

**NORTHBROOKE HOA BOARD OF DIRECTORS  
MINUTES – September 9, 2023**

**ATTENDANCE**

<b>X</b>	Chris Satterfield, President	<b>X</b>	Gerald Allen, Vice President
<b>X</b>	Marsha Bennett, Secretary	<b>X</b>	Riley Baer, Treasurer
<b>X</b>	Angela Carter		Joe Perez
<b>X</b>	Justin Weathers		Dana Neacsu
<b>X</b>	Kirk James		

The meeting was called to order at 10:10 AM

**APPROVAL OF BOARD MINUTES - May 6, 2023**

The minutes of the May 6 Board meeting were approved as written. They had not been approved due to the inability to reach a quorum at the subsequent scheduled meetings.

**TREASURER’S REPORT –**

- The most recent YTD Profit & Loss Reports and Balance Sheet are available on the website. Current assets are \$47,712.38.
- Work is progressing on the 2023 Projected Year End Balance and the Proposed 2024 Budget.

**OLD BUSINESS**

- We are proceeding with Neighbors’ Night Out on Tuesday, September 12, from 6-7:30 PM. Angela, Kirk, Riley, Diana Perez and Marsha are coordinating.
- We had a committee meeting where CCR and Bylaws revisions were discussed. Due to questions regarding changes to the CCR and related to the transition, it was decided to move forward with a meeting first with Ideal’s attorney, Matt Winton, and then with another attorney to get alternative views of how to move forward. Riley, Marsha and Chris will set up these meetings.
- Expenses for potential Common Area Projects
  - Marsha has obtained pricing from Greenstock Nurseries for Entrance and Rockwell landscaping plants. Gerald is going to review the list and offer an alternative from Lowe’s.
  - Currently the entrance lights are out, and we are seeking the cost of repair by the individual who installed them. The Board indicated that they would prefer it if we change to solar lights, as it would be more cost effective in the long run.
  - Marsha met with an individual from the company who installed our playground equipment. He said it is in good condition but that we are probably due for a special playground mulch refill next February and that this would cost \$3,000. We can also purchase a graffiti removal product.

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- Signage for the east and south entrances that will match our current Rockwell signage can be obtained for \$1489.85. This includes installation. The Board approved this purchase.
- A neighbor has asked that we look into fence gates. It was decided that we will look for pricing for the 6-foot fences, the split rail fences and the gates on the split rail fences. Riley will look into this.
- Common Area Issues
  - Chris reported that he can't reach Westpoint Homes/Deer Creek Village regarding their downed tree which has been left in our common area. Their homeowners are also dumping grass clippings and pet refuse. We are looking into a better understanding of the easement.
  - A neighbor at 6909 NW 155<sup>th</sup> St is dumping trash in the common area.

**NEW BUSINESS**

- Given that we are approaching our annual meeting, Chris felt we should take meeting time to follow up on Board suggestions made during the first quarter of 2023.
  - 1 Build community -  
Hold membership/owners' meetings, social events (food trucks, neighborhood/block parties, neighborhood yard sales) – Membership meeting was held July 29<sup>th</sup>, a Neighborhood Night Out is planned for September 12 and a Fall Yard Sale is under discussion. Chris, Marsha, Dona, Kirk, Joe
  - 2 Learn about HOA management -  
All Board Members were encouraged to begin to learn about managing our HOA and to review resources on our website and those suggested by Matt Winton including Transition Tips and NACOK. Officers met with CSolutions to discuss the transition. Chris, Gerald, Riley, Marsha, and Angela
  - 3 Structure HOA based on information learned -  
Establish Committees and identify 2 or more individuals to work on each with the first person listed taking the lead. Request monthly financial reports from CSolutions so we can keep track of our cash flow. Everyone was assigned to 2 or more committees.
  - 4 Set up communication channels –  
Use Website, Facebook, email and texting to facilitate communication – Facebook is used mostly informally, and steps are being taken to improve and expand the website. Have not been successful in gathering email and text. Members were encouraged to set up separate email accounts. Chris, Marsha, Riley and Angela
  - 5 Violations and complaints –  
Violations are primarily waiting until the CCRs and Bylaws are revised. Lawn/weeds and school drop-off/pickup were addressed. Chris
  - 6 Design review –  
Few design review requests have been approved, primarily solar panels. Considering how the process could be promoted and how to ensure it moves smoothly. Joe, Angela

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7 Membership Management –

Establish the process for dues statements, late notices, and liens. Identify leased homes and develop processes to monitor them. Chris, Marsha

8 Common Areas Management –

Walked the neighborhood with CSolutions staff to ensure that we understand the spaces designated as common areas and our responsibilities for maintaining them. Eleven concerns were noted. Ideal will take care of two. Angela, Marsha, Chris. Obtain maps of the neighborhood from the County Assessor's Office. Establish landscaping and water management contracts. Chris, Joe, Riley.

9 Insurance coverage -

Review coverage with the agent after CCR/Bylaws review completed.

10 CCR's and Bylaws -

Review and update the CCR's and Bylaws. Process started. Riley, Chris, Marsha, Angela.

- Chris also wanted to follow up on suggestions made at the July 29 Membership Meeting.
  - Speeding on through streets is a safety issue. Consider adding speed bumps and signs.
  - Communication to and from the Board is a priority.
  - Cleaning up unruly yards is a priority.
  - Consider Team Captains for each street or representatives for each Section.
  - Consider adding a vendor/subcontractor recommendation list on Facebook.
  - Leave a 2-foot collar around the pond to serve as a habitat for the ducks and frogs.
  - Don't invest in fish as the pond does dry out when it doesn't rain.
  - Can neighbors have a car hang tag to park for school and have a sticker patrol
  - Paint one side of curb on 155<sup>th</sup> Terrace as "No Parking"
  - Survey everyone for ideas, if they rent or own, etc.
  - Have printed minutes and agendas for those who attend the Membership Meeting
  - Use circular seating arrangement, when possible, to facilitate hearing and "togetherness."
  - Have a virtual option for Board Members who can't attend meetings in person.
  - Have a virtual option for Owners/Members who can't attend meetings in person.
  - Have a basketball court instead of a soccer field.
  - Remove hay bale behind the house by Deer Creek Village due to fire risk and pests.
  - Gate needs repair at 6912 NW Terrace
  - Pre-plan Annual Meeting date and other events.
  - Concern about renters and leases, especially that they may be grouped.
  
- Board Issues
  - 2023 Board Meeting Schedule – Since Board members have had difficulty attending all our Board meetings, it was determined that, for the rest of the year, we will attempt to give everyone more advance notice. The Board will meet the first Saturday of the month at 10am (October 7, November 4, December 2).

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- During the meeting Justin Weathers, voiced his disagreement with Board decisions, and stated he wished to resign then walked out. The board accepted this; however, this official process will be discussed with an attorney as CCR/by-laws have not been completed.
- 2024 Board Size - Since we have had difficulty in obtaining a quorum, the Board recommended that the Board size be reduced to 5 so that only 3 members would be required for a quorum. It was noted that many neighborhoods have 3-5 board members. Several Board members voiced a willingness to step down as a Board Member but continue to volunteer for neighborhood projects. This was voted on and approved, however, this also will be discussed with an attorney as CCR/by-laws have not been completed.
- 2024 Board Election Process – We will discuss the election process with members stepping down with an attorney, and plan to have ballot plans after the next meeting (Oct. 7)

**NEXT MEETING** – The next meeting will be on October 7 at 10 AM in the Northwest Library.

**ADJOURNMENT** – The meeting was adjourned at 12 PM.

*Marsha Bennett*

Secretary