

NORTHBROOKE HOA BOARD OF DIRECTORS
Northwest Library, November 4, 2023, 10 AM
MINUTES

ATTENDANCE

X	Chris Satterfield, President	X	Gerald Allen, Vice President
X	Marsha Bennett, Secretary	X	Riley Bair, Treasurer
X	Angela Carter		Joe Perez
X	Kirk James		Dana Neacsu

MEETING CALLED TO ORDER – The meeting was called to order at 10:10 AM

APPROVAL OF BOARD MINUTES – The September 9, 2023 Board of Directors’ Minutes were approved as written.

TREASURER’S REPORT

- The October financial reports have been received. The Net Income for the month was \$4,585.50 but YTD Net Income was \$17,543.86. Our Balance Sheet shows Total Assets at \$37,128.98.
- The 2023 Year End Projections and Proposed 2024 Budget need to be finalized. Chris suggested that we take some time at the next meeting to go over these on a line-by-line basis. We want to start building a reserve.

MINUTES REVIEW

- Board Subcommittee Minutes – October 8. Key points of discussion included preparing for the meeting with attorney Mat Winton, following up on the Trick or Treat Block Party, an update on Common Area issues, and a review of Marsha’s meeting with CSolutions.
- Meeting with Attorney, Matt Winton – October 10. Key points of discussion included how to reduce the size of the Board from 9 to 5, how to manage Justin Weathers release as a Board member, questions about retention and storage of documents, CCR revisions, leases, and how to manage our wetlands.
- HOA Owners’ Meeting – October 26. Key points included information as to how the Board has been managing the transition and the Board’s need of neighbors’ support to accomplish the goals of the HOA. Also pointed out was information about our Common Areas, the importance of collecting dues, efforts to manage Expenses, CCR’s and Bylaws, improving communications and building community.

OLD BUSINESS

- CCR and Bylaws Revisions – The possibility of sharing the legal cost of revising the CCR’s with other neighborhoods was discussed as was finding a retired attorney who might help us draft a revision. Regardless of our direction, the Board felt it was important to move forward on this project.
- Community Building – The Trick or Treat Block Party was deemed a success with hot chocolate and popcorn on the soccer field best attended from 5 to 6 . The warming stations were also appreciated by the neighbors. We should keep this on our annual event list.
- Common Area Issues – The downed tree and trash dumped in our neighborhood by Deer Creek Village was removed. No more trash has been dumped by our neighbor living at 6909 NW 155th Street. The landscapers have been directed to mow around any dumping. If it becomes an ongoing issue, the landscapers will be asked to clean it up and the neighbor will be billed. The erosion project has been completed and the contractors have been asked to clean up the trash. Chris has

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met with the landscaper to review this year's activity and determine changes for next year's contract. He will bring a revised contract to the Board for review.

- Other Projects – Other projects were discussed including entrance and Rockwell landscaping, maintaining trees and bushes, entrance lighting, fence replacement and how to manage the wetlands. As time permits, we will continue to research and move forward on these projects.
- Board Issues –
 - Board Size – The Board members present voted to reduce the Board size from 9 to 5 as we have often been unable to obtain a quorum with 9 Board members. This change was supported at the October 26 Owners' Meeting. It will take effect on January 1, 2024.
 - Transition to Reduce Board Size – The current Board has 8 members. Since Dana Neacsu has been unable to meet the required attendance policy and has missed 3 consecutive unexcused Board meetings, she will be released from Board membership. Gerald Allen and Kirk James have volunteered to resign from the Board and will submit written resignations. Since no one has indicated an interest to join the Board in 2024, the 5 remaining Board members will serve another year. To initiate an ongoing Board election process compliant with the Bylaws, numbers were drawn to establish position numbers for 5 Board members. Even number positions will be elected at the Annual Owners' Meeting in even number years and odd number positions will be elected at the Annual Owners' Meeting in odd number years. Position numbers drawn were as follows: Position #1-Chris Satterfield, Position #2-Angela Carter, Position #3-Marsha Bennett, Position #4- Riley Baer, Position #5-Joe Perez.
 - Officers – It was agreed that Chris Satterfield, Marsha Bennett, and Riley Baer will continue serve as President, Secretary and Treasurer respectively, Joe Perez was elected to serve as Vice President and Angela Carter will serve as Member at Large.

NEW BUSINESS

- Christmas Lights – Some members have asked if the HOA will be placing Christmas lights and decorations along Rockwell and our entrances. Given that we don't have power in all these areas, we will not attempt decorations this year.
- Section Coordinators – Since owners again showed an interest in Section Coordinators, we will move forward to recruit at least 2 individuals to serve as Section Coordinators for each of our 6 Sections. We will start asking individuals who have attended our July and October Meetings.
- 2023 Highlights – Chris was asked to draft a document outlining our 2023 HOA accomplishments. This will be posted on Facebook and our Website.
- 2024 Goals – We will plan to prioritize Board and Member suggestions at our next meeting.

ADJOURNMENT – The meeting was adjourned at 12 noon.

Marsha Bennett
Secretary, Northbrooke HOA