

**BROOKSHIRE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

**MINUTES
AUGUST 22, 2017
ON SITE RECREATION CENTER**

I. CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:23pm by President Tom Fisher as Board convened executive meeting at 6:01 to accommodate an owner's request to meet.

- II. GUEST** – Alfie from ABC Builds was present to discuss progress he has made on the lighting issue. He shared several light options with Board. Board will review options and make a decision in a special meeting. Alfie agreed that he and his electrician will count all fixtures in the complex. Tom Fisher asked Alfie to consider options on the sconce lighting, as well.

III. ROLL CALL

Present:

President: Tom Fisher

Vice-President: Vito Omid

Treasurer:

Secretary: Karen Sargent

Also present: Colleen Scott from Anchor Community Management

Member Meredith McWade and Tracy Houghten were not present.

IV. OPEN DISCUSSION FOR HOMEOWNERS

One other owner was present.

V. SECRETARY'S REPORT / APPROVAL OF MINUTES

Minutes of the June 20, 2017 Board meeting. Motion to approve by Tom Fisher, second by Karen Sargent. Approved.

- VI. TREASURER'S REPORT** – July 2017 report reviewed by Board. Motion to approve by Tom Fisher, second by Vito Omid. 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.

VII. BOARD BUSINESS

A. **Liens** – none needed.

B. **Barbecue Replacement** – manager advised she has been unable to find the right company to replace the barbecue. Vito reported that the barbecue may actually work.

C. **Tree Trimming Proposals** – Board reviewed and compared 3 proposals. Motion by Tom Fisher to accept the proposal from TreeScapes in the amount of \$13,897.00 for trimming and some removals, second by Karen Sargent. Approved.

D. **Gym Equipment** – manager shared another quote from the gym vendor to replace most of the equipment in the room. Tom suggested that one of the Octane Fitness machines be deleted from the proposal. Motion by Tom Fisher to accept the proposal in the revised amount of \$4,306.03, second by Vito Omid. Approved.

E. **Sprinkler Riser Rooms** – manager advised that she spoke with the Fire Dept. about whether they required the riser rooms to be locked or not. They do not have a preference, only that if the Association does lock them that they do so with breakaway locks. Board reviewed info provided on breakaway locks. No action taken.

- F. **FHA Renewal** – manager advised that Brookshire is now FHA approved.
- G. **Landscaping** – Board reviewed landscape correspondence. Board asked manager to obtain other proposals.
- H. **Window Washing Proposals** – manager obtained three proposals. Vito advised that the windows have already been washed this year and are only washed once a year. Proposals tabled until next year, in February.

VIII. MANAGEMENT REPORT

- A. Work Order log reviewed by Board.
- B. Pacific Utility Audit – manager advised Board that this was done in 2014. The company found significant savings for the Association. PUA charges the Association half of any savings they receive for 3 years. manager advised that the 3 years have expired so all savings realized from the audit going forward belong to the Association 100%.
- C. Reserve Study Update – manager advised Board that she ordered an update, as the cost has been budgeted and the study is needed so a new budget can be developed.

IX. NEXT MEETING DATE

It was agreed that the next meeting date will occur on Wednesday, October 25, 2017 at 6pm.

X. ADJOURNMENT TO EXECUTIVE SESSION

The meeting was adjourned at 7:19pm whereupon the Board reconvened the Executive session to discuss violations, legal matters and delinquencies.