

## NORTHBROOKE HOA BOARD OF DIRECTORS

MINUTES – February 22, 2023

ATTENDANCE: Chris Satterfield, Riley Bair, Angela Carter, Kirk James, Dana Neacsu

EXCUSED: Joe Perez

NOT IN ATTENDANCE: Gerald Allen, Justin Weathers

APPROVAL OF BOARD MINUTES - The February 4, 2023, Board Minutes were approved as written.

### AGENDA ITEMS

- TRANSITION PROCESS
  - Board Members who have not yet had an opportunity to review the Board Binder were identified so that it can continue to be forwarded through the Board for review.
  - Members were reminded that a 'Jumpstart Session – HOAs' will be hosted by the Neighborhood Alliance of Central Oklahoma on Wednesday, March 1, and that these sessions seem to be hosted on Zoom the first Wednesday of every month from 6-8 PM. It is not difficult to register online through their website. There are also other HOA Zoom programs available through NACOK.
  - We reviewed Board Member availability to determine if we could set a regular meeting time, and it was decided that our schedules do not permit this. We will decide at the close of each meeting when we can schedule the next meeting.
  - The group determined that the committee assignments were acceptable as distributed. Members can join or drop off of committees as we better define the focus of each.
  
- COMMITTEE TOPICS
  - COMMON AREAS COMMITTEE - Chris / Joe / Riley / Marsha / Angela
    - Marsha and Angela walked Common Areas with CSolutions today. They shared findings of what should be monitored by the Board, as well as findings related to situations which they felt should have been remedied before the HOA was turned over to our Board. Angela and Marsha will complete a written report with photos and distribute it to the group.
    - Riley and Joe have been working with landscapers to obtain bids for contracts. They plan to have the bids compared so they can bring their recommendations to the Board by the end of February. We plan to have a GroupMe vote which will be confirmed at our next face to face meeting.
  - ARCHITECTURAL REVIEW COMMITTEE - Joe / Angela
    - Marsha reported that we have had two Design Approvals in process and completed through CSolutions since we have taken over management on January 1. They were both related to the addition of solar panels.
    - We currently have a request for solar panels on a corner home where the flat panels are requested on a side facing the street. Ideal had been approving similar requests. The Board voted to allow solar panels in these situations. We will continue to ask this committee to bring their recommendations to the Board to confirm their approvals at this time.

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- LOT MANAGEMENT COMMITTEE - Marsha / Gerald / Angela
    - On December 1, CSolutions sent one invoice for dues collection. We have \$32,570 outstanding out of \$86,240 as of 2/20/2023. They are pursuing collection on 7 owners owing \$4,531 including fees and this year's dues. They have told us that they will send out another billing before March 15. As we observe this year's collection process, we will look to see if we should move up due dates, promote payment plans or make other changes next year.
    - The committee wants to look into how we can collect homeowners' and renters' emails and phone numbers and would like to brainstorm on this at our next meeting.
  - COMMUNITY BUILDING COMMITTEE - Dana / Joe / Kirk / Chris / Gerald
    - Chris asked this committee to meet and recommend a plan at the next meeting for a social event in the spring.
  - VIOLATION IDENTIFICATION AND MANAGEMENT - Kirk / Dana
    - A violation was noted on the Common Area walkabout today and was reported to the committee.
  - WEBSITE COMMITTEE - Angela / Marsha
    - The domain name (northbrookehoa.net) registration renewal of approximately \$20/year was approved by the Board.
    - The importance of a robust website was discussed. The committee was asked to work with the web developer and to bring recommendations for improvements at the next meeting.
  - MANAGEMENT COMMITTEE - Gerald / Marsha / Angela
    - Members of the committee have begun to review the management contract to consider what services we will continue to need and what services the Board wants to assume.
  - COVENANT COMMITTEE - Riley / Joe
    - No issues to report.
  - INSURANCE COMMITTEE - Chris / Angela
    - The committee has begun to obtain quotes from several insurance companies that deal with HOA's. The group recommended that we obtain a quote from our current company to use as a frame of reference.
  - FINANCE COMMITTEE - Riley / Marsha
    - The committee is going to request monthly P&L reports in EXCEL format from CSolutions so we can keep track of our cash flow.
- NEXT MEETING – The next Board meeting will be held Wednesday, March 22, in the Library. We will attempt to again reserve the Explore Room location.

*Marsha Bennett*

Secretary