

**BROOKSHIRE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

MINUTES
APRIL 17, 2018, 6:00pm
ON SITE RECREATION CENTER

I. CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:03pm by President Tom Fisher.

Present:

President: Tom Fisher

Vice-President: Vito Omid

Treasurer: Tracy Houghten

Secretary: Karen Sargent

Also present: Colleen Scott from Anchor Community Management

Member Meredith McWade was not present.

II. OPEN DISCUSSION FOR HOMEOWNERS

One other owner was present for a short period of time.

III. SECRETARY'S REPORT / APPROVAL OF MINUTES

Minutes of the February 6, 2018 Board meeting: Motion to approved minutes by Karen Sargent, second by Vito Omid. Approved.

IV. TREASURER'S REPORT – March 2018 report reviewed by Board. Motion to approve by Tom Fisher, second by Karen Sargent. Approved.

Per Civil Code §5500 the Treasurer has reviewed a current reconciliation of the Association's reserve accounts and operating accounts. The Treasurer has also reviewed actual reserve and operating expenses as compared to the current year's budget as well as the latest account statements for the financial institutions where the Association money is held. The Treasurer also reviewed the income and expense statement for the Association's operating and reserve accounts.

V. BOARD BUSINESS

A. **Liens** – n/a

B. **Proposals for Rekeying Pool Area Locks** – discussion re: whether to rekey or to add a card entry system. Board had questions re: the way the proposal for the card key entry was written. Manager was asked to get clarification on those questions for board.

C. **Insurance** – discussion re: claim filed by owner of #1001 regarding a leak in their water heater closet. Manager suggested Board adopt a policy to be reviewed by the Association legal counsel and which identifies which items, if any, the HOA will pay for on water claims. Manager further advised that she will contact the HOA insurance agent for his input on the policy to be written. MTA by Karen Sargent following the insurance agent's guidance to develop a policy which will then be reviewed by Brookshire legal counsel, second by Vito Omid. Approved.

6:27 pm - Board temporarily suspended this meeting in order to read the Annual Meeting results.

6:29 pm - Board reconvened this meeting.

D. Showscapes Landscape Reports

1. Irrigation Audit – Board reviewed the results. MTA by Tom Fisher the repairs suggested in the amount of \$5,263.65, second by Karen Sargent. Approved.

2. Irrigation System Review – reviewed. No action required.

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3. Landscape Improvement Proposals – 6 proposals reviewed. MTA by Tom Fisher 5 of the 6 proposals, totaling \$ 4,215.00, second by Tracy Houghten. Approved. The proposal on page 51 and regarding proposed work in front of clubhouse in the amount of \$ 510.00 was not approved.

E. **2017 Year End Financial Review** – Completed. MTA by Tom Fisher, second by Vito Omid. Approved.

F. **Parking** – Board discussed the current state of parking in Brookshire. No action taken.

G. **Garage Sale** – Board discussed and agreed to hold a Brookshire wide garage sale on June 9, 2018.

VI. MANAGEMENT REPORT

A. Work Order log from 02/01/2018 – 04/10/2018 reviewed by Board.

VII. NEXT MEETING DATE

It was agreed that the next meeting date will occur on Tuesday, June 19, 2018 at 6pm.

VIII. ADJOURNMENT TO EXECUTIVE SESSION

The meeting was adjourned at 7:25pm whereupon the Board reconvened the Executive session to discuss violations, legal matters and delinquencies.