

**MINUTES OF THE BROOKSHIRE HOMEOWNERS' ASSOCIATION BOARD MEETING**  
**August 11, 2026**

The Brookshire Homeowners Association Board Meeting was held on August 11, 2026, beginning at 7:00 p.m. Board members Kirk Painter, Michelle Brode, Mike Raab, Daniel Tao, Jeff Cao, Yvonne Tichelaar, and Fran Guo attended the meeting in person. Jason Yen and Melinda Murphy attended via Zoom.

In accordance with the published agenda on the HOA website, the first 15 minutes of the meeting were reserved for homeowner comments, both in person and via Zoom. After the homeowner comment period concluded, and with no further questions raised, Kirk called the meeting to order and proceeded with the published agenda.

**National Night Out** The 2026 National Night Out was held on Tuesday, August 4, 2026 and went very well. A big thank you to Judy and Yvonne for volunteering to organize this year's event. Any leftover package snacks may be donated to a local food bank.

**Financials.** Treasurer Mike Raab presented the 2026 year-to-date expense report, which is attached hereto and incorporated herein by reference. Mike also reported that all August bills, except for the utility bill, had been paid. He noted that water usage in the Brookshire front common area had been reduced to save money.

**Well Decommissioning vs Maintenance Issue.** Approximately two years ago, a real estate broker who purchased property adjacent to Brookshire requested that the Association decommission the well located on Brookshire's common property. Kevin will continue researching the matter and may establish a special HOA committee to address the well issue.

**Architectural Control –** The Board received Benjamin Moore's recommended color families for house exterior painting. The Board intends to update the house color standards to reflect currently available products and incorporate them into a color standards document, which will eventually be posted on the Brookshire website. The Board continues to discuss the roof material requirements to ensure compliance with current Washington State requirements while maintaining the neighborhood's preferred aesthetic.

**Meeting Adjourned.** There being no further business to come before the Meeting, it was moved, seconded and unanimously approved that the meeting adjourn, and Kirk so adjourned the meeting.

Respectfully submitted Fran Guo, Brookshire HOA 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 | \$2,294.88 | \$2,294.88 | \$2,294.88 |        |        |        |        | \$18,358.64 |  |
| Landscaping Misc         |                         |            |            |            | \$907.77   |            |            |            |        |        |        |        | \$907.77    |  |
| PSE                      | \$25.78                 | \$31.66    | \$30.09    | \$30.08    | \$26.19    | \$25.07    | \$25.91    |            |        |        |        |        | \$198.78    |  |
| Water/Sewer              | \$112.54                | \$46.98    | \$47.03    | \$148.63   | \$0.56     | \$2,078.28 | \$1,955.67 | \$1,164.31 |        |        |        |        | \$5,554.00  |  |
| M/R Common Areas         |                         |            | \$250.00   |            | \$1,961.00 |            |            |            |        |        |        |        | \$2,211.00  |  |
| M/R Water Audit          |                         |            |            |            |            |            |            |            |        |        |        |        | \$0.00      |  |
| M/R Sprinkler System     |                         |            |            |            | \$233.26   |            |            |            |        |        |        |        | \$233.28    |  |
| M/R Tree care            |                         |            |            |            |            |            |            |            |        |        |        |        | \$0.00      |  |
| M/R Signage              |                         |            |            |            |            |            |            |            |        |        |        |        | \$0.00      |  |
| Office Supplies          |                         |            |            |            | \$35.35    |            |            |            |        |        |        |        | \$35.35     |  |
| Printing/Copies          |                         |            |            |            |            |            |            |            |        |        |        |        | \$0.00      |  |
| Directory Publishing     |                         |            |            |            |            |            |            |            |        |        |        |        | \$0.00      |  |
| Web Page                 | \$77.98                 |            | \$16.58    |            |            | \$187.40   |            |            |        |        |        |        | \$281.96    |  |
| Miscellaneous            |                         |            |            |            | \$247.00   |            |            |            |        |        |        |        | \$247.00    |  |
| Postage                  |                         |            | \$240.00   |            |            |            |            |            |        |        |        |        | \$240.00    |  |
| PO Box rental            |                         | \$196.00   |            |            |            |            |            |            |        |        |        |        | \$196.00    |  |
| Legal Fees HBLC          |                         |            |            |            | \$669.50   | \$1,339.00 | \$669.50   | \$1,957.00 |        |        |        |        | \$4,635.00  |  |
| 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           |                         |            |            |            | \$109.48   |            |            |            |        |        |        |        | \$109.48    |  |
|                          |                         |            |            |            |            |            |            |            |        |        |        |        | \$0.00      |  |
| Total                    | \$6,194.18              | \$2,569.52 | \$2,878.58 | \$2,583.59 | \$6,484.59 | \$5,924.63 | \$4,945.96 | \$5,416.19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$36,997.24 |  |