

**Summerset at Brentwood III Association
Board Meeting Minutes
Clubhouse
Thursday, September 18, 2025**

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

Board Members Absent:

Staff Present: Stephanie Newberry, Collins Management Company.

Call Order - R. Marrs called the Meeting of the Summerset at Brentwood III Homeowners Association Board of Directors to order at 3:05 PM.

Board Appointments:

M. Pitts made a motion to appoint Susie Davis to fill the Secretary term ending June 19, 2026, effective November 1, 2025. S. Asmann seconded the motion, and the motion passed unanimously.

M. Pitts made a motion to appoint Mark Brynildson to fill the Vice President term ending June 19, 2027, effective November 1, 2025. S. Asmann seconded the motion, and the motion passed unanimously.

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

- A resident inquired about the timeline for installing the bathroom grab bars and expressed appreciation to Jon Rensen for assisting with cleaning chairs for a memorial service.

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?

Minutes – M. Pitts motioned to approve the Board Meeting Minutes from August 28, 2025. S. Asmann seconded the motion, and the motion passed unanimously.

Financials – The Board reviewed the September 2025 Financial Statements, Reconciled Bank Statements, and past-due accounts.

S. Asmann made a motion to reinvest \$200,000 CD that matured on September 15, 2025, into a new CD at a rate of 3.95% or 4.0%. R. Marrs seconded the motion, and it was approved.

Draft 2026 Budget – The Board reviewed and approved the draft budget, which includes a \$5 increase in monthly dues, raising them from \$175 to \$180 effective January 1, 2025. S. Asmann motioned to approved as presented. M. Pitts seconded the motion, and the motion passed unanimously.

2026 Reserve Study – S. Asmann made a motion to approve the 2026 reserve study funding update. M. Pitts seconded the motion, and it passed unanimously.

Unfinished Business:

Rule Changes– Approve 9.2.2 Change - The Board acknowledged receipt of the proposed rule changes to Section 9.2.2 and agreed to request further review/clarification from the RAC.

Landscape Care & Maintenance Contract - The Board would like to consult with a third-party landscape architect to develop a design and scope of work, which will then be used to solicit bids from vendors.

Tennis Court Easement - Management announced that they are in contact with the Contra Costa Water District (CCWD) and that matters are currently in progress.

Tennis Court Windscreen – The Board has received one proposal and is awaiting additional bids.

Bocce Courts –Bollard Extensions – Harvey, Dan, and Steve installed metal poles with chains to prevent golf carts and bicycles from entering the bocce court.

Election Rules – The board would like more time to review this and has tabled it until the next meeting.

Clubhouse Exterior – Stucco Crack Repair and Painting – The Board received bids for the project and will coordinate with the ARC Committee to select three or four exterior color options. These options will then be presented to the community for a vote.

M. Pitts made a motion to appoint Ann King to the Architectural Committee. S. Asmann seconded, and the motion passed.

S. Asmann made a motion to appoint Lucy Heymann as the Advertising Manager, effective October 1, 2025, M. Pitts seconded, and the motion passed.

S. Asmann made a motion to appoint Jeanne Cope, Kathy Bishop, and Roseann Jones to the Landscape Improvement Committee. M. Pitts seconded, and the motion passed.

New Business:

RPS Asphalt Proposals – Large Crack Repair and Street Stripping – The Board reviewed the scope of work and approved proceeding with Brixco Construction in the amount of \$11,860.00. S. Asmann made a motion to move forward with Brixco. M. Pitts seconded, and the motion passed unanimously.

HVAC Maintenance Proposal – The Board has received one proposal and is awaiting additional bids.

Fairview CH Thermostat Proposal – The Board reviewed a proposal from Fairview Heating & Air to replace 6 thermostats in the Clubhouse in the amount of \$3,076.00. S. Asmann made a motion to approve the proposal, M. Pitts seconded, and the motion passed unanimously.

CH Refrigerator Replacement – The Board was informed that the refrigerator in the kitchen was leaking internally. A replacement was purchased from reserves for \$1,200.00 plus tax.

Pool Upgrade - The Board has received one proposal and is awaiting additional bids.

Adjourn – The Board adjourned the Board Meeting at 4:39 PM. The next regular Board Meeting will be held on October 18, 2025, at 3:00 PM.

Executive Session – The Board met from 1:06 PM – 2:47 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 September 18, 2025, as approved by the Board Members in attendance of the meeting.

Michelle Pitts
Signature

October 16, 2025
Date