

NORTHBROOKE HOA BOARD OF DIRECTORS

MINUTES – February 4, 2023

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

EXCUSED: Joe Perez

NOT IN ATTENDANCE: Justin Weathers

APPROVAL OF BOARD MINUTES - The January 6, 2023 Board Minutes were approved as written.

AGENDA ITEMS

- UPDATES
 - SCHOOL DROP OFF/PICK UP ISSUE - The Board determined that we are currently unable to effect change related to the school drop off and pick up parking concern. We will continue to monitor this situation and determine if it is remedied by the current construction when school resumes in the fall.
 - DESIGN APPROVALS –
 - The Board confirmed its online vote 6-0 to approve the Design Review for rooftop installation of solar panels as long as they do not face the street. Voting was open for 36 hours. It was confirmed that these must be flat panels. Over time we will look for ways to compare criteria of previously approved requests, such as solar panels. We also need to communicate with homeowners looking to install solar panels to make them aware of this requirement. We will also need to look at how to manage corner homes to determine if installation on a side roof facing a street can be approved.
 - Marsha was asked to check with Cathy to get a list of any other Design Approvals that are in the pipeline.
 - FACEBOOK - The Northbrooke Facebook Group has been turned over to the HOA. The Board plans to use it as one of its major communication tools.
 - TRANSITION MEETINGS - On January 18, 2023 a Transition Meeting of Officers and CSolutions was held with a goal of getting to understand the HOA's documents and how we could work together. A binder was provided to the Board with key information points. As there were still questions, additional Transition Meetings were held with CSolutions representatives on February 1, 2023. Gerald learned more about how the Rent Manager and Grant Manager software is used to manage our data and generate documents and was provided with reports that he shared with the Board. Marsha learned more about the documents. Notes of these meetings have been circulated to Board Members.
- LEARNING RESOURCES – Marsha reported that Central Oklahoma Neighborhood Alliance (website – nacok.org) has training sessions titled 'Jumpstart Session – HOA's' on the 1st Wednesday of the month from 6-8 PM. These are ZOOM sessions and Board Members are encouraged to attend. To register, go to the website, click on 'EVENTS' and sign up. Meeting details are automatically emailed to you after registration.
- BOARD PRIORITIES – The board identified important tasks to address from a list developed at the officers' transition meeting with CSolutions.

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- Identify how many and which homes in the HOA are leased and what process we can put into place to keep the percentage no higher than 20% both in the neighborhood as a whole and in each Section.
- Identify the dates for following up on late dues and how we will manage delinquencies.
- Establish a landscaping contract as soon as possible obtaining no fewer than 2 bids. The scope of work needs to be carefully reviewed.
- Obtain maps of the neighborhood from the County Assessor's Office.
- Maintain CSolutions contract while the Board investigates the various tasks included in the scope. In addition to retaining the current contract or cancelling the contract, transferring some duties to the Board while leaving others with CSolutions is a third option.
- Identify ways to utilize the website and Facebook to improve communication and community, as well as to manage concerns, requests, and violations. Chris drafted a letter to place on the website. We will establish an HOA email and place it on the website, as well.
- Walk the neighborhood with CSolutions staff to ensure that we understand the spaces designated as common areas. All Board Members are invited to join.
- Brainstorm how we might build community and facilitate communication.
- Obtain a copy of the signed contract with TurnPro Aquatics and any information better clarifying the scope of work so the Board can determine whether to keep the contract in force or seek other bids and give a 30-day notice.
- Review insurance coverage with the agent.
- Review the Transition Tips and act, as needed.
- AREAS OF INTEREST – A sheet was distributed to allow each Board Member to identify 3 or more committees they would like to join. Chris collected the sheets and identified the committees. Individuals can still join or change committees as we better understand the scope and tasks involved in each.
- COMMITTEES – The following committees will be used to begin our work together. The person named first is asked to take the lead for the committee.
 - COMMON AREAS COMMITTEE - Chris / Marsha
 - ARCHITECTURAL REVIEW COMMITTEE - Joe / Angela
 - VIOLATION IDENTIFICATION AND MANAGEMENT - Kirk / Dana
 - COVENANT COMMITTEE - Riley / Joe
 - INSURANCE COMMITTEE - Chris / Angela
 - WEBSITE COMMITTEE - Angela / Marsha
 - LOT MANAGEMENT COMMITTEE - Marsha / Gerald / Angela
 - FINANCE COMMITTEE - Riley / Marsha
 - COMMUNITY BUILDING COMMITTEE - Dana / Joe / Kirk / Chris / Gerald
 - MANAGEMENT COMMITTEE - Gerald / Marsha / Angela
- NEXT MEETING - Date, Time, Location-Restaurant or Library

Marsha Bennett

Secretary