

**Summerset at Brentwood III Association
Board Meeting Minutes
Clubhouse
Thursday, December 18, 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 & 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 3:12 PM.

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

- A new homeowner provided positive feedback regarding their experience moving into and living in the community.

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

- RAC Committee: Tom Moran nominated Joyce Strand to serve as Chair and Prano Amjadi to join the committee. The committee also proposed the formation of a Piano Club.
- Architectural Committee: Site inspections will resume in the spring. Concerns were raised regarding Bradford pear trees, and the committee recommended including a reminder in the newsletter regarding proper care and maintenance.
- Pool Committee: Susie Davis reported the committee is awaiting Contra Costa County approval of permits to change pool and spa filter systems.
- Traffic Safety Committee: A quorum was not present at the most recent meeting. The committee plans to reconvene in February.
- Landscape Improvement Committee: A new scope of work has been developed focusing on the Baldwin entry and areas surrounding the clubhouse and pool.
- Social Committee: The holiday party held on December 13 was reported as a success. Additional events are planned.
- Gate Operations: The gate will remain open from 8:00 a.m. to 4:00 p.m. on Christmas Eve, Christmas Day, and New Year’s Eve. Guests may use the call boxes when gate attendants are not on duty.
- Kare Bears: The Summerset III Original Owners Celebration Luncheon was reported as a success, with approximately 90 members in attendance.
- Tennis Committee: Tom Moran thanked the Board for the replacement of the windscreens.
- Bocce Club: Donna Pitts thanked the Board for pest control services on the storage sheds. The club’s next project will be refurbishing the courts.

Announcements - R. Marrs reported on upcoming Association events.

Minutes – S. Davis motioned to approve the November 17, 2025, Board Meeting Minutes. The motion was seconded by M. Pitts and passed unanimously.

Financials – Michelle Pitts motioned to transfer \$35,000 from the Western Alliance Reserve Account to the Morgan Stanley account, which is currently earning 4.5%. Steve Asmann seconded the motion, and the motion passed unanimously. Michelle Pitts also motioned to transfer \$45,000 from the Western Alliance CFI account to the Morgan Stanley CFI account. Steve Asmann seconded the motion, and the motion passed unanimously.

Unfinished Business:

RAC Nominations - Susie Davis motioned to approve the nomination of Joyce Strand as Chair and Prano Amjadi as a member of the RAC Committee. The motion was approved.

Rule Changes – 28-Day Member Review

The following items were approved for distribution to the membership for a 28-day comment period:

- Election Rules: The Board approved election rules drafted by Association legal counsel allowing for secret electronic voting and related revisions.
- Fines & Enforcement Rules: The Board reviewed revisions drafted by Association legal counsel to align with recent state law updates.
- RAC-Referred Rules: Proposed revisions to Rule 2, Section 1.5, and Rule 1, Section 3.5 were forwarded to the RAC. The Board will review and discuss the recommendations prior to the next Board meeting.

Tennis Court Easement - The Board will schedule a meeting with Contra Costa Water District (CCWD) regarding the tennis court easement. The Association’s legal counsel will also be asked to obtain any available historical records. Richard Marrs will coordinate scheduling with CCWD.

Traffic Safety Committee (TSC) Update - The Board thanked the committee for its extensive research and monitoring efforts and looks forward to receiving its final recommendation.

New Business:

New Club – Music Makers – M. Pitts made a motion to approve the application from Music Makers to be an authorized Association club. S. Asmann seconded the motion and the motion passed unanimously. Their Christmas concert is scheduled for 6:00 p.m. this evening in the clubhouse.

Adopt Board Executive Committee Resolution – S. Davis made a motion to adopt a resolution establishing an Executive Committee and appointing Richard Marrs and Michelle Pitts to serve on the Committee. S. Asmann seconded the motion, and the motion passed unanimously.

Landscape Proposals:

The Board reviewed and approved two proposals from A Plus Tree Care. The first proposal, dated December 8, 2025, is for pruning the clubhouse trees in the amount of \$892.10. The second proposal, dated December 5, 2025, is for tree pruning, removal, and health care services on Fairview and Concord Avenue in the amount of \$8,140.50. Both proposals are to be paid from the 2025 budget. Steve Asmann motioned to approve both proposals as presented, Susie Davis seconded the motion, and the motion passed. All work is scheduled for completion in 2026.

Adjourn – The Board adjourned the Board Meeting at 3:55 PM. The next regular Board Meeting will be held on January 15, 2026, at 3:00 PM.

Executive Session Summary – The Board met from 1:35 PM to 3:05 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 December 18, 2025, as approved by the Board Members in attendance of the meeting.

Signed by:

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Signature

January 15, 2026

Date