

MINUTES OF BOARD OF DIRECTORS OF BROOKSHIRE ESTATES MEETING OF MAY 16, 2025

The Board of Directors of Brookshire Estates met on May 16, 2025. In attendance were President Jeff Cao, Treasurer Yvonne Tichelaar, Member at Large Dick L'Heureux and Secretary Judy Moschetto. Absent were Mike Foss, Kevin Kelly and John Woloszyn. Jeff called the meeting to order and proceeded with the agenda.

Financials. Yvonne advised that all 2025 HOA dues have been paid and collected. Yvonne further advised that the HOA finances are very healthy, and presented a year-to-date 2025 Expense Report, which is attached hereto and incorporated herein and which the Board reviewed and approved. Yvonne then presented a 2025 Forecasted Budget, which is attached hereto and incorporated herein.

Landscaping. Yvonne reported on a recent meeting with Carlos and Jorge of Monarch in which they discussed how we can improve our water usage since Sammamish no longer offers the water audit program in which we were enrolled and which saved us large sums on our water usage. Reducing water usage in the front unused common areas was discussed, which the Board thought was appropriate while maintaining appropriate water usage for the flowers and trees in our entry which the Board also approved. Yvonne presented a proposal from Monarch for aeration, overseeding and lime application for the front areas at a cost of \$823.00 plus tax, which was discussed and unanimously approved by the Board. Yvonne will give approval to Monarch for this service. Yvonne will also discuss with Carlos irrigation sensors in the front areas and mulch in the islands.

Roofing Alternatives. A resident previously inquired about alternatives to cedar shingles and Jeff asked this resident to contact roofing experts and provide information, which the resident indicated he has done and has information re same. The Board discussed this matter and requested Jeff to contact our resident and the roofing expert to request a presentation of their findings to the Board and if the same is accomplished before the Annual Meeting their findings will be discussed at that meeting.

Well Update. Jeff advised he had not heard back from the contractor who had said he would prepare a well cap or housing. Yvonne advised that one of the Monarch representatives with whom she recently met examined the well and indicated he could cap the well to make it safe. Yvonne will talk to Monarch and Jeff will talk to the previous contractor and report back to the Board at which time a decision will be made whom to hire for this job.

Sidewalk/Curb Address Painting. Yvonne advised she has had no success finding someone to paint home addresses on the curbs in our HOA to primarily facilitate emergency services responding to an emergency in our neighborhood and Board members were requested to see if

they can find someone to perform this job. If that is not successful the Board will bring up this request at the Annual Meeting.

Brookshire Islands Spruce Up. In response to some residents' request, Yvonne requested Monarch to prepare a bid to spruce up our 8 islands, which was received, reviewed and discussed. The Board felt that the proposal was incorrect in several respects and was unreasonably expensive. Yvonne was requested to contact Carlos at Monarch to discuss the same and report back to the Board.

Home Watering in Summer. Many HOA residents are attempting to be water-wise given current climate concerns and the Board discussed this and determined that each individual homeowner should decide how much and how frequently to water their front lawns, as long as it complies with Brookshire standards. If a complaint about a particular home arises the Board will address the same at that time.

Annual Meeting. Our 2025 Annual Meeting is scheduled for Wednesday, June 11, 2025 commencing at 6:30pm at Beaver Lake Park Lodge, 25101 SE 24th St, Sammamish. An agenda for said meeting will be prepared, printed and delivered to each resident the weekend of May 17-18.

National Night Out. Last year Brookshire participated in the National Night Out which encourages neighbors to meet and socialize with one another and which was very successful and enjoyed by Brookshire residents who attended and which was attended by various Sammamish Police Officers and Councilpersons. The Sammamish Police Department confirmed they will attend this year. The 2025 National Night Out is scheduled for August 5, 2025. Yvonne, Jeff and Judy will help prepare and advertise all aspects of this year's National Night Out. All Brookshire residents are welcome and encouraged to attend and join in the fun.

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

Respectfully submitted

Judy Moschetto, Board Secretary

| YTD 2025 expense report | | | | | | | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| Item | Jan | Feb | March | April | May | June | July | Aug | Sep | Oct | Nov | Dec Total |
| Landscaping Contract | \$2,292.80 | \$2,292.80 | \$2,292.80 | \$2,292.80 | | | | | | | | \$9,171.20 |
| Landscaping Misc | | | | | | | | | | | | \$0.00 |
| PSE | \$26.94 | \$25.81 | \$25.77 | \$24.35 | | | | | | | | \$102.87 |
| Water/Sewer | \$35.62 | \$41.68 | \$41.68 | \$143.54 | | | | | | | | \$262.52 |
| M/R Common Areas | | | | | | | | | | | | \$0.00 |
| M/R Water Audit | | | | | | | | | | | | \$0.00 |
| M/R Sprinkler System | | | | \$442.43 | | | | | | | | \$442.43 |
| M/R Tree care | | | | | | | | | | | | \$0.00 |
| M/R Signage | | | | | | | | | | | | \$0.00 |
| Office Supplies | | | | | | | | | | | | \$0.00 |
| Printing/Copies | | | | | | | | | | | | \$0.00 |
| Directory Publishing | | | | | | | | | | | | \$184.95 |
| Web Page | \$67.98 | \$38.99 | \$38.99 | \$38.99 | | | | | | | | \$0.00 |
| Miscellaneous | | | | | | | | | | | | \$0.00 |
| Postage | | | | | | | | | | | | \$192.00 |
| PO Box rental | | \$192.00 | | | | | | | | | | \$180.00 |
| Legal Fees HBLC | \$180.00 | | | | | | | | | | | \$0.00 |
| Taxes | | | | | | | | | | | | \$1,392.00 |
| PS&F Directors Liability | | | \$1,392.00 | | | | | | | | | \$1,509.00 |
| PS&F General Liability | \$1,509.00 | | | | | | | | | | | \$0.00 |
| Secretary of State, Dues | | | | | | | | | | | | \$55.00 |
| Annual Meeting, Hall | | | | \$55.00 | | | | | | | | \$0.00 |
| Annual Meeting, Projector | | | | | | | | | | | | \$0.00 |
| | | | | | | | | | | | | \$0.00 |
| Total | \$4,112.34 | \$2,591.28 | \$3,791.24 | \$2,997.11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,491.97 |

| 2025 Forecasted Budget | | | | | | | | |
|-------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| Year End Comparisons | | Actual 2019 | Actual 2020 | Actual 2021 | Actual 2022 | Actual 2023 | Actual Budget 2024 | Forecasted Budget 2025 |
| Beginning Cash Balance | | \$9,408.87 | \$14,542.94 | \$20,453.99 | \$28,217.16 | \$38,455.23 | \$39,965.91 | \$44,327.42 |
| Income | Dues | \$45,428.30 | \$46,932.20 | \$51,065.00 | \$53,145.24 | \$53,130.00 | \$55,200.00 | \$57,960.00 |
| | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 |
| | Penalties | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13.00 | \$0.00 |
| Total Income | | \$45,428.30 | \$46,932.20 | \$51,065.00 | \$53,145.24 | \$53,130.00 | \$56,713.00 | \$57,960.00 |
| Expenses | | | | | | | | |
| Utilities | Sammamish Wtr | \$4,914.99 | \$5,685.55 | \$6,505.82 | \$7,327.22 | \$5,896.86 | \$5,160.64 | \$12,000.00 |
| | PSE - Electric | \$200.02 | \$269.36 | \$261.39 | \$332.13 | \$230.29 | \$265.11 | \$300.00 |
| | Water Audit/other | \$924.00 | \$82.51 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | total Utilities | \$6,039.01 | \$6,037.42 | \$6,767.21 | \$7,659.35 | \$6,127.15 | \$5,425.75 | \$12,300.00 |
| Landscaping | Routine Care | \$22,386.60 | \$23,507.16 | \$23,527.92 | \$25,035.80 | \$26,688.24 | \$27,507.36 | \$29,157.00 |
| | Plantings | Incl | Incl | Incl | Incl | \$4,253.16 | \$4,253.16 | Incl |
| | Misc/extra | \$3,408.91 | \$6,029.11 | \$300.00 | \$4,200.33 | \$2,662.80 | \$1,753.66 | \$3,500.00 |
| | Total Landscape | \$25,795.51 | \$29,536.27 | \$23,827.92 | \$29,236.13 | \$33,604.20 | \$29,261.02 | \$32,657.00 |
| Insurance | Association | \$1,842.00 | \$1,870.00 | \$1,870.00 | \$1,835.00 | \$1,939.00 | \$1,787.00 | \$1,392.00 |
| | Grounds | \$1,382.00 | \$1,623.00 | \$1,828.00 | \$1,884.00 | \$2,240.00 | \$2,090.00 | \$1,509.00 |
| | total Insurance | \$3,224.00 | \$3,493.00 | \$3,698.00 | \$3,719.00 | \$4,179.00 | \$3,877.00 | \$2,901.00 |
| Maintenance/Repairs | Grounds/Sprinkler | \$3,531.00 | \$671.02 | \$385.35 | \$924.84 | \$2,807.56 | \$1,325.51 | \$2,000.00 |
| | Other /reserves | \$500.00 | \$566.51 | \$3,187.40 | \$0.00 | \$3,542.08 | \$8,710.12 | \$5,500.00 |
| | Street Number | \$0.00 | \$0.00 | \$3,795.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| | Total Maintenance/Repairs | \$4,031.00 | \$1,237.53 | \$7,367.75 | \$924.84 | \$6,349.64 | \$10,035.63 | \$9,000.00 |
| Administrative | Office Supplies | \$149.57 | \$41.79 | \$26.08 | \$16.46 | \$146.43 | \$92.94 | \$200.00 |
| | Legal Council/Dues | \$246.00 | \$10.00 | \$980.00 | \$547.50 | \$226.00 | \$2,366.00 | \$1,000.00 |
| | Printing/Copies | \$138.17 | \$98.11 | \$0.00 | \$109.44 | \$52.84 | \$31.98 | \$150.00 |
| | Postage/Mailings | \$202.00 | \$168.60 | \$171.00 | \$295.93 | \$338.03 | \$396.83 | \$300.00 |
| | Directory/Web Site | \$314.85 | \$398.43 | \$314.87 | \$398.52 | \$349.87 | \$851.53 | \$750.00 |
| | Miscellaneous | \$154.12 | \$0.00 | \$149.00 | \$0.00 | \$246.16 | \$167.77 | \$250.00 |
| | Total Admin | \$1,204.71 | \$716.93 | \$1,640.95 | \$1,367.85 | \$1,359.33 | \$3,907.05 | \$2,650.00 |
| | Taxes | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Expenses | | \$40,294.23 | \$41,021.15 | \$43,301.83 | \$42,907.17 | \$51,619.32 | \$52,506.45 | \$59,508.00 |
| Over/Short | | \$5,134.07 | \$5,911.05 | \$7,763.17 | \$10,238.07 | \$1,510.68 | \$4,206.55 | -\$1,548.00 |
| Ending Cash Balance | | \$14,542.94 | \$20,453.99 | \$28,217.16 | \$38,455.23 | \$39,965.91 | \$44,172.46 | \$42,779.42 |