

## **MINUTES OF ANNUAL HOMEOWNERS MEETING OF BROOKSHIRE ESTATES ON JUNE 11, 2025**

The Annual Homeowners Meeting of Brookshire Estates was held on June 11, 2025 commencing at 6:30pm. Board President Jeff Cao called the meeting to order and introduced himself as current Board President and the other current Board members in attendance: Vice-President Kevin Kelly, Treasurer Yvonne Tichelaar, Architectural Committee Chair John Woloszyn, Member at Large Dick L'Heureux and Judy Moschetto, Secretary. Member at Large Mike Foss did not attend but provided his proxy. Jeff then proceeded with the meeting agenda.

**Financials.** Yvonne offered the 2025 Forecasted Budget, attached hereto and incorporated herein, and indicated that our Brookshire Treasury is in good financial shape and has a healthy balance. Yvonne further advised that Sammamish no longer offers the water audit program to homeowners' associations in the City of Sammamish and consequently the HOA's water expenses are higher. She further reported that Monarch, our landscaping company, is sending a proposal to our Board to coordinate our current sprinkler system with the weather at any given time, allowing new sensors to determine if watering the common areas is needed and thus saving water resources and costs. She further reported that Jorge of Monarch has extensive experience with HOA water systems and is working with us. Our Board and residents are aiming to become more environmentally sustainable in the coming years. Finally, Yvonne advised that the Board had approved changing our insurers thus reducing insurance costs without reducing our coverage.

**August 5 National Night Out.** Kevin reported that the 2025 National Night Out is scheduled for August 5 and Brookshire will again participate in same. We have invited the Sammamish Police Department, the Fire Department, First Responders and Sammamish Council Members to join our August 5 celebration. The National Night Out encourages neighbors to gather in a central neighborhood location to meet and visit with one another. Kevin reported that Brookshire had a fun and successful 2024 celebration and invited and encouraged all Brookshire neighbors to participate in our 2025 celebration. The Board will publicize the location with blasts and signage to our residents and facilitate our celebration and supply refreshments for everyone.

**CCR Adherence and Concerns.** Jeff reminded Brookshire residents that everyone needs to adhere to our CCRs so that Brookshire will remain the beautiful neighborhood that it is and advised that the CCRs can be found in our Brookshire Estates Directory. Kevin encouraged all residents to keep their homes and yards according to Brookshire standards. Questions were raised about procedures for residents' concerns that might be raised and residents were encouraged to contact the Board with their concerns, all of which will be addressed in a respectful and confidential manner. Jeff further reminded everyone that their trash and recycle cans must be kept away from front of house view every day except on trash/recycle pickup day and then must be promptly removed away from front of house view as soon as contents are picked up.

**Board Elections.** Jeff proceeded to open elections of Officers and Directors to Brookshire's Board until our next Annual Meeting in 2026. The following residents were nominated and unanimously elected to their respective positions:

Jeff Cao	President
Kevin Kelly	Vice-President
Treasurer	Yvonne Tichelaar
Secretary	Judy Moschetto
Architectural Chair	John Woloszyn
Member at Large	Dick L'Heureux
Member at Large	Daniel Tao
Member at Large	Jason Yen

**Roofing Alternatives.** Concerns and questions have been raised several times in the past about exploring roofing alternatives to cedar shakes currently required pursuant to Brookshire CCRs. Resident Jason Yen has investigated composite alternatives and invited a roofing company to bring samples and offer information and take questions from residents regarding this issue. Pete and Eric from Orca Roofing, Aaron from a roofing manufacturer and Jerry from roofing technical services spoke about advancements in composite materials currently available. One resident said she had recently discussed roofing issues with a Sammamish representative, who indicated there is a law currently under discussion in municipalities requiring a change to composite roofing materials and away from cedar shakes for fire safety but it was noted that these changes are currently being discussed and are not a matter of law at this time. A question and answer period proceeded regarding cost, maintenance, lifetime value, vendors, products, services and availability. The Board reminded our guests and residents that any change to our CCRs requires a 68% approval of our residents and then involvement of our HOA attorneys before any change can occur. There were no further questions from our residents and the roofing representatives were thanked for attending our meeting and providing the information and samples.

**Meeting Adjourned.** There being no further business to come before our Annual Meeting, it was moved, seconded and unanimously approved that the meeting be adjourned and Jeff so adjourned our 2025 Annual Meeting.

Respectfully submitted

*Judy Moschetto*, Board Secretary

### 2025 Forecasted Budget

		2025 Forecasted Budget					Forecasted &	
Year End Comparisons		Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual Budget 2024	Forecasted Budget 2025
<b>Beginning Cash Balance</b>		\$9,408.87	\$14,542.94	\$20,453.99	\$28,217.16	\$38,455.23	\$39,965.91	\$44,172.46
<b>Income</b>								
	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
<b>Total Income</b>		<u>\$45,428.30</u>	<u>\$46,932.20</u>	<u>\$51,065.00</u>	<u>\$53,145.24</u>	<u>\$53,130.00</u>	<u>\$56,713.00</u>	<u>\$57,960.00</u>
<b>Expenses</b>								
<b>Utilities</b>								
	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
total Utilities	Water Audit/other	\$924.00	\$82.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<u>\$6,039.01</u>	<u>\$6,037.42</u>	<u>\$6,767.21</u>	<u>\$7,659.35</u>	<u>\$6,127.15</u>	<u>\$5,425.75</u>	<u>\$12,300.00</u>
<b>Landscaping</b>								
	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	Incl	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		<u>\$25,795.51</u>	<u>\$29,536.27</u>	<u>\$23,827.92</u>	<u>\$29,236.13</u>	<u>\$33,604.20</u>	<u>\$29,261.02</u>	<u>\$32,657.00</u>
<b>Insurance</b>								
	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		<u>\$3,224.00</u>	<u>\$3,493.00</u>	<u>\$3,698.00</u>	<u>\$3,719.00</u>	<u>\$4,179.00</u>	<u>\$3,877.00</u>	<u>\$2,901.00</u>
<b>Maintenance/Repairs</b>								
	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 Maintence/Repairs		<u>\$4,031.00</u>	<u>\$1,237.53</u>	<u>\$7,367.75</u>	<u>\$924.84</u>	<u>\$6,349.64</u>	<u>\$10,035.63</u>	<u>\$9,000.00</u>
<b>Administrative</b>								
	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		<u>\$1,204.71</u>	<u>\$716.93</u>	<u>\$1,640.95</u>	<u>\$1,367.85</u>	<u>\$1,359.33</u>	<u>\$3,907.05</u>	<u>\$2,650.00</u>
<b>Taxes</b>	Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>		<u>\$40,294.23</u>	<u>\$41,021.15</u>	<u>\$43,301.83</u>	<u>\$42,907.17</u>	<u>\$51,619.32</u>	<u>\$52,506.45</u>	<u>\$59,508.00</u>
Over/Short		\$5,134.07	\$5,911.05	\$7,763.17	\$10,238.07	\$1,510.68	\$4,206.55	-\$1,548.00

[illegible]

YTD 2024 expense report													
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Landscaping Contract	\$2,290.72	\$2,290.72	\$2,290.72	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$27,507.36
Landscaping Misc		\$299.02				\$1,454.64							\$1,753.66
PSE	\$23.09	\$24.24	\$24.12	\$22.30	\$20.46	\$21.30	\$19.74	\$20.40	\$19.48	\$20.31	\$25.51	\$24.16	\$265.11
Water/Sewer	\$34.23	\$35.62	\$35.62	\$141.95	\$35.62	\$706.45	\$1,093.12	\$1,149.30	\$1,076.69	\$606.03	\$210.39	\$35.62	\$5,160.64
M/R Common Areas		\$2,705.00	\$649.59	\$3,000.00								\$2,355.53	\$8,710.12
M/R Water Audit													\$0.00
M/R Sprinkler System						\$690.00						\$635.51	\$1,325.51
M/R Tree care													\$0.00
M/R Signage											\$60.00	\$32.94	\$92.94
Office Supplies						\$31.98							\$31.98
Printing/Copies						\$48.81	\$80.49	\$125.08	\$55.10				\$309.48
Directory Publishing						\$33.99	\$117.64	\$33.99	\$33.99	\$50.52	\$33.99	\$33.99	\$542.05
Web Page	\$33.99	\$67.98	\$33.99	\$33.99	\$33.99	\$33.99	\$13.79	\$127.09					\$147.77
Miscellaneous					\$83.24							\$122.86	\$206.10
Postage		\$182.00				\$8.73							\$190.73
PO Box rental													\$2,366.00
Legal Fees HBLC		\$1,410.50	\$364.00		\$500.50			\$91.00					\$0.00
Taxes													\$2,090.00
PS&F Directors Liability	\$2,090.00												\$1,787.00
PS&F General Liability	\$1,787.00									\$20.00			\$20.00
Secretary of State, Dues													\$0.00
Annual Meeting, Hall													\$0.00
Annual Meeting, Projector													\$0.00
Total	\$6,259.03	\$7,015.08	\$3,398.04	\$5,491.04	\$2,966.61	\$5,295.59	\$3,617.58	\$3,839.66	\$3,478.08	\$2,989.66	\$2,622.69	\$5,533.41	\$52,506.45