

## **MINUTES OF BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES ON JANUARY 24, 2024**

A meeting of the Board of Directors of Brookshire Estates occurred on January 24, 2024 attended by President Jeff Cao, Treasurer Yvonne Tichelaar, Members at Large Dick L'Heureux, Mike Foss, Kevin Kelly, John Woloszyn Architectural Chair and Judy Moschetto, Secretary. Absent were Erin Ehlinger and Veronika Sipeeva. Jeff called the meeting to order and proceeded with the agenda.

**Easement.** Jeff advised a response was received from HOA attorney Britney K. Bergen regarding the Board's inquiry regarding the easement requested by the real estate agent regarding the property offered for sale adjacent to the HOA pond area requesting additional information from the real estate agent, which Jeff forwarded to the HOA attorney who will review said information supplied by the real estate agent. The Board is refusing to vacate the easement currently existing on the area in question and has contacted our HOA attorney for a review of the case, all paperwork, law regarding same and advise the HOA on the appropriate course of action to protect Brookshire's property rights. As of the meeting date the Board had not received response from HOA attorney.

**Financials.** Yvonne presented a 2023 end of year statement which is attached hereto and incorporated herein. After the Board's review and approval of same, Yvonne presented the 2024 year to date expense report, which is attached hereto and incorporated herein. Yvonne reported that as of meeting date 86 residents have paid their 2024 dues, out of 139 households. Yvonne advised that if a resident's 2024 dues are not paid by end of February that on March 1 a reminder will be sent to said resident, and if said dues are not paid by April 1 fines will commence. The Board reviewed all of the foregoing, approved all and thanked Yvonne for doing such great work and maintaining healthy HOA balances.

**Mailbox Clusters.** Jeff gave an update on repairing and staining all Brookshire mailbox clusters. Jeff advised that Mr. Shen's original bid was \$7,505 with a \$2,500 deposit which was paid leaving a balance owing of \$5,005. However because of a misunderstanding the mailbox clusters were painted an incorrect color. After viewing proposed paint chips available Board members met on a weekend, selected a paint color that most closely resembles the original color and then forwarded their suggested choice to the rest of the Board. At this meeting the Board again viewed the possible paint colors and agreed upon a paint color. Because of the misunderstanding Mr. Shen agreed to repaint the 14 mailbox

clusters with the selected color for a discounted price of \$700, to which the Board agreed. Mr. Shen also inquired if the Board wanted him to clean and paint the wood between the mailboxes but it was considered not necessary at this time to do so. Jeff will advise Mr. Shen that the Board decided not to proceed with this portion. Jeff will update the Board on the painting.

**Dead Bushes Complaint.** This past Fall the Board received a complaint from a resident regarding small bushes that had been planted in his cul-de-sac and which the surrounding residents had agreed to water had died and looked unsightly and wanted the Board to replace. The Board had contacted our landscaping re same, which advised it believed that the same had not been watered frequently to allow for growth and which was communicated to the residents in that area. One of the residents again contacted the Board wanting a response. The Board will undertake a visual and actual inspection of the particular area and plants to see if any rooting took place and will advise the concerned residents.

**2024 Updated Directory.** Jeff and Yvonne advised that they are working on an updated HOA Directory to be published and distributed this year, as soon as all pertinent information is received and compiled.

There being no further business to come before the Board, it was moved, seconded and unanimously approved that the meeting adjourn and Jeff then adjourned the meeting.

Respectfully submitted

*Judy Moschetto, Secretary*

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