

MINUTES OF JUNE 2, 2021 BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES

A meeting of Board of Directors of Brookshire Estates occurred on June 2, 2021. In attendance were President Mike Foss, Vice-President Dick L'Heureux, Treasurer Yvonne Tichelaar, Webmaster Jeff Cao, and Secretary Judy Moschetto. Mike called the meeting to order and the Board proceeded to discuss the business before it.

Financial Report to Date. Yvonne advised that all 2021 HOA dues have been paid in full. Yvonne presented to the Board the forecasted 2021 Budget as well as the actual 2021 year to date expenses, attached hereto and incorporated herein, and advised that the HOA is in good shape. The Board proceeded to review, discuss and approve same. The Board thanked Yvonne for her hard work and stewardship of the HOA finances.

Mailbox Repairs. At its May 5, 2021 meeting the Board acknowledged that the mailboxes in the HOA need to be cleaned, stained and some repaired. Subsequent to that meeting Yvonne and Judy met with the owner of a roofing company and received his bid which was presented to the Board. Mike advised that he and Yvonne met with another roofing company but had not received a bid at the time of this June 2 meeting. Mike advised he would contact said roofing company this week to secure their bid. Mike further advised that he scheduled a meeting with a third roofing company next week and would report back to the Board regarding same. The Board wants to make sure that all bids reference identical services so we can properly compare their bids. The Board will review and discuss all bids when same are all received, schedule a meeting re same, review HOA finances and decide how to proceed at that time.

2021 Annual Meeting. The 2020 HOA Annual Meeting was cancelled due to Covid. The Board discussed Covid status at this time and voted to cancel the 2021 HOA Annual Meeting due to health concerns of in-person indoor meetings at this time. Mike will prepare a 2021 Homeowners Update for 2021, similar to the same distributed to homeowners in 2020, submit the same to the Board and after approval the same will be printed in hard copy and distributed to all homeowners. Mike will also advise the HOA on our website of the 2021 Annual Meeting cancellation and reference the Homeowners Update.

Board Participation. The Board invites and welcomes HOA members to join the Board.

Kelly Raab Inquiry. The Board had received an inquiry from Kelly Raab regarding a Master project she is working on. The Board previously responded to Kelly's email and invited her to join a Board meeting if she wished to discuss her project with the Board. As of this meeting the Board had received no contact from Kelly and voted to take no further action on this matter.

Meeting Adjourned. There being no further business to come before the Board it was moved, seconded and unanimously voted that the meeting be adjourned and Mike so adjourned the meeting.

Respectfully submitted

Judy Moschetto Board Secretary

2021 Budget

Year End Comparisons		2016	2017	2018	2019	2020	Budget 2021
Beginning Cash Balance		\$5,228.05	\$15,945.02	\$24,528.50	\$9,408.87	\$14,542.94	\$20,453.99
Income	Dues	\$39,330.00	\$39,330.00	\$39,365.63	\$45,428.30	\$46,932.20	\$51,060.00
	Other *	\$2,467.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income		<u>\$41,797.35</u>	<u>\$39,330.00</u>	<u>\$39,365.63</u>	<u>\$45,428.30</u>	<u>\$46,932.20</u>	<u>\$51,060.00</u>
Expenses							
Utilities	Sammamish Wtr	\$4,928.24	\$3,514.60	\$6,977.79	\$4,914.99	\$5,685.55	\$6,000.00
	PSE - Electric	\$206.57	\$229.45	\$223.61	\$200.02	\$269.36	\$275.00
	Water Audit	\$936.23	\$0.00	\$5,531.00	\$924.00	\$82.51	\$100.00
total Utilities		<u>\$6,071.04</u>	<u>\$3,744.05</u>	<u>\$12,732.40</u>	<u>\$6,039.01</u>	<u>\$6,037.42</u>	<u>\$6,375.00</u>
Landscaping	Routine Care	\$18,972.37	\$20,278.53	\$21,318.00	\$22,386.60	\$23,507.16	\$23,527.92
	Plantings	Incl	Incl	Incl	Incl	Incl	Incl
	Misc/extra	\$314.27	\$0.00	\$6,263.40	\$3,408.91	\$6,029.11	\$5,000.00
Total Landscape		<u>\$19,286.64</u>	<u>\$20,278.53</u>	<u>\$27,581.40</u>	<u>\$25,795.51</u>	<u>\$29,536.27</u>	<u>\$28,527.92</u>
Insurance	Association	\$1,666.00	\$1,738.00	\$1,567.71	\$1,842.00	\$1,870.00	\$1,870.00
	Grounds	\$1,207.00	\$1,207.00	\$1,455.73	\$1,382.00	\$1,623.00	\$1,828.00
total Insurance		<u>\$2,873.00</u>	<u>\$2,945.00</u>	<u>\$3,023.44</u>	<u>\$3,224.00</u>	<u>\$3,493.00</u>	<u>\$3,698.00</u>
Maintenance/Repairs	Grounds/Sprinkler	\$1,293.70	\$319.00	\$8,698.80	\$3,531.00	\$671.02	\$5,000.00
	Other /reserves	\$248.57	\$0.00	\$1,427.01	\$500.00	\$566.51	\$0.00
	Street Number	\$0.00	\$2,756.73	\$0.00	\$0.00	\$0.00	\$3,795.00
Total Maintence/Repairs		<u>\$1,542.27</u>	<u>\$3,075.73</u>	<u>\$10,125.81</u>	<u>\$4,031.00</u>	<u>\$1,237.53</u>	<u>\$8,795.00</u>
Administrative	Office Supplies	\$518.24	\$234.86	\$55.39	\$149.57	\$41.79	\$200.00
	Legal Council/Dues	\$205.75	\$45.00	\$10.00	\$246.00	\$10.00	\$100.00
	Printing/Copies	\$0.00	\$0.00	\$0.00	\$138.17	\$98.11	\$50.00
	Postage/Mailings	\$144.83	\$125.00	\$182.00	\$202.00	\$168.60	\$300.00
	Directory/Web Site	\$438.61	\$298.35	\$774.82	\$314.85	\$398.43	\$400.00
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$154.12	\$0.00	\$150.00
Total Admin		<u>\$1,307.43</u>	<u>\$703.21</u>	<u>\$1,022.21</u>	<u>\$1,204.71</u>	<u>\$716.93</u>	<u>\$1,200.00</u>
Taxes	Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses		<u>\$31,080.38</u>	<u>\$30,746.52</u>	<u>\$54,485.26</u>	<u>\$40,294.23</u>	<u>\$41,021.15</u>	<u>\$48,595.92</u>
Over/Short		\$10,716.97	\$8,583.48	-\$15,119.63	\$5,134.07	\$5,911.05	\$2,464.08
Ending Cash Balance		<u>\$15,945.02</u>	<u>\$24,528.50</u>	<u>\$9,408.87</u>	<u>\$14,542.94</u>	<u>\$20,453.99</u>	<u>\$22,918.07</u>
* 2016 Income, includes water usage refund							

[illegible]