

## **MINUTES OF BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES ON FEBRUARY 11, 2016**

A meeting of the Board of Directors of Brookshire Estates was held on February 11, 2016. In attendance were President Mike Foss, Vice-President Dick L'Heureux, Treasurer Yvonne Tichelaar, Member at Large Jeff Cao and Secretary Judy Moschetto. Mike called the meeting to order and the following items of business were presented for discussion.

**Treasurer's Report.** Yvonne reported that 101 households have paid their 2016 homeowners dues to date. She will continue to process payments as they come in. In March Yvonne will send reminder letters to households which have not paid their 2016 dues by that time.

Yvonne offered the 2015 Expense Report, which is attached hereto and incorporated herein. 2015 expenses reflect upgrades and repairs made in HOA common areas.

Yvonne then offered the 2016 Expense Report to date, which is attached hereto and incorporated herein.

**Rentals in Brookshire.** An HOA resident contacted Mike regarding a Brookshire home not being maintained according to Brookshire standards. Investigation revealed that the home in question was occupied by renters. Further investigation revealed that an increasing number of the homes in Brookshire were occupied by renters which surprised all the Board members. Discussion ensued on the appropriate Board response should a concern be raised about a property being occupied by renters, and it was unanimously decided that the Board would send a letter to both the renter-occupant of the home and the owner of the home addressing any upkeep issue and the Board authorized Mike to take care of this. It was discussed and decided by the Board to authorize Mike to contact the HOA attorney to ask what his experience has been in addressing rental issues in other HOAs he may represent who have experienced similar situations and then report back to the Board. The Board further requested Mike to send out a blast to all HOA owners reminding and requesting them to properly maintain their properties and homes pursuant to Brookshire standards and our CCRs.

**Drainage and Pond Issue.** Dick and Mike reported that the City of Sammamish has been extremely responsive to Brookshire concerns regarding issues of poor drainage at our

entrance and beaver damage in the pond. Mike further reported that Toll Brothers have somewhat participated in addressing these drainage and pond issues.

**Water Usage Certification.** Brookshire Estates must apply for a water usage certification to retain lower water pricing. In November 2015 the Board authorized Yvonne to contact a certified irrigation expert to review concerns in our irrigation system, and this expert advised that we wait on making application until our irrigation system is turned on after the rainy season subsides in early spring and he will then examine the system for any leak. Signature, our HOA lawn maintenance company, will check the system and advise. The City of Sammamish has pledged to address any leak issues and has pledged to fix any damage they caused by construction. Yvonne will pursue this issue and keep the Board apprised.

**Stoplight Update.** Concerns have again been raised by residents about the length of time it has been taking for the traffic light to change and allow cars to exit Brookshire. The Board discussed this issue, which has arisen previously, and expressed concern that the long light situation creates potential for a serious auto accident if someone becomes impatient and runs the red light or jumps out of his/her car to press the pedestrian button. The Board authorized Mike to write a letter to Steven Chen, City of Sammamish traffic director with a copy to the Sammamish Police Chief, expressing our concerns, and then to report back to the Board with any response.

**Tree Trimming at Entrance.** The School District complained that their busses were being hit by low branches and consequently trimmed low hanging branches with our HOA permission and at no cost to our HOA.

**Mail Box Break-Ins.** The HOA received notification from the Sammamish Police Department that there have been mail box break-ins occurring within the City borders. The Police advise and encourage residents to be vigilant and alert to anyone who is not a neighbor or a post office driver loitering around mailboxes, and to call 9-1-1 if a resident sees such activity. Mike previously sent a blast to Brookshire households after the Sammamish notice was received.

**Stranger in HOA.** It has been reported that a stranger has been walking through Brookshire and on occasion approaching homeowners asking for money or perhaps casing the neighborhoods. The Board advises and encourages residents to be alert to any activity that seems out of place in our neighborhoods and to call 9-1-1 if homeowners feel uneasy or see inappropriate activity.

There being no further business to come before the Board, the President adjourned the meeting.

Respectfully submitted

*Judy Moschetto, Board Secretary*

# 2015 expense report

Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Landscaping Contract	\$1,569.56	\$1,569.56	\$1,569.56	\$1,569.56	\$1,569.56	\$1,569.56	\$1,569.56	\$1,569.56	\$1,569.56	\$1,569.50	\$1,569.56	\$1,569.56	\$18,834.66
Landscaping Misc	\$2,666.33								\$421.58		\$268.28	\$65.70	\$3,421.89
PSE	\$20.78	\$22.56	\$20.66	\$19.63	\$16.61	\$17.44	\$16.80	\$16.80	\$18.70	\$19.68	\$19.94	\$17.03	\$226.63
Water/Sewer			\$50.75		\$221.28	\$661.04			\$4,271.25		\$3,539.20		\$8,743.52
M/R Common Areas													\$2,252.14
M/R Other	\$287.71			\$1,964.43				\$1,297.68					\$1,297.58
M/R Sprinkler System				\$328.50	\$93.08		\$98.55	\$114.98	\$355.88				\$990.99
Office Supplies													\$0.00
Printing/Copies						\$75.58			\$11.39				\$86.97
Directory Publishing													\$0.00
Miscellaneous	\$45.90	\$22.95	\$22.95	45.90		\$45.90		\$82.90	\$222.95	\$22.95	\$22.95	\$37.95	\$573.30
Postage													
PO Box rental	\$98.00	\$62.00										\$49.00	\$147.00
Legal Fees HBLQ								\$1,087.50					\$1,087.50
Taxes													\$0.00
PS&F Directors Liability	\$1,666.00												\$1,666.00
PS&F General Liability	\$1,207.00												\$1,207.00
Secretary of State, Dues													\$0.00
Annual Meeting, Hall													\$0.00
Annual Meeting, Projector													\$0.00
Garage Sale													\$0.00
Total	\$7,524.41	\$1,677.07	\$1,663.92	\$3,928.02	\$1,900.53	\$2,369.52	\$1,684.91	\$4,169.32	\$6,871.31	\$1,612.13	\$5,419.93	\$1,739.24	\$40,597.18

Year End Comparisons		Budget 2015	Actual 2015
<b>Beginning Cash Balance</b>		\$9,845.36	\$9,845.36
<b>Income</b>	Dues	\$35,880.00	\$35,880.00
	Interest	\$0.00	\$0.00
	Penalties	\$0.00	\$63.00
<b>Total Income</b>		<u>\$35,880.00</u>	<u>\$35,943.00</u>
<b>Expenses</b>			
<b>Utilities</b>	Sammamish Wtr	\$5,500.00	\$8,743.52
	PSE - Electric	\$250.00	\$226.63
	Water Audit		
total Utilities		<u>\$5,750.00</u>	<u>\$8,970.15</u>
<b>Landscaping</b>	Routine Care	\$18,840.00	\$18,834.66
	Plantings	Incl	Incl
	Misc/extra	\$3,000.00	\$3,421.89
Total Landscape		<u>\$21,840.00</u>	<u>\$22,256.55</u>
<b>Insurance</b>	Association	\$1,666.00	\$1,666.00
	Grounds	\$1,207.00	\$1,207.00
	total Insurance	<u>\$2,873.00</u>	<u>\$2,873.00</u>
<b>Maintenance/Repairs</b>	Grounds/Sprinkler	\$750.00	\$990.99
	Other *	\$2,750.00	\$1,585.29
	Street Number	\$1,964.43	\$1,964.43
Total Maintenance/Repairs		<u>\$5,464.43</u>	<u>\$4,540.71</u>
<b>Adminstrative</b>	Office Supplies	\$150.00	\$536.43
	Legal Council/Dues	\$1,000.00	\$1,087.50
	Printing/Copies	\$100.00	\$86.97
	Postage/Mailings	\$150.00	\$209.00
	Directory	\$325.00	\$0.00
	Annual Mtg	\$50.00	\$0.00
Total Admin		<u>\$1,775.00</u>	<u>\$1,919.90</u>
<b>Taxes</b>			
Income		<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Expenses</b>		<u>\$37,702.43</u>	<u>\$40,560.31</u>
Over/Short		-\$1,822.43	-\$4,617.31
<b>Ending Cash Balance</b>		<u>\$8,022.93</u>	<u>\$5,228.05</u>
* MAINTENANCE OTHER INCLUDES \$2,000 FOR CLEANING THE MAILBOX COVERS			

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