

NORTHBROOKE HOA HOMEOWNERS' MEETING MINUTES – JULY 29, 2023

ATTENDANCE

Board Members in attendance were Chris Satterfield, Marsha Bennett, Riley Bair, Kirk James, Joe Perez, Angela Carter, and Justin Weathers.

Board Members absent were Gerald Allen and Dana Neacsu.

OWNERS – Including the Board Members, 33 homeowners representing 29 units were in attendance. Sign-in sheets are attached to the original minutes.

TRANSITION PROCESS

Nine Board of Directors were elected on December 28, 2022, and took over HOA leadership on January 1st, 2023, from Ideal Homes. The primary focus has been staying within the budget provided by Ideal Homes and ensuring that we would not need to raise HOA dues for another consecutive year. Officers were elected – Chris Satterfield-President, Gerald Allen-Vice President, Marsha Bennett-Secretary, and Riley Bair-Treasurer. Committees were created to distribute work. As we review the work of the committees neighbors are encouraged to use the 3x5 cards made available to volunteer to work on committees or to ask questions or make suggestions.

COMMITTEES

COMMON AREAS COMMITTEE - Chris / Joe / Riley / Marsha / Angela

- Common Areas are all of those spaces within the Northbrooke neighborhood that are not owned by any individuals, but by all homeowners. All homeowners, therefore, are responsible for their maintenance. We have contracted with a new landscaping company at a lower cost than the previous contract, and they are doing a good job working according to the contract. We are still learning about some of the specifics of the areas for which we are responsible. We have communicated to Ideal that some of these areas which were their responsibility were not adequately maintained. They have agreed to repair the major cracks in sidewalks in Common Areas and erosion problems by the front entrances and the pond on the east side of the neighborhood. Trees have been identified that need to be trimmed or replaced. These will be taken care of in early fall. The landscaped islands along the entrances need to be worked on. OU Extension Service has been contacted for assistance. Neighbors were asked to volunteer to assist with this project. Purchasing and planting is budgeted but design is not. We are working on the Pond Contract Water Management Contract. We are contacting the company who installed the playground to learn how this area is to be maintained.
- There were recommendations regarding parking near the south entrance for school drop-off and pick-up because road access and driveways are blocked for approximately 15 minutes in the morning and afternoon. Walker tags and limiting parking along 155th Terrance were suggested. It was agreed that we need to wait until school starts on August 10 to better understand the problem after the changes the school made have been implemented.

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ARCHITECTURAL REVIEW COMMITTEE - Joe / Angela

- Owners should be looking at the CCR's (Covenants, Conditions and Restrictions) for our neighborhood before making purchases that can be seen from the front yards or outside the back yards. These are located on our website under the COVENANTS tab. Forms to submit requests or located under the FORMS tab under DESIGN REVIEW. Common requests are for solar panels which cannot be on the front of the house and sheds which must have colors that complement the home.
- Solicitation, especially by solar companies, was discussed. Solicitation is not permitted. The neighborhood HOA has not approved any companies without review. Even if a company says it will contact the neighborhood for project approval, the homeowner should submit a form as indicated. "No solicitation" signs are at front entrances. We will be adding them at the north and east entrances as well.

COMMUNITY LIFE / VIOLATIONS MANAGEMENT - Kirk / Dana

- Neighbors can report violations anonymously. Forms to submit complaints are located under the FORMS tab under VIOLATIONS.
- The board recognizes that neighbors are concerned about weed/grass heights. Currently we can follow OKC guidelines of an average of 12-inch height being a violation. This is not acceptable, and the Board needs to determine how to manage yards that are not in compliance.
- Speeding on the through streets is a safety issue, especially for our children. Contacting OKC to review the problem and consider adding speedbumps was suggested, as was placing signs.
- A safety option when out of town is to request a police vacation check when on vacation as this not only keeps an eye on the individual home, but also creates extra patrols for the neighborhood.

COMMUNITY BUILDING ACTIVITIES - Dana / Joe / Kirk / Chris / Gerald

- We are affiliated with the Neighborhood Alliance of Central Oklahoma (NACOK). They are promoting a "2023 Neighbors Night Out" on Tuesday, September 12, and we plan to participate. Anyone interested in supporting this activity should submit a card at the end of the meeting.
- Communications to and from the Board were discussed. This is a priority. Suggestions are encouraged.

LOT MANAGEMENT COMMITTEE - Marsha / Gerald / Angela

- The importance of paying dues on time was emphasized. Paying dues on time reduces the cost of multiple mailings and is a relatively easy way for homeowners to help keep dues costs as low as possible.
- As of yesterday, 12 homeowners are not current with their 2023 dues. We also have another 6 homeowners who, in addition to this year's non-payment, have liens on their homes for past years. Their balances must be paid off before a sale of their home can be finalized. A total of \$7,465 is still due. Liens for 2023 non-payments will be placed beginning in September. Payment plans can be established for owners who request them.

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WEBSITE COMMITTEE - Angela / Marsha

- The website is being updated with current contact information. Minutes and financial information are updated shortly after they become available.
- The plan is to make the website easy to navigate and useful to locate important information, not only for the neighborhood, but also city contacts.

MANAGEMENT COMMITTEE – Chris / Marsha / Angela

- The contract with the current management company, CSolutions, is being evaluated. One of the first goals of this Board was to learn what services are provided by CSolutions and to determine which of these might be managed by the HOA.
- We are in the process of contacting other HOA's to learn what companies, if any, are being used, what services they are using and what they are paying for these services.

COVENANTS, CONDITIONS & RESTRICTIONS (CCR) COMMITTEE - Riley / Joe / Justin

- A process is underway to review the CCR's. The goal is to update them to benefit the neighborhood, versus Ideal Homes. When they are updated and approved by our owners, they must be submitted to the County Clerk's office for approval.
- The Bylaws are also under review. Changes to the Bylaws can be approved by a vote of the Board as long as they allowed by the CCR's.

FINANCE COMMITTEE - Riley / Marsha

- The 2023 budget was given to us by the developer, Ideal, and we are evaluating its accuracy by tracking monthly expenses and comparing them to the budget.
 - **2023 BUDGET**
 - Revenue - \$87,240 – 308 homes x \$280 Dues = \$86,240 + Late Fees \$1000
 - Expenses - \$86,580 -
 - \$55,340 - Landscaping - lawn, pond & tree maintenance, trash pickup
 - \$10,000 – Utilities – water, sewer, electric
 - \$10,164 – Management Company (dues, bills, accounting reports)
 - \$ 8,050 – Liability Insurance
 - \$ 3,026 – Legal & Accounting, Irrigation & Fence Repairs, Website, Office Supplies, Playground
 - Net Income - \$660
- Through June 30, 2023, we have received 70% of our income and paid out 28% of our budgeted expenses which provides us with a net income of \$36,540 for this year.

NEXT MEETING

According to our CCR's, the Annual Ownership Meeting will be held in September. The tentative date is Thursday, September 28, at 6pm in the Library Meeting Room. This meeting will consist of voting on updated CCRs (covenants, conditions, and restrictions) as well as elections for board members. Board members are elected for 2-year terms so half of our board positions will be up for elections.

Marsha Bennett

Marsha Bennett, Secretary