

NORTHBROOKE HOA BOARD OF DIRECTORS

February 2, 2024, 10 AM

Minutes

ATTENDANCE

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

CALL MEETING TO ORDER – The meeting was called to order at 10:00 AM.

APPROVAL OF BOARD MINUTES – The January 6, 2024 minutes were approved as written.

TREASURER'S REPORT

- Financial Reports - The January 2024 Financial Reports were forwarded to all Board Members. Net income for the month was \$35,745. Total assets as of January 31, 2024 were \$64,752.88.
- Tax Filing - Riley is going to follow up with CSolutions to verify if our 2023 taxes have been filed.

OLD BUSINESS

- Dues Notices – Marsha reported that dues notices have been mailed and that 131 of our 309 homeowners have paid. Homeowners will receive a second mailing on March 1 with a message that a \$10 late fee will be assessed if payment is not received by March 15. A brief reminder letter will be enclosed with the statement. Marsha is developing a process to share with CSolutions to verify that we can work in harmony on this project.
- CCR and Bylaws Revisions – We must develop a plan as to how to move forward on the revisions. Riley is going to try to find the software to change a PDF to a WORD document. Marsha will check with Angela Garcia to see if she has the needed software, as well. Joe is the point person on this project.
- Violation Management – We need to start enforcing violations. Marsha will work with Angela Carter and Angela Garcia to develop a process for notifying the neighbor and Oklahoma City. Currently we have issues to address with birds on NW155th Street and an abandoned car on NW 154th Street.
- Common Area Projects
 - Landscaper Contract – Chris has finalized the landscape contract. He and Marsha are going to meet with the landscapers in the next two weeks to discuss some of our needs including: how to clean up dammed up wetlands near NW 157th Terrace, pulling up current bushes and planting native grass beds, caring for zoysia grass mounds (size and mowing height), cutting down trees in all mounds and trimming low branches on trees, and establishing grass boundaries in wetlands.
 - Water Management/Pond Contract – Chris is to try to reach out to other companies. Check with Cathy to see if she can help identify other companies.
 - Entrance Lighting – Marsha is to move ahead with the less expensive option.
 - Quotes for Fencing Replacement – We need to obtain quotes and develop a yearly plan for fence replacement. \$5,000 has been budgeted for repairs in 2024. The Board thanks Joe for his speedy repair of the south fence along Rockwell.

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- Section Representatives – Marsha presented a plan for recruiting and utilizing Section Representatives. The Board approved moving ahead with this project.
- Leased Lot Registration Form and Process – Marsha will work on finalizing this project when she meets with the CSolutions staff in March.

NEW BUSINESS

- 2024 Goals – Ideas were suggested for 2024 goals: CCR's, Entrance Lighting, Rockwell and Entrance Landscaping, Section Representatives, Leased Lot Process, Playground Mulch.
- Architectural Design Process Cathy will also be included in the Architectural Design Process to support and record requests.
- FBI – It appears that a home at 15712 or 15716 Potomac was visited by the FBI. Since this could be a safety issue, we will attempt to learn more about this and report next month.
- Owners' Meeting – An owners' meeting will be scheduled when adequate information is available to report or discuss.

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