

NORTHBROOKE HOA BOARD OF DIRECTORS

March 2, 2024, 10 AM

MINUTES

ATTENDANCE

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

CALL MEETING TO ORDER – The meeting was called to order at 10:05 AM.

APPROVAL OF BOARD MINUTES – The February 3, 2024 minutes were approved as submitted.

TREASURER'S REPORT

- Financial Reports - The February 2024 Financial Reports were forwarded to all Board Members. Net income for the month was \$58,485.08. Total assets as of February 29, 2024 were \$118,213.96.
- Tax Filing - Riley is going to follow up with CSolutions to verify that our 2023 taxes have been filed. He reported that the same CPA firm has performed this task for the last several years.
- Dues – As of February 29, 70% of dues have been paid with only 92 homes left to pay. Our next notice should have gone out on Friday. Marsha will follow up on this.

OLD BUSINESS

- 2024 Goals – The primary goals for 2024 are: revise CCR's, repair Rockwell fences, repair 'Northbrooke' lighting along Rockwell, replace playground mulch and plant native grass beds to replace the current landscaped 'islands' along Rockwell. We will report on these projects monthly until they are completed.
 - CCR and Bylaws Revisions – We are searching for software that will allow us to transfer the PDF documents into Word documents for editing.
 - Rockwell Fences – Riley has obtained 3 quotes for replacing the fences along Rockwell. This is a large unanticipated expense. The quote which appears to be of the highest quality is with APEX Fence. The bid is \$23,000 for the fence and \$4,000 for staining and comes with a 15-year warrantee for the fence. The staining would have a warrantee for 2-3 years. The Board asked Riley to go back to Jacob Bodman of APEX to attempt to obtain a more favorable quote. The Board will consider a lower quote and potentially approve the quote before the next meeting as quick timing would be a part of a lower price.
 - Entrance Lighting – Marsha contacted David Fogle regarding repairing the 'Northbrooke' signs along Rockwell. He plans to complete the repairs as soon as the weather allows. The cost will be approximately \$1,317.
 - Playground Mulch – We budgeted \$3,000 for playground specialty much replacement. Marsha will contact the company to come out as soon as possible.
 - Plant Native Grass Beds along Rockwell – We need to replace the landscaped beds along Rockwell with native grasses. This will cost about \$2,060.

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- Violation Management – Angela was not available to update work on violations. The Board wants to involve CSolutions in this process. Currently we are having issues with birds on NW 155th Street and parked cars on NW 154th Street. Marsha will follow up with Angela and Cathy Wooten.
- Architectural Design – Joe is aware of a request for a pergola which would be visible over the fence. It was suggested that we consider approving certain common structures that are visible over the fence such as playsets, sheds, basketball goals if they are painted/stained in a manner that is coordinated with the home and secured adequately.
- Common Area Projects
 - Landscaper Contract – Chris is updating this contract with the landscaping company for 2024. There is a problem because we don't have contracted trash pickup for 3 months out of the year – December-February.
 - Water Management/Pond Contract – Riley is going to follow up with Cathy Wooten to remove trash removal from this 9-month contract and hopefully reduce the cost, which is currently at \$197.
 - Entrance Landscaping – We are waiting for a quote from the landscaper.
 - Tree and Bush Maintenance– We are waiting for a quote from the landscaper.
 - Wetlands– We are waiting for a quote from the landscaper.
- Section Representatives – Marsha is continuing to work on this project.
- Leased Lot Registration Form and Process – Marsha is working on this process with CSolutions.

NEW BUSINESS

- Meeting with CSolutions – Marsha will be meeting with CSolutions to review the contract and to work out processes/procedures as to how we can work together more effectively. This is more important now that we have reduced the number of Board members to five. We will also determine how to store documents.
- South Rockwell Entrance Streetlight Out – Marsha will report this outage.
- Membership Meeting, Northwest Library – We do not yet have a good date to schedule a meeting.

ADJOURNMENT – The meeting was adjourned at 11:15 PM.