MINUTES OF THE BROOKSHIRE HOMEOWNERS' ASSOCIATION BOARD MEETING
October 13, 2026

The Brookshire Homeowners Association Board Meeting was held via Zoom on October 13, 2026, beginning at 7:00 p.m. In attendance: Kevin Kelly (Director/President), Mitch Lustig (Director), Mike Raab (Treasurer), Fran Guo (Secretary), Daniel Tao (Webmaster), Shirley Murphy (Architectural Control Committee) and Kirk Painter.

In accordance with the agenda published on the HOA website, the first 15 minutes were reserved for homeowner comments. As no homeowners were present, Kevin Kelly called the meeting to order at 7:05 p.m. and proceeded with the published agenda.

HOA Officer Appointments

With the counsel of the Brookshire HOA attorney, the Board went through the process of bringing the votes of the community in line with the Bylaws. The three Directors are: Michelle Brode, Kevin Kelly, and Mitch Lustig.

Kirk Painter has stepped down from the president role and will continue to support other HOA activities.

The Directors have made the following officer appointments:

- **President:** Kevin Kelly
- **Vice President:** Michelle Brode
- **Secretary:** Fran Guo
- **Treasurer:** Mike Raab

The Board has also appointed Shirley Murphy as Chair of the HOA Architectural Control Committee (ACC).

Financials

Treasurer Mike Raab presented the 2026 year-to-date expense report, which is attached to these meeting minutes. He reported that all outstanding bills have been paid.

Mike will add Kevin Kelly as an authorized signatory on the HOA bank account. He asked the Board to review and approve the budget proposal submitted by the HOA's landscaping service company.

In November, Mike will submit the HOA's annual filing to the Washington Secretary of State.

CC&R Amendment Draft Review

The revised amendment draft has been sent to the HOA attorney for review and guidance on the next steps. The attorney's response time varies considerably.

Architectural Control Committee (ACC)

As the ACC Chair, Shirley will obtain a recommended paint color palette from Sherwin-Williams. The plan is to post the pre-approved color palette from a few paint companies on the HOA website so homeowners can easily access it.

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

Respectfully submitted Fran Guo, Brookshire HOA Secretary

Landscaping Contract	$2,294.88	$2,294.88	$2,294.88	$2,294.88	$2,294.48	$2,294.88	$2,294.88	$2,294.88	$2,294.88	$2,294.88			$22,948.40
Landscaping Misc					$907.77								$907.77
PSE	$29.78	$31.66	$30.09	$30.08	$26.19	$25.07	$25.91	$24.65	$26.74	$29.96			$280.13
Water/Sewer	$112.54	$46.98	$47.03	$148.63	$0.56	$2,078.28	$1,955.67	$1,164.31	$1,190.00	$778.59			$7,522.59
M/R Common Areas			$250.00		$1,961.00								$2,211.00
M/R Water Audit													$0.00
M/R Sprinkler System					$233.26								$233.26
M/R Tree care													$0.00
M/R Signage													$0.00
Office Supplies					$35.35								$35.35
Printing/Copies													$0.00
Directory Publishing													$0.00
Web Page	$77.98		$16.58			$187.40							$281.96
Miscellaneous/ Social					$247.00			$203.03					$450.03
Postage			$240.00										$240.00
PO Box rental		$196.00											$196.00
Legal Fees HBLC					$669.50	$1,339.00	$669.50	$1,957.00	$669.50	$103.00			$5,407.50
Taxes													$0.00
PS&F Directors Liability	$1,392.00												$1,392.00
PS&F General Liability	$2,287.00												$2,287.00
Secretary of State, Dues													$0.00
Annual Meeting, Hall				$110.00									$110.00
Annual Meeting					$109.48								$109.48
													$0.00
Total	$6,194.18	$2,569.52	$2,878.58	$2,583.59	$6,484.59	$5,924.63	$4,945.96	$5,643.87	$4,181.12	$3,206.43	$0.00	$0.00	$44,612.47