

## MINUTES OF AUGUST 12, 2020 MEETING OF BOARD OF DIRECTORS OF BROOKSHIRE ESTATES

A meeting of the Board of Directors of Brookshire Estates was held on August 12, 2020. In attendance were President Mike Foss, Vice-President Dick L'Heureux, Treasurer Yvonne Tichelaar, Webmaster Jeff Cao and Secretary Judy Moschetto.

**Financial Report.** Yvonne presented 2020 Year To Date Expense Report, copy of which is attached hereto and incorporated herein.

Yvonne reported that the dead trees have been cut and stumps removed pursuant to our contract with Monarch. Yvonne reported that due to incorrect irrigation programming which caused plants to die on the north side of our entry, Monarch took responsibility and planted new flowers at no expense to our HOA.

Yvonne reported that 2 homeowners have not yet paid their 2020 HOA dues and that she has contacted both owners regarding the same.

- (a) One owner who is confined to a foreign country due to COVID, has indicated he is ready and willing to pay his dues in full if our HOA had an online payment capacity. Yvonne has researched Zelle as an online payment system and recommended to the Board that it authorize her to set up a Zelle account to allow homeowners to pay their HOA dues online. The Board discussed the same and it was moved, seconded and unanimously approved that Yvonne be authorized to set up a Zelle account for said purpose, which she will proceed to do.
- (b) The Board was advised by the other homeowner that she is unable to pay her homeowners dues in January but promised to pay the same as soon as she was able. The Board sent reminders to this homeowner without receiving any response and on July 29, 2020 sent a letter to this homeowner reminding her that she is delinquent in paying her 2020 HOA dues and offering to schedule a payment plan through December 2020 allowing her to pay a specific monthly amount to pay in full her 2020 HOA dues. As of August 12, 2020, date of this Board meeting, this homeowner had not responded to any of the Board's contacts. The Board discussed this situation and authorized the Treasurer to contact this homeowner via letter and email advising that interest charges of 1% per month on her unpaid HOA dues will be levied if the homeowner does not pay her 2020 HOA dues within 5 days of date of letter, and further advising this homeowner that the Board reserves the right to turn over this matter to HOA attorneys, pursuant to CCRs, and that the homeowner will be entirely responsible for any and all interest charges and attorneys' fees incurred necessitated by collection of her 2020 HOA dues.

**Annual Meeting Cancellation.** Mike proposed that the 2020 Annual HOA Meeting be cancelled due to COVID and the Governor's mandates against gatherings larger than 5 people,

and further proposed that the current Board continue to serve in their Board positions until the next annual meeting in 2021. Discussion ensued and the Board unanimously approved cancelling the 2020 Annual HOA Meeting and approved the current Board continue to serve in their respective positions until the next annual meeting in 2021. The Board requested Mike to prepare a statement to that effect which will be emailed to all Brookshire residents and posted on the Brookshire website.

**New Resident Directory.** It was reported that a new Directory is in the works and all new residents of Brookshire are requested to send their appropriate information to Mike and Yvonne.

**Pond Condition.** Mike reported that he has had some residents contact him regarding the deteriorating condition of our pond. All residents should be aware that the pond is in the control of the City of Sammamish. Mike had contacted Sammamish several times re the same and has been advised each time that the City is aware of our concerns and will address our concerns as finances and time constraints allow. Residents are encouraged to contact the City of Sammamish with their concerns.

There being no further business to come before the Board, it was moved, seconded and unanimously approved that the meeting adjourn, and Mike did so adjourn the meeting.

Respectfully submitted

*Judy Moschetto, Secretary*