

MINUTES OF ANNUAL HOMEOWNERS MEETING OF BROOKSHIRE ESTATES – ISSAQUAH JUNE 22, 2022

The Annual Meeting of Brookshire Estates-Issaquah was held on June 22, 2022. Mike Foss, Board President, called the meeting to order, welcomed the homeowners in attendance and introduced the Board of Directors present at the meeting:

Mike Foss, President

Dick L'Heureux, Vice-President

Yvonne Tichelaar, Treasurer

John Woloszyn, Architectural Committee Chair

Jeff Cao, Webmaster

Judy Moschetto, Secretary

Mike acknowledged that our home values have skyrocketed due to the beauty and desirability of Brookshire and encouraged homeowners to maintain their properties. Mike also noted we have a positive police presence by Sammamish Police and encouraged homeowners to reach out to Sammamish Police as they need. He also noted that we successfully continue to be within the water audit parameters of City of Sammamish, which allows our HOA to maintain very reasonable water rates. Mike further notes that the City of Sammamish manages our street maintenance in a satisfactory manner,

Each family had already received the Notice of Meeting and as each family checked in each was given an Agenda and financial documents to be discussed. Mike then opened the meeting and introduced Yvonne Tichelaar, Treasurer, who proceeded to discuss finances of the HOA.

Treasurer's Report. Yvonne referenced the 2022 Forecasted Budget, which compared years 2017 through 2021 and the 2022 Forecasted Budget, which details all line items therein and which is attached hereto and incorporated herein. Yvonne then proceeded to discuss the YTD 2021 Expense Report which details all line items therein and which is attached hereto and incorporated herein. Yvonne then proceeded to discuss YTD 2022 Expense Report and the line items therein, which is attached hereto and incorporated herein. Discussion and questions ensued from

homeowners, all of which were answered by Yvonne. Answering a question about the water audit, Yvonne noted that we entered the water audit in 2018 and have successfully maintained the same since then, saving the HOA substantial savings in water costs. Yvonne indicated as seen on the 2022 Forecasted Budget that we have a healthy reserve in our Treasury. Upon receipt of requests from homeowners, Yvonne has contacted our landscaping company to secure bids for mulching the eight (8) islands in Brookshire, and bids for possible planting drought-resistant plants in one island which has lost all its foliage. Yvonne indicated when she has received said bids she will report back to the Board to decide. Homeowners also requested that Signature check on the trees at the entry and in the islands. A homeowner inquired if he/she could clean any given island which the Board had no problem with as long as anyone performing such work understands that Brookshire has no liability performed by a private individual re same.

Home and Yard Maintenance.

A homeowner raised issues with cars parked partially on sidewalks which could be a hazard to walkers, strollers, disabled. Mike requested a homeowner encountering the same to contact Sammamish Police and the Board and we would contact the individual homeowner re same. Another homeowner also queried about where trash cans should be put out on trash day, either on the sidewalk or in the street immediately in front of an individual house. Homeowners said they have received differing instructions from the trash collection company. Individuals were requested to contact the trash collection company and/or City of Sammamish and advise Mike of the responses so we could advise the HOA. Residents are requested and reminded to remove empty trash cans from in front of their homes after trash has been picked up.

John encouraged homeowners to properly maintain their yards and noted that upkeep for both home and yard are the responsibility of the homeowner if the property is being rented. John reminded homeowners that they need to obtain permits from the City of Sammamish to remove trees. John requested that homeowners complete the required paperwork before painting or remodeling their homes. To obtain said paperwork and comply with HOA requirements please contact John who will provide same and confirm the process.

If residents see a home that is not being maintained as needed, they are encouraged to reach out to the homeowner or resident re the same and to the Board as well. Residents are encouraged to be aware of their neighbors and our neighborhood and if something seems amiss say something.

The roof replacement question was raised and discussion ensued. The residents who initially raised this question kindly brought in samples of replacement materials. Discussion ensued and it was suggested that homeowners should form a committee to research replacement materials, cost, whether said materials would structurally be appropriate for existing roof structures, etc and report their findings to the Board which would then issue a call for a general meeting to discuss same.

As previously indicated we are continuing our relationship with Signature, our landscaping company.

Pine Lake Road Inquiry. A resident inquired as to the status of Pine Lake Road construction. We have received no updates from City of Sammamish re same and another resident indicated that Sahalee Way improvements are taking precedence.

Board Positions. Residents are encouraged to join the Board to whatever position they may desire. Current Board members have served for many years and new members would be definitely welcomed. The alternative to not having a Board serve Brookshire would be employing a property management company which would be extremely expensive to Brookshire residents and none of us want that.

Meeting Adjourned. Mike thanks the residents for caring about their community and for attending our Annual Meeting. There being no further business to come before the Annual Meeting attendants, it was moved, seconded and unanimously approved that the meeting be adjourned which was done by Mike.

Respectfully submitted

Judy Moschetto, Board Secretary

2022 Forecasted Budget

Year End Comparisons		Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Forecasted Budget 2022
Beginning Cash Balance		\$15,945.02	\$24,528.50	\$9,408.87	\$14,542.94	\$20,453.99	\$28,217.16
Income	Dues	\$39,330.00	\$39,365.63	\$45,428.30	\$46,932.20	\$51,065.00	\$53,130.00
	Other *	\$0.00	\$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>\$39,330.00</u>	<u>\$39,365.63</u>	<u>\$45,428.30</u>	<u>\$46,932.20</u>	<u>\$51,065.00</u>	<u>\$53,130.00</u>
Expenses							
Utilities	Sammamish Wtr	\$3,514.60	\$6,977.79	\$4,914.99	\$5,685.55	\$6,505.82	\$7,150.00
	PSE - Electric	\$229.45	\$223.61	\$200.02	\$269.36	\$261.39	\$360.00
	Water Audit	\$0.00	\$5,531.00	\$924.00	\$82.51	\$0.00	\$0.00
total Utilities		<u>\$3,744.05</u>	<u>\$12,732.40</u>	<u>\$6,039.01</u>	<u>\$6,037.42</u>	<u>\$6,767.21</u>	<u>\$7,510.00</u>
Landscaping	Routine Care	\$20,278.53	\$21,318.00	\$22,386.60	\$23,507.16	\$23,527.92	\$24,500.00
	Plantings	Incl	Incl	Incl	Incl	Incl	Incl
	Misc/extra	\$0.00	\$6,263.40	\$3,408.91	\$6,029.11	\$300.00	\$4,000.00
Total Landscape		<u>\$20,278.53</u>	<u>\$27,581.40</u>	<u>\$25,795.51</u>	<u>\$29,536.27</u>	<u>\$23,827.92</u>	<u>\$28,500.00</u>
Insurance	Association	\$1,738.00	\$1,567.71	\$1,842.00	\$1,870.00	\$1,870.00	\$1,884.00
	Grounds	\$1,207.00	\$1,455.73	\$1,382.00	\$1,623.00	\$1,828.00	\$1,835.00
total Insurance		<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>	<u>\$3,719.00</u>
Maintenance/Repairs	Grounds/Sprinkler	\$319.00	\$8,698.80	\$3,531.00	\$671.02	\$385.35	\$3,000.00
	Other /reserves	\$0.00	\$1,427.01	\$500.00	\$566.51	\$3,187.40	\$3,000.00
	Street Number	\$2,756.73	\$0.00	\$0.00	\$0.00	\$3,795.00	\$1,000.00
Total Maintenance/Repairs		<u>\$3,075.73</u>	<u>\$10,125.81</u>	<u>\$4,031.00</u>	<u>\$1,237.53</u>	<u>\$7,367.75</u>	<u>\$7,000.00</u>
Administrative	Office Supplies	\$234.86	\$55.39	\$149.57	\$41.79	\$26.08	\$200.00
	Legal Council/Dues	\$45.00	\$10.00	\$246.00	\$10.00	\$980.00	\$500.00
	Printing/Copies	\$0.00	\$0.00	\$138.17	\$98.11	\$0.00	\$100.00
	Postage/Mailings	\$125.00	\$182.00	\$202.00	\$168.60	\$171.00	\$200.00
	Directory/Web Site	\$298.35	\$774.82	\$314.85	\$398.43	\$314.87	\$400.00
	Miscellaneous	\$0.00	\$0.00	\$154.12	\$0.00	\$149.00	\$500.00
	Total Admin	<u>\$703.21</u>	<u>\$1,022.21</u>	<u>\$1,204.71</u>	<u>\$716.93</u>	<u>\$1,640.95</u>	<u>\$1,900.00</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>
Total Expenses		<u>\$30,746.52</u>	<u>\$54,485.26</u>	<u>\$40,294.23</u>	<u>\$41,021.15</u>	<u>\$43,301.83</u>	<u>\$48,629.00</u>
Over/Short		\$8,583.48	-\$15,119.63	\$5,134.07	\$5,911.05	\$7,763.17	\$4,501.00
Ending Cash Balance		<u>\$24,528.50</u>	<u>\$9,408.87</u>	<u>\$14,542.94</u>	<u>\$20,453.99</u>	<u>\$28,217.16</u>	<u>\$32,718.16</u>

YTD 2021 expense report

Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Landscaping Contract	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.00	\$1,960.66	\$1,960.66	\$1,961.32	\$1,960.66	\$1,960.66	\$23,527.92
Landscaping Misc		\$300.00					\$385.35						\$685.35
PSE	\$23.37	\$22.31	\$21.91	\$20.92	\$19.60	\$19.49	\$19.77	\$19.27	\$20.76	\$22.61	\$23.30	\$28.08	\$261.39
Water/Sewer				\$132.48	\$30.16	\$130.50	\$1,078.17	\$1,703.05	\$2,440.27	\$824.31	\$133.89	\$32.99	\$6,505.82
M/R Common Areas				\$1,500.00	\$2,295.00				\$3,187.40				\$6,982.40
M/R Water Audit													\$0.00
M/R Sprinkler System													\$0.00
M/R Tree care													\$0.00
M/R Signage													\$0.00
Office Supplies											\$26.08		\$26.08
Printing/Copies													\$0.00
Directory Publishing													\$0.00
Web Page	\$22.95	\$22.95	\$22.95	\$45.90	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$39.47	\$22.95	\$22.95	\$314.87
Miscellaneous					\$5.00								\$5.00
Postage	\$55.00											\$116.00	\$171.00
PO Box rental	\$134.00												\$134.00
Legal Fees HBLC												\$980.00	\$980.00
Taxes													\$0.00
PS&F Directors Liability		\$1,870.00										\$0.00	\$1,870.00
PS&F General Liability	\$1,828.00												\$1,828.00
Secretary of State, Dues											\$10.00		\$10.00
Annual Meeting, Hall													\$0.00
Annual Meeting, Projector													\$0.00
Garage Sale													\$0.00
Total	\$4,023.98	\$4,175.92	\$2,005.62	\$3,659.96	\$4,333.37	\$2,133.60	\$3,486.24	\$3,705.93	\$7,632.04	\$2,847.71	\$2,176.88	\$3,140.68	\$43,301.83

[illegible][illegible]