

NORTHBROOKE HOA BOARD OF DIRECTORS

MINUTES - January 6, 2023

IN ATTENDANCE: Chris Satterfield, Gerald Allen, Marsha Bennett, Joe Perez, Riley Bair, Angela Carter, Kirk James

NOT IN ATTENDANCE: Dana Neacsu, Justin Weathers

OWNERS' MEETING MINUTES: The email minutes of the December 29, 2022 Northbrooke HOA organizational meeting were reviewed.

APPROVAL OF AGENDA: Without a formal agenda, it was agreed that this meeting would start with Board Members introducing themselves followed by the election of the President, Vice President, Secretary and Treasurer. The meeting will close with a brief discussion of next steps.

INTRODUCTIONS: Board Members introduced themselves, sharing experiences they bring to the Board and areas of HOA business which are of special interest to them.

ELECTIONS: The following officers were elected:

President – Chris Satterfield

Vice President – Gerald Allen

Secretary – Marsha Bennett

Treasurer – Riley Bair

It was agreed that responsibilities for each Officer and the Members at Large will be developed as we become familiar with Board responsibilities.

AREAS OF INTEREST: All members voiced an interest in building community. Initial ideas included food trucks, block parties and neighborhood yard sales. Based on past expenses, the group indicated an interest in learning more about the specifics of HOA management, landscaping, insurance, repairs/maintenance, and utility expenses and contracting practices.

NEXT STEPS:

- The officers will meet with CSolutions to obtain information on the association and directions to set up banking. A Board Meeting will be scheduled after this meeting.
- All Board Members were encouraged to begin to review the information available to us on the association from the website as well as resources suggested by Matt Winton.
- If possible, future meetings will be held on Monday or Wednesday from 6-8 pm. While in person meetings are preferable, we will consider using Zoom if needed.
- Members were encouraged to consider setting up separate email accounts for HOA Board communications.
- Gerald and Chris are going to review our Facebook Group and report at the next meeting.

Marsha Bennett

Secretary