

# **MINUTES OF NOVEMBER 17, 2021 BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES**

A meeting of the Board of Directors of Brookshire Estates was called to order on November 17, 2021. In attendance were President Mike Foss, Vice-President Dick L'Heureux, Treasurer Yvonne Tichelaar, Webmaster Jeff Cao and Secretary Judy Moschetto.

## **Financials.**

- A. Treasurer Yvonne Tichelaar presented Year to Date 2021 Expense Report which was reviewed by the Board and approved and which is attached hereto and incorporated herein. Besides the actual year-end income/expense comparison from 2117 through estimated 2021, Yvonne then presented two proposed 2022 Budgets. The Board was pleased with Yvonne's stewardship which resulted in a favorable ending balance.
- B. Reviewing the Year End Comparisons and the proposed 2022 Budget the Treasurer recommended that in order to maintain the HOA's favorable cash balance in anticipation of increased costs for 2022 and possible HOA expenses unknown at this writing, 2022 annual dues should be increased by 5% to \$385.00 for 2022 HOA dues.
- C. Maintaining current 2021 dues of \$370 forecasts a reserve of over \$4000.00. Increasing 2022 dues by 5% to \$385.00 forecasts a reserve of approximately \$6500.00. The Board reviewed the forecasted 2022 Budget and reviewed the Treasurer's proposed dues increase and agreed that the 5% dues increase was reasonable and appropriate. A motion was made, seconded and unanimously approved that the 2022 dues be increased by 5% to \$385.00
- D. Yvonne reported that she has been in contact with both City of Sammamish and Signature Landscaping Services regarding the required backflow test and that Signature will complete said test no later than December 31, 2021.
- E. Yvonne presented a proposed service contract from Signature which the Board reviewed. It was moved, seconded and unanimously approved that Yvonne be authorized to sign the 2022 contract with Signature for 2022.

**Property Rental Concern.** The Board recently received a questionnaire from a lender regarding a property sale inquiring about leasing restrictions, occupation capacity and short term rental rules. The Board submitted its concerns and request for opinion to the HOA attorney. Our attorney researched Brookshire CCRs and Washington State law and responded that the current CCRs do not restrict short term rentals and, therefore, the Board cannot object to the proposed property sale, which has at this writing been concluded. The Board will continue to monitor this issue and the property in question. If any homeowner wishes further information on this matter please contact your Board for some.

There being no further business to come before the Board, it was moved, seconded and unanimously approved that the meeting be adjourned, and Mike adjourned said meeting.

Respectfully submitted

*Judy Moschetto* Board Secretary

YTD 2021 expense report												
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec Total
Landscaping Contract	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.66	\$1,960.00	\$1,960.66	\$1,960.66	\$1,961.32	\$1,960.66	\$21,567.28
Landscaping Misc		\$300.00					\$385.35					\$685.35
PSE	\$23.37	\$22.31	\$21.91	\$20.92	\$19.60	\$19.49	\$19.77	\$19.27	\$20.76	\$22.61		\$210.01
Water/Sewer				\$132.48	\$30.16	\$130.50	\$1,078.17	\$1,703.05	\$2,440.27	\$624.31		\$6,338.94
M/R Common Areas				\$1,500.00	\$2,295.00				\$3,187.40			\$6,982.40
M/R Water Audit												\$0.00
M/R Sprinkler System												\$0.00
M/R Tree care												\$0.00
M/R Signage												\$0.00
Office Supplies												\$0.00
Printing/Copies												\$0.00
Directory Publishing												\$0.00
Web Page	\$22.95	\$22.95	\$22.95	\$45.90	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$39.47		\$268.97
Miscellaneous					\$5.00							\$5.00
Postage	\$55.00											\$55.00
PO Box rental	\$134.00											\$134.00
Legal Fees HBLC												\$0.00
Taxes												\$0.00
PS&F Directors Liability		\$1,870.00										\$1,870.00
PS&F General Liability	\$1,828.00											\$1,828.00
Secretary of State, Dues											\$10.00	\$10.00
Annual Meeting, Hall												\$0.00
Annual Meeting, Projector												\$0.00
Garage Sale												\$0.00
Total	\$4,023.98	\$4,175.92	\$2,005.52	\$3,659.96	\$4,333.37	\$2,133.60	\$3,466.24	\$3,705.93	\$7,632.04	\$2,847.71	\$1,970.66	\$39,954.93