

MINUTES OF BOARD OF DIRECTORS MEETING OF OCTOBER 11, 2023 OF BROOKSHIRE ESTATES

A meeting of the Board of Directors of Brookshire Estates was held on October 11, 2023. In attendance were President Jeff Cao, Treasurer Yvonne Tichelaar, Architectural Chair John Woloszyn, Members at Large Dick L'Heureux, Members at Large Erin Ehlinger and Kevin Kelly, and Secretary Judy Moschetto. Absent were Vice-President Veronika Sipeeva and Member at Large Mike Foss. Jeff called the meeting to order and proceeded to open the agenda for discussion.

Trash Collection. Brookshire was previously contracted with Republic Services under the umbrella of unincorporated King County. During the term of this contract Brookshire subsequently voted to join the City of Sammamish. The City of Sammamish has contracted with Republic Services and thus Brookshire will continue to be serviced by Republic. Pursuant to information provided by City of Sammamish, Brookshire can anticipate a slight rate increase with more details to be provided. Kevin volunteered to review all the information and synopsize same for the Board and report back.

Responses to Yard Upkeep Emails. Jeff advised that he received largely favorable and cooperative responses from residents to whom he sent emails requesting improved yard upkeep. No follow up is needed.

Street Visible Trash Cans. Jeff advised some residents have complied with requests to move trash, yard waste and recycle cans from the front of their residences but some residents have disregarded said email requests. Specific discussion ensued regarding one resident who has built a structure in the front of his property without a roof where he puts his cans and which is in violation of the CC&Rs. John will visibly check said structure to determine if same adheres to Brookshire CC&Rs and City of Sammamish regulations and in consultation with Dick will advise the Board if a certified letter should be sent to the owner requiring removal of said structure including citations from CC&Rs and City of Sammamish regulations. When this specific task has been completed written and mailed letters will then be forwarded to residents whose cans remain visible from the street requesting same be put out of sight.

Lot XXX Dispute. Jeff advised that the owner of Lot XXX has remedied the dead trees and bushes issues and that the dispute between the property owner and renter does not involve the Board and the matter is resolved as far as the Board is concerned.

Little Library. Colleen Foss' project to erect a Little Library within Brookshire is being reviewed. Erin volunteered to check with the City of Sammamish to determine if a city permit is required for said project and will advise the Board and Colleen. Colleen will then determine if she wishes to go ahead with the project.

Financials. Yvonne advised that the HOA is in good financial shape and there have been no extraordinary expenses at this time. She advised that Signature has been contracted to clean

out the irrigation pipes and winterize the irrigation system. Yvonne presented year to date 2023 expense report which is attached hereto and incorporated herein.

New Entry Plantings. Yvonne advised that she contacted Signature two days ago regarding the scheduled new entry plantings but had not received a response and if no response is received within a day she will follow up with Signature.

Dead Plants in 240th Circle. A resident advised that plants planted in the 240th Circle last year have died and wants new plantings there. Yvonne advised when Signature planted the new plants last year they advised that the same needed to be watered by the nearby residents but the Board does not know if this was done in view of the extremely dry conditions this past summer. Erin volunteered to check with the City of Sammamish to determine if the City owns these circles and report back to the Board.

Entry Trees Health Check. The Board believes that the trees at our entry should be checked for health and sustainability prior to winter, voted and unanimously authorized Yvonne to contract with Signature to do this review and report back with their recommendations.

Retain Monarch as Landscape Provider. Discussion ensued on retaining Signature as our landscape provider for the coming year and it was moved, seconded and unanimously approved that Monarch continue as our landscape provider for the coming year.

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

Respectfully submitted

Judy Moschetto, Board Secretary

YTD 2023 expense report													
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Landscaping Contract	\$2,224.02	\$2,224.02	\$2,224.02	\$2,224.02	\$2,224.02	\$2,224.02	\$2,224.02	\$2,224.02	\$2,224.02				\$20,016.18
Landscaping Misc	\$93.59							\$4,253.16					\$4,346.75
PSE	\$27.81	\$23.69	\$22.86	\$20.76	\$16.92	\$16.47	\$15.89	\$15.78	\$17.15				\$177.33
Water/Sewer	\$34.23	\$34.23	\$34.23	\$150.55	\$34.23	\$449.29	\$608.01	\$617.16	\$1,550.96				\$3,512.89
M/R Common Areas			\$302.78				\$7.13						\$309.91
M/R Water Audit								\$2,438.72					\$2,438.72
M/R Sprinkler System													\$0.00
M/R Tree care													\$0.00
M/R Signage													
Office Supplies							\$28.61						\$28.61
Printing/Copies						\$52.84							\$52.84
Directory Publishing													\$0.00
Web Page	\$22.95	\$22.95	\$45.90	\$22.95	\$22.95	\$27.95	\$27.95	\$27.95	\$27.95				\$249.50
Miscellaneous							\$153.52	\$92.64					\$246.16
Postage							\$21.47		\$8.56				\$30.03
PO Box rental		\$176.00											\$176.00
Legal Fees HBLC	\$206.00												\$206.00
Taxes													\$0.00
PS&F Directors Liability	\$1,939.00												\$1,939.00
PS&F General Liability		\$2,240.00											\$2,240.00
Secretary of State, Dues													\$0.00
Annual Meeting, Hall													\$0.00
Annual Meeting, Projector													\$0.00
Garage Sale/													\$0.00
Total	\$4,547.60	\$4,720.89	\$2,629.79	\$2,418.28	\$2,298.12	\$2,770.57	\$3,086.60	\$9,669.43	\$3,828.64	\$0.00	\$0.00	\$0.00	\$35,969.92