Cash Balance		<u>\$5,984.50</u>	<u>\$7,557.00</u>	<u>\$13,204.55</u>	<u>\$6,776.73</u>	<u>\$10,030.13</u>	<u>\$9,845.36</u>	<u>\$10,022.93</u>