

**Summerset at Brentwood III Association
Board Meeting Minutes
Clubhouse
Thursday, March 19, 2026**

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 and 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 3:00 PM.

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

- A homeowner discussed resident concern forms previously submitted regarding a neighboring property at 762 Franklin.
- A homeowner expressed concern that agendas and minutes had not been posted to the website and noted disappointment that the Ad Hoc Safety Committee was not acknowledged for its work related to the recent safety meeting.
- A homeowner raised concerns regarding lawn damage caused by animals, use of front lawns as pet relief areas, and use of gas-powered blowers. The homeowner also acknowledged seeing progress on these matters and thanked the Board.

Committee & Club Updates – Club and Committee representatives provided updates regarding recent and upcoming activities.

Appoint Pool Committee Member – The Board appointed Debbie Siino to the Pool Committee following Ursula's resignation from the committee.

Announcements

Upcoming Activities – R. Marrs reported on upcoming Association events.

Town Hall Meetings in 2026 - The first Town Hall meeting of 2026 is planned for April.

Annual Membership Meeting – The Annual Membership Meeting is scheduled for June 18, 2026.

Minutes – S. Davis motioned to approve the January 15, 2026, Board Meeting Minutes. The motion was seconded by M. Pitts and passed unanimously.

Financials – The Board reviewed the January 2026 Financial Statements, including reconciled bank statements, operating accounts, reserve and CIF accounts, investments, and past-due accounts.

Unfinished Business:

Tennis Court Easement Update - legal counsel has been hired by SSIII & SSIV and asked to obtain any available historical records, including recorded easements and maintenance agreements.

Adopt Election Rules and Fine Policy Rules– S. Davis motioned to adopt the Election Rules 5.4 and Fine Policy Rules 2.2 as presented. S. Asmann seconded the motion, and it passed unanimously

Project Updates:

Insurance Renewal – The Board renewed the Association’s insurance policy with an approximate 3% premium increase while maintaining increased coverage limits.

Bocce Court Opening Prep – Steve and Mark provided an update on the bocce ball court. New boards were installed for \$3,383, funded from reserves at 24% of the budget. Additionally, the court was cleaned and graded with oyster shell for \$2,063, funded from the operating budget.

Pool Replastering – Steve and Susie provided an update on the pool. The replastering was approved in November at a total cost of \$123,595, funded from reserves. Updates also included information on main drains, shower drains, and the pool opening schedule.

Clubhouse Exterior Maintenance – Addendums - Steve provided an update on additional maintenance work for the clubhouse exterior. The scope includes painting the roof vents, patio fascia, and switchgear cabinet for \$1,425, funded from reserves. Pool pergola column paint patching is estimated at \$600, and the clubhouse entry tile non-skid treatment at \$925, both funded from the operating budget. All work is scheduled to take place after the pool has been filled with water.

Pool Auto Chlorinator System – System Upgrade - Susie and Steve reported that the pool auto chlorinator system upgrade has been completed by SunPoint for \$9,776, funded from reserves.

Clubhouse Automatic Door Openers – Parts on order and to be installed when on-site.

2025-2026 Tree Service – Year two of the three-year tree maintenance plan, including the clubhouse trees, has been completed.

Clubhouse Floor & Interior Painting – Richard and Mark provided an update on the clubhouse floor and interior painting project, which will be funded from reserves. The project scope includes reviewing floor installation consultants and vendors, selecting floor tile type and color, and determining interior paint colors. The project is scheduled to take place in Fall 2026, before the rainy season.

Gatehouse Flooring - The existing floor is in poor condition and is considered a safety hazard, prompting the need for replacement. Four bids were received, ranging from \$2,129 to \$2,453, and S&G was approved to perform the work at \$2,151.

Library PC Upgrade - Michelle will order a new computer when the price drops.

New Business:

Appoint Inspector of Elections – S. Davis motioned to appoint Margaret Hoover as the Inspector of Elections, S. Asmann seconded, and the motion passed unanimously.

Appoint Advertising Co-Managers - S. Asmann motioned to approve T. Lucy Heymann and Frances Thompson as Co-Managers. S. Davis seconded the motion, and it passed unanimously.

Club Recertifications – The RAC approved recertification for 13 clubs, with their members to serve as unpaid volunteers of the Association. The approved clubs include Men’s Bible Study, Women’s Bible Study, Bocce Club, Book Talk, Book Worms, Kare Bears, Men’s Billiards, Pickleball, Tennis Club, Seams to Help, Music Makers, Social Club, and Poker Club. The Garden Club is currently reorganizing under new leadership and will submit a new application for recertification.

Contracts:

Power Washing and Solar, Windows and Gutter Cleaning – The Board reviewed a request for proposal based on historical work performed in these areas and received four proposals. Three of the bidders were unable to meet the full scope of work. Paddington Windows was able to perform all scheduled tasks, as well as additional work. The Board voted to award a three-year contract to Paddington Windows at \$6,970 per year for both scheduled and as-needed services, with pricing guaranteed for 12 months.

Asphalt Proposal – The Board reviewed the planned 2026 street asphalt work, scheduled for May or June, based on the S3 five-year street plan. The project includes pavement preparation and application of asphalt maintenance sealer for the Bismarck Lane overlay from Regent to Baldwin, as well as all off-street parking areas, which will also be re-striped, excluding the clubhouse parking lot. Five bids were received, ranging from \$39,307 to \$43,844, with American Asphalt submitting the lowest bid at \$39,307; this vendor also completed the 2025 Bismarck overlay. Following review, M. Pitts motioned to approve moving forward with American Asphalt, S. Asmann seconded, and the motion passed. The next step is for RPS to prepare a bid package for additional street striping and signage as recommended by the Traffic Safety Committee.

Spa Water Leak – The Board engaged Bulls Eye Leak Detection to locate a water leak in the spa, with a diagnostic cost of \$595–\$800 as recommended by Collins Management. During the inspection, two skimmers were identified as leaking. The next step will be to scope the required repairs and solicit bids from multiple vendors for review before proceeding with the work.

Retaining/Sound Wall Repair and Painting Regent Drive West to Hwy. 4 – Mark and Steve provided an update on the retaining and sound wall project, funded from reserves. The project covers the area from Regent Drive to Highway 4 along Fairview Avenue. This section was not painted during the previous wall repainting, and at least one mid-column will require repair. Additional landscape clearing is also needed as part of the project.

Adjournment – With no further business to discuss, the Board adjourned the meeting at 4:48 PM. The next regular Board Meeting will be held on May 21, 2026, at 3:00 PM.

Executive Session Summary – March 19, 2026:

The Board met in Executive Session on March 19, 2026, to receive committee liaison updates and approve prior Executive Session minutes. The Board reviewed homeowner concern forms related to common areas, maintenance, safety, and community conduct, and acknowledged each concern. The Board also considered enforcement and compliance matters, as well as a request related to maintenance responsibilities. Additional discussions included legal and governance items, with certain

policy matters tabled for a future meeting and recent rule updates noted as completed following the required comment period.

The Board reviewed contracts and maintenance projects and discussed financial procedures and banking practices, approving updates to standardize account management.

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 March 19, 2026, as approved by the Board Members in attendance of the meeting.

Signed by:

Susie Davis

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Signature

May 21, 2026

Date