

**Summerset at Brentwood III Association  
Board Meeting Minutes  
Clubhouse  
Thursday, July 17, 2025**

**Board Members Present:** Richard Marrs, President; Michelle Pitts, Secretary/Treasurer; Steve Asmann, Member at Large.

**Board Members Absent:**

**Staff Present:** Christine Alfaro & Stephanie Newberry, Collins Management Company.

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**Call Order** - R. Marrs called the Meeting of the Summerset at Brentwood III Homeowners Association Board of Directors to order at 2:05 PM.

**Homeowner Forum** – The following topics were brought up for discussion:

- A resident brought up speed bumps concerns and gave reasons why they are concern.
- Another resident who filled out a resident concern form and mentioned other speeding going on in the community.

**Committee & Club Updates:**

- R. Marrs provided an update on upcoming events and Board activities.
  - Committees – RAC, ARC, FAC, Pool, Tech, LIC, GC, Gates, others?
  - Clubs – Social, Kare Bears, SCAMPS, Bocce, Tennis, Veterans, Poker, others?

Architectural Committee: Thanked management for their continued efforts and communication regarding violations. The next inspection is scheduled for August.

Garden Club: The next meeting is scheduled for August 28th and will feature a Master Gardener guest speaker who will be giving a presentation on citrus.

Ad Hoc Committee: To assess speeding and stop sign concerns.

**Minutes** – J. Bennett motioned to approve the Annual and Board Meeting Minutes from June 19, 2025, as amended. M. Pitts seconded the motion, and the motion passed unanimously.

**Financials** – The Board reviewed the June 2025 Financial Statements, Reconciled Bank Statements, and past-due accounts at the next meeting.

**Unfinished Business:**

Rule Changes – The Board acknowledged receipt of the proposed rule changes to Sections 2.1.5, 8.1.6, and 9.2.2, but agreed to postpone further discussion until the August meeting. The Board also requested that the RAC review and provide recommendations on additional proposed changes related to clubhouse usage, specifically Sections 8.1.2.D, 8.1.3.D, 8.1.4.D, and 8.1.5.B. These proposed changes address cleaning requirements for clubhouse use, including during club meetings, private rentals, and memorial events. The Board is seeking more detailed guidelines clarifying when cleaning is required and when it is not.

Once finalized, the proposed rule changes will be distributed to the membership for a 28-day comment period. J. Bennett made a motion to approve sending the proposed changes to the community. M. Pitts seconded the motion, and it passed unanimously.

Landscape Care & Maintenance - S. Asmann and R. Marrs are currently developing a detailed scope of work to initiate a bidding process for new landscape contractors.

Gatehouse & Gates Safety – Efforts are ongoing to improve traffic safety at the Baldwin gate. The recent addition of speed bumps was intended to help reduce speeding. The Board has asked the Ad Hoc Committee to conduct a traffic study to explore further suggestions and possible solutions. A community-wide message will be sent via Constant Contact, and we are seeking volunteers to assist with this effort.

Tennis Court Easement – Management is working with Contra Costa Water District (CCWD) and Blackhawk Nunn to clarify the status of the tennis court easement. We are currently awaiting documentation.

Comcast Contract – Historically, the Association had a revenue-sharing agreement with Comcast for use of infrastructure running through the community. Although Comcast recently revised their terms to eliminate revenue sharing, the Board successfully negotiated a continuation of the agreement. The second revenue-sharing payment was received on July 2, 2025.

**New Business:**

Committee Resignations & Appointments – M. Pitts made a motion to appoint S. Asmann as an additional FAC liaison to support Michelle during her transition into the role of Treasurer. J. Bennett seconded the motion, and the motion passed unanimously.

Policies & Procedures – The Board reviewed the policies and procedures related to expenditures, financial transactions, and investments.

J. Bennett made a motion to approve the Advertising Policy and Procedures. M. Pitts seconded the motion, and it passed unanimously.

**Adjourn** – The Board adjourned the Board Meeting at 2:51 PM. The next regular Board Meeting will be held on August 21, 2025, at 2:00 PM.

**Executive Session** – The Board met from 12:20 PM – 1:58 PM in Executive Session to approve Executive Session Minutes, review contracts, resident concerns, and disciplinary matters.

**BOARD CERTIFICATION**

I, Michelle Pitts, Secretary of the Summerset at Brentwood III Homeowners Association do hereby certify the foregoing is a true and correct copy of the Minutes of the Summerset at Brentwood III Association Board of Directors Meeting held on July 17, 2025, as approved by the Board Members in attendance of the meeting.

Signed by:

*Michele Pitta*

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Signature

August 28, 2025

Date