

**BROOKSHIRE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

MINUTES
JUNE 19, 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

Five owners were present to discuss various issues.

III. SECRETARY'S REPORT / APPROVAL OF MINUTES

Minutes of the April 17, 2018 Board meeting: Motion to approved minutes by Tracy Houghten, second by Vito Omid. Approved.

IV. TREASURER'S REPORT – May 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. **Board Member has moved to Fla** – Board discussed situation. MTA by Tom Fisher his asking her to resign so another member may be appointed, second by Karen Sargent. Approved.
- B. **Barbecue/Grill** – Tracy advised he has finally been successful in locating a replacement grill which is exactly matches the measurements of the existing one, but costs more money than originally approved. MTA by Tom Fisher an increase in the amount of money allocated to this project to \$3,500, second by Karen Sargent. Approved.
- C. **Lighting Update** – manager advised that Alfie asked for an update from installer, but did not receive one.
- D. **Pool Gate Entry System update** - locksmith is still waiting for parts to arrive.
- E. **Landscape** – MTA by Tom Fisher the replacement of 4 trees on driveway areas at the approximate cost of \$2,000, second by Tracy Houghten. Approved.
- F. **Manager Disclosure** – reviewed by Board.
- G. **Lien Vote** – no longer necessary on lot #8-25.
- H. **Correspondence** - Board reviewed correspondence and agreed to replace the dog poop station referenced with a new one to be installed in front of clubhouse.

VI. MANAGEMENT REPORT

A. Work Order log from 04/11/2018 – 6/12/2018 reviewed by Board.

VII. NEXT MEETING DATE

It was agreed that the next meeting date will occur on Tuesday, August 21, 2018 at 6pm.

VIII. ADJOURNMENT TO EXECUTIVE SESSION

The meeting was adjourned at 6:33pm whereupon the Board reconvened the Executive session to discuss violations, legal matters and delinquencies.