

MINUTES OF DECEMBER 15, 2024 MEETING OF BOARD OF DIRECTORS OF  
BROOKSHIRE ESTATES

A meeting of the Board of Directors of Brookshire Estates was held on December 15, 2024. Attending were President Jeff Cao, treasurer Yvonne Tichelaar, Member at Large Dick L'Heureux and Secretary Judy Moschetto. Absent were Kevin Kelly, Mike Foss and John Woloszyn. Jeff called the meeting to order.

**Financials.** Yvonne presented year to date 2024 expense report which was reviewed by Board members and approved. Board members were pleased that our treasury retains a healthy balance reserve and thanked Yvonne for her excellent stewardship. Yvonne then presented a 2025 Forecasted Budget which was reviewed and approved. Yvonne confirmed that by unanimous email vote the Board approved a dues increase of \$420.00 for 2025 to allow for anticipated increased costs for landscaping, insurance and particularly for water use.

**Old Well Repair.** It was discussed that the old unused well on our front property needs to be repaired, covered and made safe to prevent any accident around the same. It was discussed that the Board had previously contracted with a business to completely repair and cover the old well housing but that the work has not yet been done. The Board expressed concern that the well area could be very dangerous to anyone walking in that area particularly children. Jeff advised he will immediately contact the contractor and make sure the work gets done as quickly as possible.

**HOA Declaration.** Pursuant to a new federal law enacted recently, Board members must complete and file FINCEN BOI forms before January 1, 2025 or face stiff fines. Jeff, Yvonne and Judy advised they intend to file same hopefully this week, and Kevin as VP must also file same.

**Brookshire Island Beautification.** Yvonne suggested that we should contact Signature, our landscaping provider, to review the small traffic islands within Brookshire to determine if same can inexpensively be beautified. Yvonne suggested we contact Signature in spring to conduct this review, to which the Board agreed.

**Directors and Officers Insurance Renewal.** Yvonne advised she has received a renewal notice from the HOA insurance provider indicating a 10% increase and expressed concern about such an increase and suggested Board members contact their own homeowner insurance providers to determine if any other company can provide comparable coverage as a lesser cost.

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

Respectfully submitted

*Judy Moschetto*, Board Secretary

YTD 2024 expense report												
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec Total
Landscaping Contract	\$2,290.72	\$2,290.72	\$2,290.72	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$2,292.80	\$27,607.36
Landscaping Misc		\$299.02				\$1,454.64						\$1,753.66
PSE	\$23.09	\$24.24	\$24.12	\$22.30	\$20.46	\$21.30	\$19.74	\$20.40	\$19.48	\$20.31	\$25.51	\$255.95
Water/Sewer	\$34.23	\$35.62	\$35.62	\$141.95	\$35.62	\$706.45	\$1,093.12	\$1,149.30	\$1,076.69	\$606.03	\$210.39	\$5,160.64
M/R Common Areas		\$2,705.00	\$649.59	\$3,000.00								\$8,710.12
M/R Water Audit											\$2,355.53	\$8,710.12
M/R Sprinkler System						\$690.00						\$0.00
M/R Tree care											\$635.51	\$1,325.51
M/R Signage												\$0.00
Office Supplies												\$60.00
Printing/Copies						\$31.98					\$60.00	\$90.00
Directory Publishing						\$48.81	\$80.49	\$125.08	\$55.10			\$311.98
Web Page	\$33.99	\$67.98	\$33.99	\$33.99	\$33.99	\$33.99	\$117.64	\$33.99	\$33.99	\$50.52	\$33.99	\$542.05
Miscellaneous						\$6.89	\$13.79	\$127.09				\$147.77
Postage					\$83.24							\$83.24
PO Box rental		\$182.00				\$8.73						\$190.73
Legal Fees HBLC		\$1,410.50	\$364.00		\$500.50			\$91.00				\$2,366.00
Taxes												\$0.00
PS&F Directors Liability	\$2,090.00											\$2,090.00
PS&F General Liability	\$1,787.00											\$1,787.00
Secretary of State, Dues									\$20.00			\$20.00
Annual Meeting, Hall												\$0.00
Annual Meeting, Projector												\$0.00
Total	\$6,259.03	\$7,015.08	\$3,398.04	\$5,491.04	\$2,966.61	\$5,295.59	\$3,617.58	\$3,839.66	\$3,478.06	\$2,989.66	\$2,622.69	\$52,351.49