**MINUTES OF AUGUST 14, 2018**

**BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES**

A meeting of the Board of Directors of Brookshire Estates was held on August 14, 2018. In attendance were President Mike Foss, Vice-President Dick L’Heureux, Treasurer Yvonne Tichelaar, Member at Large Jeff Cao and Secretary Judy Moschetto. Mike called the meeting to order.

**Treasurer’s Report**. Yvonne presented the 2018 Expense Report to date, which is attached hereto and incorporated herein. Yvonne reported that she still is awaiting the bills from Jason Anderson, the water auditor, and from Signature Tree Service. She will advise the Board when she receives the same.

**Water Audit Report**. Mike reported that Jason Anderson who performed the HOA water audit found a leak somewhere after all repair and upgrade work had been performed by Monarch/Signature, hereafter “Signature”. Jason advised he checked with Janet Sailer of Sammamish Water Department, who advised that Brookshire would not pass the water audit if the leak is not fixed. The Board was unanimously dismayed that Signature did not properly perform the work contracted for pursuant to the contract signed between Brookshire and Monarch/Signature. It was queried if we should demand that Signature address and fix the irrigation deficiencies at this time or if we should wait until next year. The Board expressed concern that if we waited until next year we might have to start the audit process all over again with the additional expense.

The Board discussed the various options and unanimously decided that we should address these problems immediately and demand that Signature address the concerns and deficiencies in the water auditor report and fix the leaks and all other issues raised in the report. Yvonne referred to our 2018 contract with Signature which states that all the valve boxes need to be examined and cleaned out and repaired as indicated, which Signature has not done as evidenced in Jason Anderson’s report. The Board requested that Mike and Judy draft a demand letter to Neil and Carla of Signature and submit the same to the Board forthwith for review and approval as quickly as possible.

**Entry Signage**. Yvonne reported that the Brookshire Estates entry signs are almost completed, that they look very well done and very attractive and that the contractor intends to install the signs at the entry by the end of this week.

There being no further business to come before the Board, it was moved and seconded that the meeting adjourn.

Respectfully submitted

*Judy Moschetto*, Board Secretary