

## NORTHBROOKE HOA BOARD OF DIRECTORS

MINUTES – March 22, 2023

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

APPROVAL OF BOARD MINUTES - February 22, 2023

### AGENDA ITEMS

- TRANSITION PROCESS
  - School Parking – Justin raised the continuing issue of parking at school drop off and pick up times. He suggested that we request the city to place ‘No Parking’ signs along 155<sup>th</sup> Terrace and Boulder for these times because of the people who live outside of the neighborhood who park there. Others pointed out that this would also create a problem for people who live in the neighborhood who drop off their children during these times. We have been informed that the current problem should be remedied when school starts in the fall. This is why the Board has decided not to address this issue.
  - Board Binder Review – The CSolutions binder was forwarded to Justin to review.
  - Marsha reported on the NACOK ‘Jumpstart Session – HOA’s’ she attended. It was very helpful to her, and she strongly recommended it for other Board members. Other sessions, some by Matt Winton on legal matters, are also available. The website is <https://nacok.org/>
  - Marsha is collecting a list of possible speakers who might give informative talks limited to 20 minutes:
    - OKC Police Relations Officer – MSgt. Bob Skalla
    - NACOK Executive Director – Georgie Rasco
  - Chris said a neighbor, who indicated he is a realtor, is interested in sponsoring a meal for a Board meeting. The Board was not interested in this offer at this time but will take it into consideration.
  - Chris would like to begin to plan our first formal Ownership meeting. He suggested we make it a one hour Zoom meeting with time on the agenda for 10 questions from owners.
- COMMITTEE TOPICS
  - COMMON AREAS COMMITTEE - Chris / Joe / Riley / Marsha / Angela
    - Landscaping Contract - Chris reported that the Landscaping Contract was finalized. Since the contractor started providing services in mid-March, the original March mowing payment was decreased from \$1,600 to \$800. The Board approved the contract as adjusted.
    - Pond Contract – Chris said we will now begin to review the Pond Contract. An employee of the current contractor lives in our neighborhood, and this will be taken into consideration.
    - Common Area Condition – Marsha reported that the document regarding the condition of the Common Area with photos and descriptions had been provided to CSolutions indicating areas that were not properly maintained before turning the HOA over to the neighborhood. Angela Garcia of CSolutions had responded

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that she had discussed this matter with Ideal and that they planned to address the issues related to the concrete sidewalks and the erosion by the pond. The Board members felt that the sidewalks need to be repaired or closed immediately as they present an injury hazard and a liability. The Board was not satisfied with this response as we had presented Ideal with 11 concerns and the response addressed one and a half of them. The items in addition to the sidewalks and erosion by the pool which were identified as being of the most concern to the Board were: 1) erosion control needs to be addressed along Rockwell as well as in the pond area, 2) plants in the islands at the Rockwell entrances and along Rockwell have not been well-maintained (drought-resistant, easily maintained perennials are needed), 3) tree and bush wells in the Common Area need mulch according to the landscaping specifications, 4) large areas show lack of grass and subsequent erosion, 5) the washout and construction materials by the road near the pond need to be addressed. The Board is willing to take responsibility for the remainder of the items as well as the labor related to items 2, 3 and 4. Marsha has been asked to take these issues back to IDEAL through Angela Garcia.

- ARCHITECTURAL REVIEW COMMITTEE - Joe / Angela
  - Joe reported that no Design Review Requests have been received in the last month. Chris reported that solar panels have been placed on a home facing Rockwell. To our knowledge this has not been approved by the Design Review Committee, but we will research this before the next meeting.
- VIOLATION IDENTIFICATION AND MANAGEMENT - Kirk / Dana
  - The method of identifying violations and managing them was discussed. Since everyone purchasing a home in Northbrooke must verify that they are aware of the HOA and the need to follow the Covenants and Bylaws, anyone who has violated a rule can be required to correct the violation at their own expense. While we determine how to reinforce the requirements, the Architectural Review and Violations Committees and anyone who is willing to assist them will walk the neighborhood and identify all violations before and after responsibility was assumed by this Board.
- COMMUNITY BUILDING COMMITTEE - Dana / Joe / Kirk / Chris / Gerald
  - Dana suggested that we have a weekend social event for our neighbors after Easter on the soccer field. Since this will be our first attempt at a neighborhood-wide activity, we decided to keep our expenses to a minimum by providing beverages and snacks and bringing games to play. This would be an opportunity to capture emails and phone numbers, as well. Saturday, May 6, from 2-4 pm was selected as the date and time. We need to identify ways to promote the event, perhaps emails, fliers, or signs. We would like to investigate inviting Food Trucks to events in the future.
- LOT MANAGEMENT COMMITTEE - Marsha / Gerald / Angela
  - Marsha reported that we have received 76% of our dues as of March 21. The 1<sup>st</sup> notice was mailed December 1 with a due date of January 31. The 2<sup>nd</sup> notice was mailed on March 16, three and a half months after the initial mailing. CSolutions

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has indicated that they usually send a 3<sup>rd</sup> notice. Around September, they send a final notice and then file a lien. They have not indicated that they have made personal contact with any of the owners. The Board will be asked to recommend a billing timetable at the next meeting.

- Chris would like to reach out to our delinquent accounts. Currently, there are 7 accounts with a total of \$3,223 in dues and \$1,378 in charges for a total of \$4,601 due. It was agreed that someone should reach out to these people to determine if there are extenuating circumstances and if there is a way to encourage them to pay their back and/or future dues. The only billings we can forgive are the \$10 Late Charges. We will further discuss the method to manage this at our next meeting.
- Chris has started an owner contact list to capture and/or verify owners' names, emails and phone numbers. As of this date, he has updated 30 owners and has placed it on Google Drive.
- WEBSITE COMMITTEE - Angela / Marsha
  - Marsha and Angela met and reviewed the current Northbrooke website and decided to focus on cleaning up the current website this month. Next month, we will review other HOA websites and bring suggestions for changes.
- MANAGEMENT COMMITTEE - Gerald / Marsha / Angela
  - Marsha reported that Rent Manager & Grant Manager are the software programs used by CSolutions.
  - Document Retention was discussed. It was agreed that we need to develop a process for keeping documents in the cloud and that some documents should also be kept hard copy. Gerald indicated that he would be able to keep hard copy documents at his home.
- COVENANT COMMITTEE - Riley / Joe / Justin
  - Based on the information Marsha gained at the NACOK Zoom training program, we need to make changes to our covenants initially related to Board members and addresses. She will forward a copy of the handout to Riley. Justin recommended that Board members become familiar with Title 11 and Title 60. Since Justin has experience with covenants and bylaws, he has been assigned to this committee.
- INSURANCE COMMITTEE - Chris / Angela
  - Chris asked someone else to assume leadership of this committee. Based on his experience in this area, Justin was appointed lead for this committee. The current insurance appears to be fragmented with different policy end dates. The group would like to work with the agent to merge the current coverage into one policy this year and then obtain bids to find the best coverage with the lowest cost. It was recommended that the policy be reviewed annually.
- FINANCE COMMITTEE - Riley / Marsha
  - CSolutions provided P&L reports for January, February and YTD March 21, 2023.
- NEXT MEETING – The next meeting time has tentatively been scheduled for Saturday, April 8. The date and time will be finalized on GroupMe.