

NORTHBROOKE HOA BOARD OF DIRECTORS
Northwest Library, DECEMBER 16, 2023, 10 AM
MINUTES

ATTENDANCE

X	Chris Satterfield, President	X	Joe Perez, Vice President
X	Marsha Bennett, Secretary	X	Riley Bair, Treasurer
X	Angela Carter, Member at Large		

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

APPROVAL OF BOARD MINUTES – The November 4, 2023 Board of Directors’ Minutes were approved as written.

TREASURER’S REPORT

- The November financial reports were reviewed. The Net Income for the month was -\$7,257.07 but YTD Net Income was \$10,286.79. Our Balance Sheet shows Total Assets at \$29,871.91.
- 2023 Year End Projections approximate \$8,500.
- The 2024 Budget shows Net Income to be \$1,500. It will be posted on the website for reference.
- The process for Dues Notices was discussed. Distribution and due dates and graduated late charges were approved as follows:

Dues Statement Notice	January 1	Due February 28/29
1 st Late Dues Notice	March 1	1 st Late Fee Assessed March 15 - \$10
2 nd Late Dues Notice	June 1	2 nd Late Fee Assessed June 15 - \$25
3 rd Late Dues Notice	September 1	3 rd Late Fee Assessed September 15 - \$50
Lien Notice	November 1	Lien Assessed November 15 - additional fees assessed

If you need to make payment arrangements, contact Lydia Hawkins at Northbrooke’s management company at 405-640-7146 or Lydia.hawkins@csolutions.com.

OLD BUSINESS

- CCR and Bylaws Revisions
- Community Building – In order to engage our neighbors, we plan to have an event or meeting as many months as we can manage. Ideas to be considered include a pot luck, food trucks, trivia night, movie night. We could use the library as a location for events other than meetings.
- Section Representatives – Marsha will continue to work on the Section Representative project which also has a goal of community building.
- Common Area Projects to address as soon as possible include:
 - Chris is finalizing the 2024 Landscape Contract.
 - Entrance Lighting – Marsha will contact the contractor to schedule a meeting on a Friday afternoon.
 - Entrance & Rockwell landscaping and Common Area tree and bush maintenance will be discussed with the landscapers.
 - Riley is obtaining quotes for fencing replacement.

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- Marsha has contacted Oklahoma City Action Center for direction as to how we need to manage our wetland areas.

NEW BUSINESS

- The Leased Lot Registration Form and process was developed by Marsha and Angela Garcia and approved by Chris. We will develop a more complete procedure as to how to implement it going forward.
- Angela drafted the 2023 Year End Report. Riley was asked to provide input and forward to Chris and Marsha for editing. It is our goal to post this on Facebook and the website as close to January 1 as possible.
- 2024 Goals will be developed at the next meeting.

ADJOURNMENT – The meeting was adjourned at 12 noon.

Marsha Bennett

Secretary, Northbrooke HOA