

## **MINUTES OF BOARD OF DIRECTORS MEETING OF MAY 26, 2026 OF BROOKSHIRE ESTATES**

A meeting of Board of Directors of Brookshire Estates was held on May 26, 2026. In attendance in person were Jeff Cao, Vice-President Kevin Kelly, Treasurer Yvonne Tichelaar, Webmaster Daniel Tao, Member at Large Dick L'Heureux and Secretary Judy Moschetto. Brookshire resident Fran Guo also attended the meeting in person. Pursuant to Washington law, a Zoom account had been made available for any Brookshire resident to join online. The period of 7-7:15pm of this meeting was allocated for comments, concerns, questions or any subject Brookshire residents wished to raise with the Board without any input from the Board.

**Meeting Called to Order.** At the end of said 15-minute period allocated for residents' comments, Jeff called the meeting to order and proceeded with the agenda before the Board.

**Financials.** Yvonne presented the 2026 year to date expense report, attached hereto and incorporated herein, and which the Board reviewed and approved. Yvonne advised that she spoke to Monarch Landscaping regarding a cap on the Brookshire well, that they will get back to her, and she will advise the Board of their response. Further discussion of the well cap is referenced later in these Minutes.

**2026 Budget Forecast.** Yvonne presented a 2026 budget forecast with legal cost and without legal cost, which is attached hereto and incorporated herein. The Board reviewed the same and discussed both scenarios. It was moved, seconded and unanimously approved by the Board to advance the 2026 budget forecast without legal cost.

**Roof Information and Proposal.** Jeff, Yvonne and Judy advised that they had reached out to our HOA attorney, requesting her to draft proposed CCRs amendment regarding roofing materials permitted in addition to cedar shakes. As of the May 26 meeting we have not had response from our HOA attorney and will reach out to her for a response which we can hopefully present to homeowners at the June 3 Annual Meeting. If said response has not been received by the Annual Meeting, once the HOA attorney's advice is received it will be presented to all homeowners for a review and request to vote on same.

**Zoom Meeting.** During this meeting the Zoom accessibility timed out which prompted a discussion among the Board to purchase a Zoom subscription to allow whatever time might be needed to allow access to online Board meetings. It was moved, seconded and unanimously approved that Daniel as Webmaster be authorized to purchase a Zoom subscription and Daniel advised he would immediately proceed to do so.

**Board Member Open Positions.** The Board was advised that Yvonne as Treasurer and Judy as Secretary both announced their retirement from the Board when their terms expire at the Annual Meeting on June 3. Jeff said that he believes the Board needs new Board members to fill the following positions: Architectural Chair and 2 Architectural Committee Members, Second

Vice- President, Treasurer, Landscaping Chair and Secretary. Jeff emphasized that it is imperative that additional Brookshire residents need to step up and join the Board. Jeff further emphasized that if the required numbers of Brookshire homeowners do not join the Board in needed positions, there will be no alternative but to hire a property management company to facilitate Brookshire business at substantial cost to each homeowner, either by increased homeowner dues or by special assessment. It was suggested that each current Board member speak at the Annual Meeting outlining his or her particular position and encouraging residents' participation in the Brookshire Homeowners Association. An online resident suggested that job descriptions for each Board job be made available to residents for review.

**National Night Out Banners.** The Board had previously authorized Daniel to order large banners for Brookshire's National Night Out celebration, which this year is occurring on Tuesday August 4. Daniel did a great job securing our banners which will be displayed about a week prior to the August 4 celebration. Thank you Daniel! More and specific information about Brookshire's National Night Out celebration will be forthcoming soon.

**Well Decommission.** Two years ago a real estate broker purchased property adjacent to Brookshire and asked Brookshire to decommission the well sitting on Brookshire property. The Board investigated well decommissioning, for which it was quoted many thousands of dollars, which the Board refused to do, and our HOA attorney so advised the property purchaser. In the intervening two years the Board expended sums to remove the rotten well shack, removal of overgrown laurel bushes, cover the well with the intention of capping the well. We are awaiting advice on the expense to cap the well, pursuant to Financials paragraph above. Several Board members prepared questions and request for legal advice from our HOA attorney. At this writing we have not received response from our HOA attorney. It is the Board's primary objective to preserve the integrity of Brookshire Estates in its entirety.

**House Painting Guidelines.** Kevin contacted a paint distributor and secured paint samples to present color guidelines for residents wishing to paint their homes pursuant to Brookshire esthetics. Thank you Kevin! The Board decided at this meeting to present said paint samples to the new Board for review, discussion and decision.

**Meeting Adjourned.** There being no further to come before the Board or from online participation, it was moved, seconded and unanimously approved that the meeting adjourn and Jeff so adjourned the meeting.

Respectfully submitted

*Judy Moschetto*, Board Secretary

YTD 2026 expense report													
Item	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Landscaping Contract	\$2,294.88	\$2,294.88	\$2,294.88	\$2,294.88	\$2,294.48								\$11,474.00
Landscaping Misc					\$907.77								\$907.77
PSE	\$29.78	\$31.66	\$30.09	\$30.08	\$26.19								\$147.80
Water/Sewer	\$112.54	\$46.98	\$47.03	\$148.63	\$0.56								\$355.74
M/R Common Areas			\$250.00		\$1,961.00								\$2,211.00
M/R Water Audit													\$0.00
M/R Sprinkler System					\$233.26								\$233.26
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	\$77.98		\$16.58										\$94.56
Miscellaneous					\$247.00								\$247.00
Postage			\$240.00										\$240.00
PO Box rental		\$196.00											\$196.00
Legal Fees HBLC					\$669.50								\$669.50
Taxes													\$0.00
PS&F Directors Liability	\$1,392.00												\$1,392.00
PS&F General Liability	\$2,287.00												\$2,287.00
Secretary of State, Dues													\$0.00
Annual Meeting, Hall				\$110.00									\$110.00
Annual Meeting, Projector													\$0.00
													\$0.00
<b>Total</b>	<b>\$6,194.18</b>	<b>\$2,569.52</b>	<b>\$2,878.58</b>	<b>\$2,583.59</b>	<b>\$6,339.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,585.83</b>

2026 Forecasted Budget								
		Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025	Forecasted Budget 2026
<b>Beginning Cash Balance</b>		\$14,542.94	\$20,453.99	\$28,217.16	\$38,455.23	\$39,965.91	\$44,172.46	\$39,569.41
<b>Income</b>	Dues	\$46,932.20	\$51,065.00	\$53,145.24	\$53,130.00	\$55,200.00	\$57,985.20	\$57,985.20
	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$17.00	\$17.00
	Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$0.00	\$0.00
<b>Total Income</b>		<b>\$46,932.20</b>	<b>\$51,065.00</b>	<b>\$53,145.24</b>	<b>\$53,130.00</b>	<b>\$56,713.00</b>	<b>\$58,002.20</b>	<b>\$58,002.20</b>
<b>Expenses</b>								
<b>Utilities</b>	Sammamish Wtr	\$5,685.55	\$6,505.82	\$7,327.22	\$5,896.86	\$5,160.64	\$7,821.58	\$8,000.00
	PSE - Electric	\$269.36	\$261.39	\$332.13	\$230.29	\$265.11	\$299.15	\$325.00
	Water Audit/other	\$82.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>total Utilities</b>		<b>\$6,037.42</b>	<b>\$6,767.21</b>	<b>\$7,659.35</b>	<b>\$6,127.15</b>	<b>\$5,425.75</b>	<b>\$8,120.73</b>	<b>\$8,325.00</b>
<b>Landscaping</b>	Routine Care	\$23,507.16	\$23,527.92	\$25,035.80	\$26,688.24	\$27,507.36	\$27,513.60	\$28,000.00
	Plantings		Incl	Incl	\$4,253.16		Incl	Incl
	Misc/extra	\$6,029.11	\$300.00	\$4,200.33	\$2,662.80	\$1,753.66	\$11,725.07	\$12,000.00
<b>Total Landscape</b>		<b>\$29,536.27</b>	<b>\$23,827.92</b>	<b>\$29,236.13</b>	<b>\$33,604.20</b>	<b>\$29,261.02</b>	<b>\$39,238.67</b>	<b>\$40,000.00</b>
<b>Insurance</b>	Association	\$1,870.00	\$1,870.00	\$1,835.00	\$1,939.00	\$1,787.00	\$1,392.00	\$1,500.00
	Grounds	\$1,623.00	\$1,828.00	\$1,884.00	\$2,240.00	\$2,090.00	\$1,509.00	\$2,000.00
<b>total Insurance</b>		<b>\$3,493.00</b>	<b>\$3,698.00</b>	<b>\$3,719.00</b>	<b>\$4,179.00</b>	<b>\$3,877.00</b>	<b>\$2,901.00</b>	<b>\$3,500.00</b>
<b>Maintenance/Repairs</b>	Grounds/Sprinkler	\$671.02	\$385.35	\$924.84	\$2,807.56	\$1,325.51	\$3,193.02	\$4,000.00
	Other /reserves	\$566.51	\$3,187.40	\$0.00	\$3,542.08	\$8,710.12	\$1,453.26	\$1,500.00
	Street Number	\$0.00	\$3,795.00	\$0.00	\$0.00	\$0.00	\$5,322.66	\$0.00
<b>Total Maintenance/Repairs</b>		<b>\$1,237.53</b>	<b>\$7,367.75</b>	<b>\$924.84</b>	<b>\$6,349.64</b>	<b>\$10,035.63</b>	<b>\$9,968.94</b>	<b>\$5,500.00</b>
<b>Administrative</b>	Office Supplies	\$41.79	\$26.08	\$16.46	\$146.43	\$92.94	\$60.48	\$100.00
	Legal Council/Dues	\$10.00	\$980.00	\$547.50	\$226.00	\$2,366.00	\$843.50	\$7,500.00
	Printing/Copies	\$98.11	\$0.00	\$109.44	\$52.84	\$31.98	\$0.00	\$100.00
	Postage/Mailings	\$168.60	\$171.00	\$295.93	\$338.03	\$396.83	\$327.96	\$500.00
	Directory/Web Site	\$398.43	\$314.87	\$398.52	\$349.87	\$851.53	\$770.11	\$750.00
	Miscellaneous	\$0.00	\$149.00	\$0.00	\$246.16	\$167.77	\$373.86	\$500.00
<b>Total Admin</b>		<b>\$716.93</b>	<b>\$1,640.95</b>	<b>\$1,367.85</b>	<b>\$1,359.33</b>	<b>\$3,907.05</b>	<b>\$2,375.91</b>	<b>\$9,450.00</b>
<b>Taxes</b>	Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>		<b>\$41,021.15</b>	<b>\$43,301.83</b>	<b>\$42,907.17</b>	<b>\$51,619.32</b>	<b>\$52,506.45</b>	<b>\$62,605.25</b>	<b>\$66,775.00</b>
<b>Over/Short</b>		<b>\$5,911.05</b>	<b>\$7,763.17</b>	<b>\$10,238.07</b>	<b>\$1,510.68</b>	<b>\$4,206.55</b>	<b>-\$4,603.05</b>	<b>-\$8,772.80</b>
<b>Ending Cash Balance</b>		<b>\$20,453.99</b>	<b>\$28,217.16</b>	<b>\$38,455.23</b>	<b>\$39,965.91</b>	<b>\$44,172.46</b>	<b>\$39,569.41</b>	<b>\$30,796.61</b>