

NORTHBROOKE HOA BOARD OF DIRECTORS

JANUARY 6, 2024, 10 AM

MINUTES

ATTENDANCE

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

CALL MEETING TO ORDER – The meeting was called to order at 10:04 AM.

APPROVAL OF BOARD MINUTES – The December 16, 2023 minutes were approved as written.

TREASURER’S REPORT

The December Financial Reports have been received. Net income for the month was (\$864.03). YTD net income was \$9,422.76. Total assets as of December 31, 2023 were \$29,007.88 compared to December 31, 2022 total assets of \$19,585.12. This could allow for additional projects from tasks left undone by the developer.

OLD BUSINESS

- Dues notices were sent out through CSolutions’ VPO on December 29. It usually takes 5 days from the release date until the notices are received. We can adjust the notices if we provide adequate advance notice. We plan to get this into place the first week of December in 2025.
- No payments were made by neighbors with past due accounts. Currently, \$5,122 is past due. Three neighbors paid their 2024 dues in 2023. We have 309 homes at \$280 for a total revenue of \$86,520.
- We need to make CCR and Bylaws revisions a priority. Marsha drafted an amendment regarding the election process based upon our vote last meeting. The content was approved but she was asked to develop an ‘amendment’ format that we can use going forward. Contacting Matt Winton to determine if we could work together to develop a revised CCR format at a lower price was discussed.
- The need to move ahead on violations was discussed. The birds at 6906 NW 155th Street need to be addressed as they are in violation of Oklahoma City ordinances and Northbrooke CCR’s.
- Additional ideas to promote community have been posted on Facebook. Marsha hasn’t had an opportunity to move forward on the Section Representative project. Chris recommended that we consider dividing the neighbor into fewer sections and that we make the divisions easier to understand.
- Common Area Projects
 - Chris has been working on finalizing the 2024 landscape contract. He is looking to reduce certain tasks and add others to maintain the same contract price for ongoing tasks. He is also working with Marsha to determine how we would like to landscape the entrances and plantings along Rockwell to obtain pricing for the one-time tasks we would like them to do in that area.

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- We have received the 2024 water management/pond contract. They have increased the monthly cost from \$188 to \$217. Since the tasks are minimal, Chris is going to try to find another company who would perform these tasks for less money.
- Chris and Marsha met with David Fogle who had performed our entrance lighting for Ideal. He provided a bid to repair the current lighting at \$1,317. Marsha was asked to recontact him to see what the bid would be to replace the 12-gauge wire with 14-gauge and to add outlets at each of the 4 entrances and 2 islands.
- Chris and Marsha recommend that we remove the bushes and metal edging behind the entrance brickwork and sod this area. We would like to put some metal edging on each end of the entrance brickwork and identify drought resistant perennials to place in front of the entrance brickwork. Along Rockwell, we are going to stress the need to manage the Palisades Zoysia grass on the mounds according to the directions in the contract including allowing it to grow to 8+ inches in height. The plants currently in the six landscape islands need to be removed and replanted with drought-resistant native grasses at 2 different heights. Trees on the landscape islands and grass hills need to be cut to ground height. Trees along the fence-line and in other common areas will be removed, replanted and/or maintained as needed.
- The Board agreed to identify a day to walk the fence-lines and replace or reattach fence-boards as needed. Riley is going to get us bids related to fence replacement so we will have this information when needed.
- Marsha received a call from the Oklahoma City Public Works and was informed that, since our wetlands are owned by the HOA, we can maintain these areas as we see fit. Chris will contact the landscapers to set up clearing the dammed area on NW 157th Terrace as a special project. Later we will review all the areas to determine how we feel these areas should be managed.
- Marsha and Angela Garcia have developed the paperwork required for Leased Lot Registration according to our Lease Amendment. They are going to work together to develop a process to follow as we implement these registrations.
- The 2023 Year End Report has been posted on Facebook and our website.

NEW BUSINESS

- Chris worked with the group to divide responsibilities between the five Board members as follows:
 - CHRIS - Common Areas, HOA Email, Facebook
 - JOE - Covenants, Conditions & Restrictions-CCR's, Architectural Review, Community Building
 - MARSHA - Management Contract, Dues/Lot Management/Leases, Website
 - RILEY – Budgeting, Pay Bills, Monitor Expenses, Insurance
 - ANGELA - Violation Identification & Management, Website
- 2024 Goals will be discussed at the February meeting.

ADJOURNMENT - The meeting was adjourned at 12:10 PM.

Marsha Bennett

Secretary, Northbrooke HOA