

**NORTHBROOKE HOA Owners Meeting
Northwest Library, October 26, 2023, 6 PM
MINUTES**

ATTENDANCE

BOARD MEMBERS

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

OWNERS – Including the Board Members, 19 homeowners representing 13 units were in attendance. Sign-in sheets are attached to the original minutes.

CALL TO ORDER - The meeting was called to order at 6PM.

APPROVAL OF MINUTES - The attendees moved, seconded, and approved the minutes of the July 29, 2023 Owners Meeting.

2023 GOALS

MANAGE TRANSITION

- 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 and committees were created to distribute work.
- The transition process has been a challenge. The Board has had a problem moving forward because we have not been able to reach a quorum which requires 5 of the 9 board members to be in attendance to approve when a vote needs to be taken. The Board will be voting to reduce its size from 9 to 5, which will only require 3 members for a quorum. We will establish position numbers 1 through 5 for Board members. Odd position numbers will be elected in odd years and even position numbers will be elected in even years. Since only current board members have indicated an interest in serving on the Board in 2024 and Board members are typically elected to 2-year terms, these 5 will serve in 2024. Three positions will be up for election to serve in 2025.
- The Board has determined that a successful HOA requires a team effort which includes not only the members of the Board, but also neighbors. They will endeavor to structure the HOA to build a team.

COMMON AREAS

- Common Areas are all 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.

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- We had communicated to Ideal that some of these areas which were their responsibility were not adequately maintained. They agreed to repair the major cracks in sidewalks in Common Areas and erosion problems by the pond on the east side of the neighborhood. These projects have been completed.
- There are other projects remaining for the HOA to take care of. Trees have been identified that need to be trimmed or replaced. We hope to start this project this fall. The landscaped islands along Rockwell and the entrances need to be upgraded. Bids are being sought. Appropriate, cost-effective lighting is being evaluated. OSU Extension Service has been contacted for assistance. The playground mulch needs to be managed. There is an area in our wetlands which looks like a dam. We are reaching out to the Oklahoma Wetlands Program for assistance with this.
- Replacing grass with astroturf was suggested.
- Challenges with the easement on our east border were mentioned as we are looking to determine how much mowing is required. There are haybales on the south end and some neighbors are dumping grass over their fences. If left to the landscapers, they will charge us about \$300 for each load.

COLLECT DUES

- The importance of paying dues on time was emphasized. Paying dues on time reduces the cost of multiple mailings and is an easy way for homeowners to help keep dues costs as low as possible. If everyone pays their dues at the current rate of \$280, since we have 309 units, we will have \$86,520 in income to cover all our expenses. At this point we have 3 neighbors who are 2 or more years behind in dues and 11 or less who are a year behind.

MANAGE EXPENSES - CONTRACTS

- We continue to work with the management company to modify their contract based on our needs.
- We are searching for additional companies which would be able to submit a bid on the Pond / Water Management Contract.
- We plan to evaluate our insurance policies as soon as we can finalize our Bylaws and CCR's.

CCR'S AND BYLAWS

- The CCR's, including the Bylaws, are written in legalese which makes them difficult for neighbors to read and to comply with. Board members met with the attorney who chaired our transition meeting, Matt Winton, to help us interpret some aspects of the documents and to ask about the possibility of rewriting the documents so that they would be less difficult to interpret. Matt verified that the current documents are written to the benefit of the developer and that it might cost as much as \$4,500 to rewrite them.
- It was suggested that we seek pro bono assistance or see if we could partner with one or more other HOA's to share the expense of updating the CCR's.

IMPROVE COMMUNICATIONS

- It was agreed that building communications is a challenge for the HOA. Facebook has been the quickest way to communicate to the most neighbors.

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- It was suggested that we investigate using Nextdoor as another communication tool.
- We could improve communications and reduce costs if we could obtain email addresses and phone numbers on all neighbors, but this would likely require a door to door canvassing to obtain this information. This would help us better utilize our neighborhood website which is the formal mechanism for communications. It is where we place minutes, financial reports, and the CCR's/Bylaws as well as information as to how to contact our board and management company. With everyone's email address, we could also use the website to send out meeting and dues notices.
- Recruiting Section Representatives with at least 2 reps per Section was suggested. These neighbors would not have to be members of the Board but could function as intermediaries between the Board and their Section neighbors to improve communications. They could attend meetings but would not be elected or required to attend Board meetings to reach a quorum.
- The importance of being able to communicate with new homeowners and renters was also emphasized.

BUILD COMMUNITY / MAINTAIN ATTRACTIVE NEIGHBORHOOD

- It was agreed that effective communications would help to build our community which, in turn, would help us maintain an attractive neighborhood.
Signs which include a notice of "No Solicitation" will be posted next week.
- A Board member resigned at our last meeting and, since he also did not maintain the required Board attendance, his resignation was accepted by a quorum of the Board.

NEIGHBOR TOPICS/QUESTIONS

- A question was raised about the current TREE REQUIREMENT. Since this requirement is written in the CCR's, it will need to be amended before any change can take place.
- We will need to establish a project priority list with estimated costs and budget for unexpected expenses, as well.

ADJOURNMENT – The meeting was adjourned at 8 PM.

Marsha Bennett
Marsha Bennett, Secretary