

NORTHBROOKE HOA BOARD OF DIRECTORS

MINUTES– May 6, 2023

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

EXCUSED: Dana Neusco

NOT IN ATTENDANCE: Joe Perez

APPROVAL OF BOARD MINUTES - The March 22, 2023 Board Minutes were approved as written.

AGENDA ITEMS

- TRANSITION PROCESS
 - Board Binder Review – The CSolutions binder was forwarded to Riley to review.
 - Marsha encouraged the Board members who have not previously served on an HOA Board to sign up for the NACOK ‘Jumpstart Session – HOA’s’. She was asked to again circulate the registration information to the group.
 - Chris asked that we begin to plan meetings and events to promote community engagement. Formal meetings were suggested on July 29 from 11 to 1 in a library meeting room and in late September and a social and/or workday event in October. This was further discussed under the appropriate committees.
- COMMITTEE TOPICS
 - COMMON AREAS COMMITTEE - Chris / Joe / Riley / Marsha / Angela / Justin
 - Chris reported that the landscaping vendor tested the irrigation system and found that no repairs are needed at this time. We will continue to monitor the effectiveness of the system. Gerald will work with the landscaping company on the tree and bush mulching project. He will purchase the mulch and coordinate spreading the mulch with the landscaping company. If there is mulch left over, Chris indicated that the landscaping company will store it until the mulch is needed.
 - The Board recognized that there will be ongoing expenses in the Common Areas and that we need to develop a strategic plan and long-term budget to ensure that we can have the necessary funds to meet future needs.
 - Marsha reported that repair of the concrete sidewalks and the erosion control project have not yet been initiated. Angela Garcia from CSolutions is following up with Ideal.
 - We would like to get neighbor volunteers to work on recommendations for the landscape islands. Chris is going to post a request for volunteers on Facebook.
 - We discussed having trees along our Rockwell neighborhood entry trimmed as they have been damaged by the ice storms in the past few years. It was decided to postpone this project until the fall after the trees have lost their leaves.
 - Chris reported that he has had only had one response to his requests for bids to compare with our current contract. The Pond (Water Management) Contract was reviewed, and the group agreed that many of the services listed in the contract were not being provided or were being provided for an additional fee. Justin volunteered to contact the current vendor to discuss this issue.

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- ARCHITECTURAL REVIEW COMMITTEE - Joe / Angela
 - Angela reported that she and Joe have received 2 requests which they approved. It was decided that these requests would go to Joe and Angela's email instead of going to the HOA email.
- COMMUNITY LIFE / VIOLATIONS MANAGEMENT - Kirk / Dana
 - Marsha reported on the findings of the neighborhood walkthrough. The group discussed how we should use this information. Chris mentioned that we could look at this as a baseline for discussions about violations and neighborhood standards. It agreed that we should not make any major decisions as a Board until we have meetings that will allow neighbors to provide input regarding their preferences and we rewrite the CCR and By-Laws. The school drop-off/pickup issue falls under this.
 - Chris mentioned that he had received a marijuana smoking complaint. With Oklahoma becoming a medical marijuana state, the board decided they do not have anything they can do. This would be a local law enforcement issue, to identify if the home has a medical marijuana license or not. The smoking of medical marijuana is legal in homes and backyards of license holders, according to Oklahoma law. The HOA has no ability to get involved in this situation.
 - A discussion on weed control in lawns was initiated and will be continued at the next meeting.
- COMMUNITY BUILDING ACTIVITIES - Dana / Joe / Kirk / Chris / Gerald
 - There was no current report, but the task of planning a social and/or workday event in October was assigned to this committee.
- LOT MANAGEMENT COMMITTEE - Marsha / Gerald / Angela
 - Marsha reported that there are still 7 homes with significant delinquent accounts totaling \$4601. There are another 40 homes which owe a \$10 late charge in addition to the \$280 dues totaling \$11,269. A letter is to be drafted to send to each group with their bill explaining how the dues are used and encouraging them to forward the past due account and an email and phone number.
 - We agreed to forward emails and phone numbers received to Lydia of CSolutions to ensure that we have all neighbor information in one database and to avoid extra work.
- WEBSITE COMMITTEE - Angela / Marsha
 - Angela and Marsha reported that they have researched other local HOA websites to gain ideas for improving our site. We will leave our site open to the public. They will add local information for the benefit of our neighbors. The Board indicated that they want forms sent directly to the Architectural Committee and Community Life/Violations Committee leads. We will publish a link to Facebook and define how we use it for Northbrooke communications.

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- MANAGEMENT COMMITTEE - Gerald / Marsha / Angela
 - Gerald is going to begin to investigate alternative management companies.
 - We need to get a PO Box and identify who will manage it.
- COVENANTS, CONDITIONS & RESTRICTIONS (CCR) COMMITTEE - Riley / Joe / Justin
 - Justin emailed information on rewriting our By-Laws and CCR. The Board is interested in working on this project as soon as possible and would like to work on it in sections as Justin suggested. Directions will follow.
- INSURANCE COMMITTEE - Justin / Angela
 - The insurance policy review will be delayed until the CCR and By-Laws projects are completed.
- FINANCE COMMITTEE - Riley / Marsha
 - Year to date our Net Income is \$47,796 and our Total Assets are \$67,381.12.
- NEXT MEETING – The next meeting will be held Saturday, May 20, from 11am to 1pm in the Library, Explore Room.