**ATTENDANCE**

BOARD MEMBERS

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

OWNERS – Including the Board Members, 11 homeowners representing 9 units were in attendance. A sign-in sheet is attached to the original minutes.

**CALL TO ORDER** - The meeting was called to order at 10:03 AM.

**APPROVAL OF MINUTES** - The attendees moved, seconded, and approved the minutes of the October 26, 2023, Owners’ Meeting.

**BOARD OF DIRECTORS CANDIDATES –** Chris Satterfield reported that Position #2, currently held by Angela Carter, and Position #4, currently held by Riley Bair, are open for election. They are interested in being considered for re-election. Joe Perez currently in Position #5, has indicated that he can no longer fulfill Board responsibilities and that his position should also be released for election. Chris Satterfield reported that he has not received the names of any other individuals interested in running for the Board besides Angela Carter and Riley Baer. He said that this would be the last call for individuals interested in serving on the Board and asked if any owners in attendance were interested in running for Position #5. Calvin Tuck indicated that he would like to be considered for Position #5. It was moved, seconded and approved to select these individuals to join the 2025 Board.

**CHALLENGES IN MANAGING COMMON AREAS –** Chris Satterfield outlined the Common Areas that are the responsibility of the neighborhood. They include the strip of land, including the entrances, along Rockwell, the wetlands on the western side of the neighborhood, the playground, the soccer field and the area around the pond. We are faced with several challenges regarding these areas.

* Blockage in the Wetlands – We were provided with conflicting opinions regarding what we could or could not do in this area. After we were informed that we are responsible for maintaining this area, we found it difficult to secure a contractor at a reasonable cost to clear up the blockage. Recently it was suggested that we approach Councilman, Mark Stonecipher, to see if his office can assist us with securing a contractor who will accept this project.
* Ongoing Upkeep of the Wetlands - Clearing trees, bushes, and tall grass on an annual or semi-annual basis was an unanticipated cost which will need to be built into future budgets.
* Water from the Spring Creek School – As a part of the renovations at Spring Creek School, water from the school grounds has been routed into our land and wetlands. It seems that this issue was not considered during project planning. It was suggested that this problem also be brought to the attention of Councilman Stonecipher.
* Upkeep of the Fence along Rockwell – The CCR’s are not perfectly clear on who is responsible for replacement of the fence along Rockwell; however, after research of nearby neighborhoods, it has been determined that it is the HOA’s responsibility. This is the only way to ensure that the fence is well maintained in a consistent manner necessary for a good appearance for our neighborhood which benefits all owners. We have had a bid of $27,000 for a fence with a 10-year warrantee which we could budget for $2,700 each year.
* Entrance Lighting – Entrance wiring has been repaired but supports current LED lighting only. Angela Carter is exploring the feasibility and cost of an additional streetlight at each Rockwell entrance. Most other neighborhoods had a streetlight on an entrance island built into their plats, but our neighborhood did not.
* Entrance and Landscape Beds along Rockwell – We are looking to find a landscaper who would assist us in designing the entrance and landscape beds along Rockwell for planting in the spring. We have a place to purchase the plants and a landscaper to plant them.

**2025 BUDGET AND DUES** – The2025 Budget is under development and will be posted on the website when finalized and approved by the Board. Riley Baer reported that the only significant changes from this year’s budget are how to manage the costs of the challenges discussed earlier and revenue shortfalls due to unpaid dues which total $9,897. They include fifteen households that have not paid 2024 dues ($4,255), two households that have not paid 2023 or 2024 dues ($1,230) and four households that have not paid for several years ($4,412). No leased homes are on this list, and we monitor the number of leased homes in the neighborhood to ensure that we stay within the requirements. We utilize late fees and liens and are making phone calls to encourage payment. However, if we cannot get these individuals to pay, their delinquencies could result in an increase in dues in 2026. We have also discussed establishing a Contingency Fund to assist with the challenges listed above.

**OWNER PARTICIPATION IN HOA BUSINESS –** The Board would like to encourage owner participation in HOA business. With 309 homes, most of them with more than one adult, we hope to identify individuals with different skills and areas of knowledge who the Board could use as “consultants”.

* The Board is following up on a recommendation from the last owners’ meeting and plans to recruit Section Representatives. These neighbors would not be members of the Board but could function as intermediaries between the Board and their Section neighbors to improve communications. They would not be elected or required to attend Board meetings. Section Representatives could help us communicate with new homeowners and renters.
* Marsha Bennett will be participating in a Neighborhood Alliance program on how to increase use of digital tools to improve communications.
* Chris Satterfield is working on a project to make our Facebook private to only Northbrooke neighbors.

**ADJOURNMENT** – The meeting adjourned at 12 Noon.

Marsha Bennett\_\_\_\_\_\_\_\_\_

 Marsha Bennett, Secretary