

**MINUTES OF BROOKSHIRE ESTATES BOARD OF DIRECTORS  
MEETING OF MARCH 1, 2026**

The Brookshire Estates Board of Directors met on March 1, 2026. Attending were President Jeff Cao, Vice-President Jason Yen, Vice-President Kevin Kelly, Treasurer Yvonne Tichelaar, Webmaster Daniel Tao, Member at Large Dick L'Heureux and Secretary Judy Moschetto. Jeff called the meeting to order and presented the agenda.

**Sidewalk Planting Concern.** A concern has been raised by several residents about a row of Arborvitae an individual homeowner has planted immediately bordering the sidewalk in front of their property. Research by the Board of Brookshire's By-Laws and CCRs indicate that deep rooted plantings such as Arborvitae are prohibited along any sidewalk within Brookshire's development. Further research of City of Sammamish planting regulations prohibits plantings immediately adjacent to a sidewalk to prevent interference with City utilities. After discussion of Brookshire By-Laws, CCRs and City of Sammamish regulations and offering informational assistance to the homeowner. Jason volunteered to draft said letter to the homeowner, and upon approval of the Board, send said letter to the homeowner and advise the Board of any response from the homeowner. Yvonne said she will reach out to the City of Sammamish for regulations about what plantings are permitted and advise the Board and to assist the homeowner if they request the same.

**Financials.** Yvonne presented 2026 Year to Date Expense Report which is attached hereto and incorporated herein and approved by the Board. Yvonne advised that 14 residents had not yet paid their 2026 HOA dues, that reminder letters would be sent to said homeowners, and if said delinquent homeowners have not paid their 2026 dues by April 1, fines would be levied and our HOA attorney would be contacted to proceed as required by our CCRs and By-Laws.

**Exterior Home Painting.** A homeowner has inquired if there is any color palette for Brookshire. Discussion among the Board indicated there is no longer any specific color palette available. Kevin indicated he would reach out to Sherwin Williams Paints for a possible color palette. In the interim, Jason will advise the inquiring homeowner to secure large paint swatches and place same in both sunny and shady locations on their home and to complete Brookshire paperwork advising the Architectural Committee of selected colors for approval.

**CCRs Changes Regarding Roofing Materials.** The Board indicated a desire to move forward to seek formal approval from Brookshire homeowners to change the CCRs and the By-Laws to allow approved manufactured roofing materials. The Board decided a formal letter setting forth changes allowable, detailing what roofing changes are requested, setting forth parameters allowed and requesting approval of same by homeowners. If a simple majority for approval is secured, the Board will request our

HOA attorney to prepare formal change to Brookshire CCRs and By-Laws. Judy volunteered to draft said letter to homeowners and submit same to Board for approval.

**Prompt Board Response.** The Board reiterated that each member should promptly respond to emails, inquiries and communications from residents, HOA providers and other Board members and if prompt response from an individual Board member is not possible, he or she should reach out to other appropriate Board members to make said responses.

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

