**ATTENDANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Chris Satterfield, President | X | Angela Carter  |
| X | Marsha Bennett, Secretary |  | Calvin Tuck |
| X | Riley Bair, Treasurer |  | Angela Garcia – CSolutions Representative |

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

**APPROVAL OF MINUTES** – The October 12 and November 6 Board meeting minutes and the November 9 Owners’ meeting minutes were approved as submitted.

**TREASURER’S REPORT**

* Financial Reports – At the end of December, Current Assets were $40,760.83. Net Income for the month was ($2,564.01). Year to Date Net Income was $11,752.95.
* Budget – Riley will forward the 2025 Budget to Marsha to place on the website.
* Delinquency Report – The Delinquency Report at the end of December showed that 16 residents or 5.19% have not yet paid their 2024 dues. The total delinquent amount is $8,392. Eight homes have not yet paid this year’s dues. One did not pay last year’s dues, as well as this year’s dues, while four have not paid dues for more than two years. Three homes have small balances. CSolutions has tried all avenues of contacting these individuals. The Board approved having Matt Winton’s office move forward with liens. He is also working with CSolutions to draft a letter including foreclosure that will be sent to homeowners in hopes they will realize the consequences of not paying.

**OLD BUSINESS**

* Common Area Projects
	+ Wetlands/Obstruction Removal – The highest priority project for 2025 is the removal of the obstruction on the south side of the NW 157th Terrace bridge, as well as removing small bushes and trees between NW 157th Terrace and NW 155th Street. Since we have had difficulty obtaining bids for this project, we have decided to put together a document with maps requesting bids for this section which would clearly identify the area of the obstruction and the area requiring removal of small trees and bushes. We will also develop a bid to forward to our landscape company requesting the removal of small trees and bushes in three areas south of NW 155th Street. The goal is to complete these projects in February before the spring rains start. Riley will move forward with Angela Garcia on obtaining the bids.
	+ Rockwell Fence – Last year Riley obtained a quote for a high-quality fence along Rockwell which included a 10-year warranty and metal poles. The cost would be $15,000 without a stain and $18,000 with stain. We learned that this fence is the responsibility of the HOA to ensure that the integrity of the neighborhood is maintained. Since the wetlands/obstruction is our highest priority, the Rockwell fence will be moved to the 2026 budget.
	+ Entrance Lighting – While streetlights near the entrances are desirable, like the Rockwell fence, they are not a critical need. Angela Carter will continue to move forward to obtain a quote for the installation and ongoing cost and consider if it can be a project added to the 2026 budget.
	+ Runoff from Spring Creek Elementary School Grounds – The Board believes that the contractor, the city and/or the school district did not perform due diligence in planning water runoff from the school grounds which flows directly onto Northbrooke common areas. While there has always been runoff, it has worsened after the recent construction. We believe that rather than running across the top of the ground, a drainage pipe should be installed underground so that the runoff is released directly into the wetland. Riley is contacting the Councilman Mark Stonecipher’s office for assistance.
	+ Landscape Beds at Entrances and Along Rockwell – Ashley Williams volunteered to work with Marsha and Angela Garcia to plan, obtain and plant landscape beds at the neighborhood entrances and along Rockwell.
* Tree and Bush Maintenance – As soon as the trees and bushes start to bud in the spring, Marsha and Angela Garcia will follow up with the landscaper to see if all the trees and bushes identified for removal and trimming have been taken care of.
* Fence by Pond – Riley will check to see if the fence by the pond has been repaired and will replace the broken fence slats if necessary.

**NEW BUSINESS**

* 2025 Goals and Assignments - We will discuss 2025 goals and assignments at the February meeting. Chris will draft and circulate this information.

**ADJOURNMENT** – The meeting adjourned at 11 AM.

**Marsha Bennett**

**Secretary, Northbrooke HOA**