

NORTHBROOKE HOA BOARD OF DIRECTORS

April 6, 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 AM.

APPROVAL OF BOARD MINUTES – The March 2, 2024 minutes were approved as submitted.

TREASURER'S REPORT

- Financial Reports – The March 2024 Financial Reports were forwarded to all Board Members. YTD net income is \$63,320.60. Total assets as of March 31, 2024 were \$92,328.48.
- Tax Filing – Riley reported that 2023 taxes have been filed.
- Delinquency Report - As of April 4, 83% of dues have been paid with only 52 homes left to pay. Our first Late Dues Notice went out on March 1 with Late Fees to be assessed on March 15.

OLD BUSINESS

- 2024 Goals
 - CCR and Bylaws Revisions – Riley reported that he will be able to convert the CCR's from PDF to Word for editing purposes.
 - Rockwell Fences – Methods to allocate the cost of Common Area fence repair were discussed. Direction does not appear to be included in the CCR's. Marsha was asked to draft a memo to ask Matt Winton as soon as possible.
 - Entrance Lighting – Marsha reported that the Northbrooke entrance lighting has been repaired. The group discussed adding some solar lighting and reflectors to the entrance islands. Chris will research this.
 - Playground Mulch – The playground mulch has been dumped next to the playground circle and the project should be completed soon.
 - Plant Native Grass Beds along Rockwell – No discussion.
- Violation Management – A method for Angela Carter and Cathy Wooten to manage violations was drafted at the meeting with CSolutions last month. Current violations are the blue shed on 157th Terrace, birds on 155th Street, vacant car on 154th Street.
- Architectural Design – No report.
- Common Area Projects
 - Landscaper Contract – Chris is still working with the landscaping company on the extra projects outside the scope of the contract.
 - Water Management/Pond Contract – The contract was signed. The company is no longer being paid for trash pickup at the pond as the landscaping company is doing this as a part of their contract.
 - Entrance Landscaping – Four pallets of sod will be needed for the 4 entrance mounds.

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- Tree and Bush Maintenance - We discussed asking for volunteers to help with cutting down trees along Rockwell. We would need to identify someone who would be able to use a woodchipper or another method to remove trees cut down or trimmed.
- Wetlands – We are still trying to come up with a plan to clear the dammed-up area. The landscaper is searching for a firm who could assist with removing the dam. This is a problem for our neighborhood and Sonador/Montague.
- Section Representatives – Marsha is going to work on setting up this program in April.
- Leased Lot Registration Form and Process – Angela Garcia is going to work on this process in April.
- Meeting with CSolutions – Minutes of the March 12 meeting with CSolutions have been circulated and were reviewed.
- Membership Meeting, Northwest Library – We are tentatively looking to hold a membership meeting in June or July depending on when we can have some items to discuss.

NEW BUSINESS – No new business.

ADJOURNMENT – The meeting was adjourned at 12 PM.

Marsha Bennett

Secretary, Northbrooke HOA