

**Summerset at Brentwood III Association
Board Meeting Minutes
Clubhouse
Thursday, October 16, 2025**

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

Board Members Absent: None

Staff Present: Christine Alfaro, Collins Management Company.

Call Order - R. Marrs called the Meeting of the Summerset at Brentwood III Homeowners Association Board of Directors to order at 3:06 PM.

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

- A homeowner requested permission to host a public Red Cross blood drive in the common area. The Board agreed to place this item on the next meeting agenda for discussion.
- A resident inquired about the procedures for replacing the Clubhouse Christmas trees.

Committee & Club Updates – Club and Committee members presented updates on their respective activities:

- Dave Minch reported on the Reserve Study and recommended that the Board approve it.
- Will Siino reported on research and planning efforts of the Traffic and Safety Committee.
- Frances Thompson provided an update on the pool closure and reminded residents to register all guests.
- Bob Bain shared the Landscape Committee’s progress on improving community aesthetics.
- Social Club announced that the Halloween Event has been cancelled, and sign-ups for the Christmas Event will open soon.
- Conne (Kare Bears) reported on upcoming events and noted that new Christmas trees had been purchased for the Clubhouse.
- Dave Minch added that SCAMPS continues to assist with setup of tables and chairs for community events.
- Bocce Club concluded its season after meeting 50 times this year.

Announcements:

- R. Marrs reported on upcoming Association events.
- The Association replaced three Christmas trees in the Clubhouse.
- Weather permitting, asphalt crack repair is scheduled for November 6, with striping to follow on November 7. Not all cracks will be sealed—only those where water intrusion is a concern. Streets will remain open during the work.
- Darlene Tarantino and Debbie Siino resigned from the Resident Advisory Committee.
- Revised Core Values have been drafted and are under review.

Minutes – M. Pitts motioned to approve the Board Meeting Minutes from September 18, 2025. S. Asmann seconded the motion, and the motion passed unanimously.

Financials – The Board reviewed the September 2025 Financial Statements, including reconciled bank statements, operating accounts, reserve and CIF accounts, investments, and past-due accounts.

- Investment Strategy – M. Pitts made a motion to approve the investment strategy presented by the FAC. S. Asmann seconded the motion, and the motion passed unanimously.
- Reserve Study – M. Pitts made a motion to approve the draft 2026 Reserve Study. S. Asmann seconded the motion, and the motion passed unanimously.

Unfinished Business:

Rule Changes – Sections 2.1.5, 9.2.2, 8.1.3 – The Board acknowledged receipt of the proposed rule changes and requested additional review and clarification from the RAC.

Election Rules Addendum – Section 5.4 (Electronic Voting) – The draft rules were distributed to the Membership for a 28-day comment period. M. Pitts made a motion to approve the addendum as presented. S. Asmann seconded the motion, and the motion passed unanimously.

Landscape Care & Maintenance Contract – The Board plans to issue a Request for Proposals (RFP) for landscape maintenance and improvement projects.

Tennis Court Easement – Management reported that it remains in contact with the Contra Costa Water District (CCWD) and that the matter is in progress.

Tennis Court Windscreen – The Board reviewed two proposals. M. Pitts made a motion to approve the proposal from L&M Distribution, dated October 10, 2025, in the amount of \$8,047.25. S. Asmann seconded the motion, and the motion passed unanimously.

Clubhouse Exterior – Stucco Crack Repair and Painting – The Board received multiple bids for the project and will work with the ARC Committee to select three or four exterior color options to present to the Membership for input.

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

Pool Upgrade 2026 – The Board tabled consideration of pool and spa resurfacing proposals pending further review.

New Business:

Clubhouse Exterior Monitoring System – The Board tabled proposals for the installation of parking lot and park cameras featuring 360° views. The proposal includes two wide-angle cameras across the street and installation of a network outlet in the front office.

Paddington Windows – The Board tabled a proposal for cleaning of the clubhouse windows, gutters, solar panels, and sidewalks. The Board directed management to prepare a specification sheet and send the project out to bid.

Thermostats – Five of the six thermostats have been replaced. One unit required a new control panel before the thermostat could be installed. M. Pitts made a motion to approve the replacement of the circuit board at a cost of \$563.00. R. Marrs seconded the motion, and the motion passed unanimously.

Adjourn – The Board adjourned the Board Meeting at 4:39 PM. The next regular Board Meeting will be held on November 17, 2025, at 3:00 PM.

Executive Session Summary – The Board met from 1:06 PM – 2:47 PM in Executive Session to approve prior Executive Session Minutes and review contracts, resident concerns, and disciplinary matters.

Authorization to Proceed – The Board, having met in Executive Session pursuant to the Common Interest Development Open Meeting Act (Civil Code §4900), approved by majority vote to proceed with foreclosure on Allied APN 010-520-090-1 and authorized Allied Trustee Service to record the Notice of Default.

BOARD CERTIFICATION

I, Susie Davis, 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 October 16, 2025, as approved by the Board Members in attendance of the meeting.

Signed by:
Susie Davis
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November 17, 2025

Signature

Date