

MINUTES OF AUGUST 9, 2023 BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES

A meeting of the Board of Directors of Brookshire Estates was held on August 9, 2023 commencing at 6:30pm. In attendance were

Jeff Cao, President
Yvonne Tichelaar, Treasurer
Judy Moschetto, Secretary
Mike Foss, Member at Large
Dick L'Heureux, Member at Large
Erin Ehlinger, Member at Large

Not attending were Kevin Kelly, Veronika Sipeeva, John Woloszyn

Jeff called the meeting to order and proceeded with the agenda:

Property Maintenance. Jeff advised that he has received various complaints from some residents regarding garbage, yard waste and recycle cans being visible in front areas of properties and front yard maintenance lack of upkeep pursuant to Brookshire CCRs and standards. Jeff and Yvonne agreed that they would walk through Brookshire to verify said complaints prior to any warnings or notices being sent to individual homeowners whose properties need attention. The Board requested that after said walk-through of Brookshire that Jeff email warnings and notices to the individual homeowners and further send hard copy letters via mail to homeowners whose emails are not available to the Board.

Jeff further advised that he had received a written complaint from a resident about another resident's garbage, recycle and yard waste cans being kept on the side of that person's home which is visible from the street. Jeff and Yvonne advised they will inspect this particular issue on their walk-through and advise the Board, after which Jeff will specifically respond to the individual who complained pursuant to CCRs and By-Laws.

Owner/Tenant Dispute. Jeff advised that per Board request, he had sent a 20-day letter to the owner of a particular home regarding dead trees and bushes, requesting that the owner take care of the property maintenance issues and bring the property up to Brookshire standards per the CCRs and By-Laws. Jeff advised that this home is occupied by tenants and that the owner is currently living elsewhere on the Eastside. However, this has led to a dispute between the owner and the tenants who are apparently refusing to allow the owner to rectify the property maintenance issues. After discussion of these issues, the Board judged that this dispute is between the owner and the tenants and no intervention by the Board is appropriate in resolving the issues between the owner and tenants. After discussion among Board members, it was decided that a second letter should be transmitted to the owner via mail and/or digitally requesting the owner's compliance in securing and maintaining his yard maintenance per CCRs and By-Laws. Jeff has templates for the appropriate letters setting forth timelines, fees that might be levied for non-compliance and consequences if the property maintenance is not brought

up to the standards of CCRs and By-Laws. The Board will follow the provisions of the CCRs and By-Laws, and decided that if the owner does not comply after the mandated period of time, the Board may elect to refer the matter to our HOA attorney for appropriate legal action.

Little Library Proposal. Mike and Colleen Foss have proposed to build and maintain a Little Library on their property to offer our community books to exchange and share. Mike presented pictures of the proposed structure, which they would finance and maintain themselves as a service to our Brookshire community. After discussion, a motion was made, seconded and unanimously approved to accept the concept of the Little Library. Mike advised that he and Colleen will request approval of the Architectural Committee Chair and further investigate the rules and requirement vis-à-vis utilities and report back to the Board before commencing any construction which the Board approved.

Financials. Yvonne presented the year-to-date 2023 expense report, which the Board reviewed and approved and which is attached hereto and incorporated herein.

Yvonne said she would contact Monarch regarding the new entry way plants and irrigation valve which Monarch had agreed to provide and install. However neither the plants nor the valve installation have been done nor has Monarch reported any reasons for the delay of same and Yvonne indicated she will inquire of Monarch why same has not been done and will report back to the Board.

Yvonne further suggested to the Board that she contact Monarch and request a review of the entry trees to determine health of same and if anything needs attention prior to Fall or Winter which the Board approved.

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

Respectfully submitted

Judy Moschetto, 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					\$15,568.14
Landscaping Misc	\$93.59											\$93.59
PSE	\$27.81	\$23.69	\$22.86	\$20.76	\$16.92	\$16.47	\$15.89					\$144.40
Water/Sewer	\$34.23	\$34.23	\$34.23	\$150.55	\$34.23	\$449.29	\$608.01					\$1,344.77
M/R Common Areas			\$302.78				\$7.13					\$309.91
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							\$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					\$193.60
Miscellaneous							\$153.52	\$92.64				\$246.16
Postage												\$0.00
PO Box rental		\$176.00					\$21.47					\$197.47
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	\$92.64	\$0.00	\$0.00	\$0.00	\$22,564.49