

**MINUTES
BROOK TRAILS ESTATES
BOARD OF DIRECTORS MEETING
March 15, 2005**

The meeting was called to order by President Marilyn Shaw at her home. All board members were present.

MINUTES:

The February 2005 meeting minutes were approved as written.

COMMUNICATIONS

The board has received several complimentary e-mails regarding the first community drain field renovation project.

FINANCIAL REPORT

Marilyn reported that we had not received the income tax forms because of an error in last year's filing where a box indicating it was our final report had been checked, indicating that the association was defunct. The error has been corrected and we will be receiving the forms from now on.

We have learned that in order for our dues to be tax exempt we must spend 90% of our revenue each year. A reserve of 10% may be kept in the treasury but anything over 10% must be earmarked for a specific purpose and spent within a reasonable period of time. We may earn up to \$1,000 per year above revenues generated by dues and still maintain our exempt status.

STANDING COMMITTEE REPORTS

LANDSCAPING

Linda has asked Signature Landscaping to keep the weeds and high grass trimmed at street corners and at street signs. She also reported that the new entry island lighting would be installed shortly.

TRAILS AND BRIDGES

Morgan has walked some of the trails and reported that most are in very good condition. She also met with Steve Moen who indicated that probably only one-third of the trails will need to be barked this year. Steve will start cutting back the weeds soon and will use Roundup where practical. Topline Plumbing completed the project to improve the drainage problem on Trail #12. The job was done quickly and professionally.

DRAIN FIELDS

Work has been completed on the community drain field off 184th Ct. NE at a cost of \$7,724.80. We estimate that the cost of clearing each of the remaining five drain fields will be approximately the same since all require extensive clearing of brush and/or trees, removal of logs and debris and chipping of brush. The board voted to clear one additional drain field this year and use some of our reserve funds to pay for the project.

SECURITY

The board discussed the recent vandalism in the neighborhood in which obscenities were painted on two homes, a truck and the back entryway sign. The police were notified and we have asked our officers to spend a little more time patrolling the neighborhood rather than sitting in one location during their patrol hours.

WEB PAGE

Miti will ask Lloyd if it's possible to have a backup contact for messages submitted to the board from the web page. She will also ask him to remove the budget from the website for security reasons. Marilyn will send pictures of flowering trees to replace the snowy photos.

ARCHITECTURAL COMMITTEE

No report.

NEW BUSINESS:

SPRING NEWSLETTER

The spring newsletter will be mailed out in mid-April. Each board member will write a blurb regarding their area of responsibility and e-mail it to Terry. Terry will establish a deadline and e-mail everyone in the next few days. The spring and fall 2004 newsletters are on our web site and may provide useful information for items to be included in this issue.

SPRING EGG HUNT

Miti announced that there will be no spring egg hunt this year. She cited the lack of a suitable location and lack of sufficient preparation time as the reasons. We will inform the community about this in the spring newsletter. Miti suggested that we start early to recruit volunteers to host the egg hunt in their cul-de-sacs by making the request in this year's fall newsletter.

NEIGHBORHOOD GARAGE SALE

Marilyn will check with Sandy Duncan as to whether she plans to organize the garage sale this year and invite her to provide a flyer regarding the event in the spring newsletter.

DIRECTORY

We will be publishing a new directory this year. Board members will contact Marilyn if they have any information that should be included in the information section at the back of the directory. A form will be mailed with the newsletter.

PLAT MAPS

Marilyn is in the process of getting the plat maps re-copied.

CORPORATE CREDIT CARD

A corporate credit card through Bank of America is still pending because the bank misplaced our financial information. Al suggested that we get a debit card instead. Marilyn will look into this.

DRAIN FIELD SIGNS

Several of the signs have fallen down or been removed. Al stated that he has two of the signs in his garage. Marilyn suggested that the signs need to be more definitive or have no signs at all.

UNFINISHED BUSINESS:

FINAL DECISION RE SIGNS

The cost of painting a border on the entryway signs would be a minimum of \$750 plus tax. The board voted not to repaint the new Brook Trails signs with a gold border because of the expense involved.

CONTINUATION OF DRAIN FIELD CLEAN UP

At the end of last year, the Association had \$19,812 in reserve. We now have approximately \$14,000 in reserve. After some discussion the board voted to use some of the remaining reserve funds to clear one additional drain field this year since the King County Health Department has directed us to clean them up as quickly as possible. Marilyn will provide the board with a copy of the letter sent to the Association from the Water District at our next meeting.

WEB PAGE ADS

Terry objected to the placement of the Signature Landscaping ad on the Brook Trails Welcome page. She felt that it is inappropriate to have ads of any kind on that page. The board agreed that it should be removed from the Welcome page and placed in the Brook Trails Classified section. Miti will ask Lloyd to do this for us. There was discussion of who may place ads on our web page and it was decided that if homeowners have used a service and been pleased with the results, they may invite the service provider to place an ad on the Classified page as a service to other homeowners. There will be no charge for these ads.

ADJOURNMENT:

The meeting was adjourned at 8:55 p.m. The next meeting will be held on Tuesday, April 19th, at 7:30 p.m. at the home of Morgan Miller.

Respectfully submitted,

Terry Koepke
Secretary