

**Summerset at Brentwood III Association  
Board Meeting Minutes  
Clubhouse  
Monday, November 17, 2025**

**Board Members Present:** Richard Marrs, President; Mark Bryildson, Vice President; Michelle Pitts, Treasurer; Susie Davis, Secretary; Steve Asmann, Member at Large.

**Board Members Absent:** None

**Staff Present:** Christine Alfaro, 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 3:06 PM.

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

- A homeowner reported observing a petition table set up inside the clubhouse on Friday at approximately 2:30 PM.
- A resident thanked the Board for installing handrails in the ladies’ restroom and requested similar handrails in the men’s restroom.
- An owner expressed interest in joining the RAC Committee and will conduct research on gas-powered landscape equipment to explore reducing environmental impacts.
- A homeowner submitted a Resident Concern Form regarding crabgrass and weeds encroaching onto her property.
- The ACC requested clarification on whether they may contact homeowners directly to assist in resolving violations.

**Committee & Club Updates** – Committee representatives provided the following updates:

- **RAC Committee:** Submitted proposed rule changes to the Board and is continuing to gather remaining committee and club reports.
- **Architectural Committee:** Site inspections will resume in the spring.
- **Pool Committee:** S. Davis nominated Sharon Bailey to serve as Chair. The motion was seconded by S. Asmann and approved unanimously.
- **Landscape Improvement Committee:** Continuing work on specifications for the landscape maintenance contract.
- **Gate Operations:** The gate will remain open from 8 AM to 4 PM on Thanksgiving Day. Guests may use the call boxes when a gate attendant is not on duty.
- **Kare Bears:** Reported a successful Halloween walk-a-thon. The committee will decorate the three new Association-purchased trees. The Angel Tree collection is underway, and “Feed a Family” donations may be dropped off at the clubhouse. Kare Bears will also co-host the Summerset III Original Owners Celebration luncheon in December.

**Announcements:**

- R. Marrs reported on upcoming Association events.

**Minutes** – M. Pitts motioned to approve the October 16, 2025, Board Meeting Minutes. The motion was seconded by S. Asmann and passed unanimously.

**Financials** – The Board reviewed the October 2025 Financial Statements, including reconciled bank statements, operating accounts, reserve and CIF accounts, investments, and past-due accounts. M. Pitts motioned to transfer \$77,066.00 from the money market account to the preferred savings account to obtain a higher interest rate. S. Asmann seconded the motion, and the motion passed unanimously.

**Unfinished Business:**

Rule Changes - The Board is reviewing multiple proposed rule changes. Once finalized, draft rules will be sent to the membership for a 28-day comment period prior to consideration for adoption.

Tennis Court Easement - Management reported that CCWD has confirmed the Association does not currently hold an easement. CCWD has requested that the Association proceed through the formal easement approval process.

Clubhouse Exterior – Stucco Crack Repair & Painting - The ARC Committee presented paint color options to the membership. “Herbal Wash,” matching the gatehouse color, received the most votes. The Board has approved Varsity Painting’s proposal for \$9,650. Scheduling will be determined by the vendor and will be weather-dependent in early 2026.

Pool Upgrade 2026 - The Board reviewed proposals from Burkett’s Pool Plastering and Adams Pool for pool replastering and shower repair/replacement. S. Asmann motioned to approve Burkett’s proposal dated October 20, 2025, in the amount of \$108,620.00. M. Pitts seconded the motion and the motion passed unanimously.

**Clubhouse Exterior Monitoring System:**

The Board continues to review this project and anticipates tabling it until CIF funds are available to cover the cost.

**New Business:**

Automatic Door Proposal – Discussion was tabled.

**Adjourn** – The Board adjourned the Board Meeting at 4:42 PM. The next regular Board Meeting will be held on December 18, 2025, at 3:00 PM.

**Executive Session Summary** – The Board met from 12:04 PM to 2:59 PM in Executive Session to approve prior Executive Session Minutes and review contracts, resident concerns, and disciplinary matters.

**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 November 17, 2025, as approved by the Board Members in attendance of the meeting.

Signed by:

*Susan Davis*

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Signature

December 18, 2025

Date