

NORTHBROOKE HOA BOARD OF DIRECTORS

JUNE 10, 2024, 6 PM

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 6 PM.

APPROVAL OF BOARD MINUTES – The May 4 minutes were approved as submitted.

TREASURER'S REPORT

- Financial Reports - The May 2024 Financial Reports were forwarded to all Board Members. YTD net income is \$53,662.58. Total assets as of May 31, 2024 were \$82,670.46.
- Delinquency Report – As of May 31, 2024, 87% of dues have been paid with 40 homes left to pay. Our second dues notice went out June 1 with Late Fees to be assessed on June 15.

OLD BUSINESS

- 2024 Goals
 - Lighted Entrance Signs - Completed
 - Playground Mulch - Completed
 - Rockwell Fence – The method of payment for replacement of the fence along Rockwell was discussed. We do not believe that paying an attorney \$1200 for an opinion would be a good investment as the CCR's are not clear on this. Discussing and voting on this at an ownership meeting might be our best option.
 - Native Grass along Rockwell – The timing of this project will be determined after the cost of more urgent projects is determined.
 - CCR and Bylaws Revisions – No report
- Violation Management– Angela Carter and Cathy Wooten are beginning to manage the violations. Owners have been notified about the blue shed on NW 155th Terrace, the birds on NW 155th Street, and the chipped paint on NW 155th Street. It appears that these are being remedied. When a problem is resolved, it is logged into the Owner Web Access database.
- Architectural Design – Joe Perez and Cathy Wooten are managing this. There is an outstanding question regarding a swing set. Joe will check with Cathy and ensure that the homeowner gets a response.
- Common Area Projects
 - Project Funding – At last month's meeting, the money available for projects was estimated to be \$29,000. When examined, it was found to be \$8,763 in net income over budget for 2023 and \$7,490 general project funding and \$5,000 dedicated landscape project funding in the 2024 budget for a total of \$21,253.
 - Lighting Entrances – Chris installed solar lights on the islands at the Rockwell entrances.

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- Landscaping – Chris reported that the landscaping company will be sodding the 4 entrance berms very soon.
- Common Area Management - CSolutions will be taking a more active role in managing our Common Areas according to our contract with them including more site visits, working with vendors, and recommending long-term maintenance needs.
- Water Management/Pond – We need to recontact pond management to verify that they are fulfilling their contract.
- Rockwell Landscaping – Native grasses have been identified but we are waiting to identify someone to manage the trees and bushes first.
- Trees and Bushes – Waiting for determination whether landscapers will do this work or if we need to hire an arborist to do it.
- Wetlands – We have not yet found anyone to clear our obstructed area. So far, everyone we have contacted has indicated that our situation is not in their scope of work. CSolutions and Joe have identified someone to contact.
- Section Representatives - Marsha reviewed the Section Representatives with Angela Garcia and, with the approval of the Board, is working to move forward on this project.
- Leased Lot Registration Form and Process – The Leased Lot Registration Forms And Process has been finalized and, with the approval of the Board, has been implemented.

NEW BUSINESS

- Meeting with CSolutions – Marsha and Angela Garcia met on June 4 to discuss management issues. Minutes of the meeting were distributed to all Board members.
- Membership Meeting, Northwest Library – The Board wants to wait to hold a Membership Meeting until we can accomplish more of our goals.
- Meeting with Sonador / Montague – Marsha has contact information when we are prepared to request a conversation or meeting with this next door HOA neighbor.
- Neighbors Night Out – We have until August 25 to register for this annual event.
- Laptop - Angela Garcia recommended that a laptop be purchased for sole use of the HOA. The Board supports this recommendation. Riley will research and recommend laptops for this purpose.

ADJOURNMENT – The meeting was adjourned at 7:40 PM.