

NORTHBROOKE HOA OWNERS' MEETING

MINUTES – December 29, 2022

This follows the Northbrook HOA transition meeting and the election of the new HOA board. To the extent necessary, the information taken from an email from Matt Winton who chaired the meeting will serve as the meeting minutes of the HOA meeting occurring on December 29, 2022 at 6:15pm, in which a quorum of members were present, and at which at least a majority of the members elected the following as the Board of Directors:

- Angela Carter
- Justin Weathers
- Chris Satterfield
- Gerald Allen
- Joe Perez
- Kirk James
- Dana Neacsu
- Marsha Bennett
- Riley Bair

First, thanks to the newly elected board for stepping up to serve your neighbors. Second, a 10 Tips sheet has been provided for review and consideration, along with our discussion last night, that the board's next steps are: meet together and determine officer positions, then meet with CSolutions for access to all the HOA's books and records and have a discussion on continued management or transition of management. Third, there are many resources available to HOA – and general Google searches are NOT a good one! Email Matt Winton if a legal question pops up or CSolutions for management questions. See what Georgie Rasco and her team at Central Oklahoma Neighborhood Alliance www.nacok.org have available, or take a look at the best practices reports at www.cairf.org.

Additional transitional meeting information provided by Matt Winton

- Northbrooke has 308 homes
- Board members should
 - Pay dues
 - Demonstrate Social Media Manners–Gripping online impacts home values
 - Listen to others
 - Empathize
 - Have a servant's heart
- Board purpose is
 - To promote community and encourage all to speak to others like you would like to be spoken to
 - To meet approximately monthly for two hours
 - To work with CSolutions on financial handoff and bank account turnover
 - To establish a budget
 - To establish contracts which may include: landscaping, insurance, lawn/tree maintenance

- To help with any conflict resolution
- To manage common areas
- To manage curb appeal, especially on Rockwell entrances
- Concerns voiced at the meeting include:
 - Review accounting
 - Review contracts & contracting practices
 - Review common areas – pond, trees, grass cutting, plantings, signage

Marsha Bennett, Secretary