

NORTHBROOKE HOA BOARD OF DIRECTORS

February 17, 2025, 6 PM

MINUTES

ATTENDANCE

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

CALL MEETING TO ORDER – The meeting was called to order at 6:03 PM.

APPROVAL OF BOARD MINUTES – The January 4, 2025, Board meeting minutes were approved as submitted.

TREASURER’S REPORT

- Financial Reports – At the end of January Current Assets were \$62,205.16. Net Income for the month and year to date was \$21,444.33.
- Delinquency Report – The Delinquency Report as of February 17 showed that the same 16 residents who had not yet paid their 2024 dues were still delinquent in these payments. Overall, 158 residents, or 51.3%, have not paid for 2025 leaving the 2025 delinquent amount at \$52,512. The Board reaffirmed that we would go ahead with having the attorney, Matt Winton, file liens on our behalf on the timeline established last year and as indicated on our dues statement. Angela G informed us that Matt Winton’s presentations are on YouTube.

OLD BUSINESS

- Common Area Projects
 - Obstruction Removal – Riley, Chris and Angela G will work to move forward to contract with Design Earth for removal of the obstruction, downed trees and brush in the wetlands between 155th Terrace and 157th Terrace. The cost is to be \$12,500 before the project and \$12,500 when it is completed. We discussed blocking a portion of 157th adjacent to the obstruction to facilitate the work. We will communicate with everyone in the neighborhood by email and Facebook to let them know about the project, but we will contact the neighbors who live in close proximity regarding issues that might impact them more directly.
 - Wetlands Brush Removal – Chris and Angela G are working with AG Landscaping to clarify the scope of work that is meant by 24x48 inches of brush to be cleared in the three areas adjacent to 155th wetlands. Angela will schedule a time to meet with Ozzy to clarify this so they can move forward as soon as possible.
 - Trees and Bushes – As soon as the trees and bushes start to bud, Marsha and Angela G will walk around the common areas to see if any trees or bushes were missed when AG Landscaping trimmed last year. They will also evaluate if additional trees need to be planted. It was noted that many neighborhoods limit the landscaping along roads to trees. We will look at this next month and decide at the next meeting. The CCR requirement of 2 trees per front yard with 3 trees on corner lots was discussed. It was decided that the Board will only enforce 1 tree per front yard and 2 trees on the corner lots.

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- Landscape Beds along Rockwell – Marsha and Angela G will look at the landscape beds along our entrances and make a recommendation in the next 2 months. This will include evaluating the large bushes in the beds along Rockwell.
- Streetlight Cost Estimate – Angela C now has provided the electric bill so we can estimate the cost of large streetlights by our entrances. We will evaluate this for consideration in our 2026 budget.
- Fence by Pond – Riley plans to repair the fence by the pond as soon as weather is favorable.
- Other Projects
 - Councilman Mark Stonecipher – Riley reported that he has not heard back from the Councilman's office regarding the flooding caused by the construction at Spring Creek Elementary School.
 - Website – Chris noted that the website needs to be updated. A 2024 Year End Review is needed. The Board of Directors needs to be updated with Calvin replacing Joe Perez. The addition of Community Concerns was discussed and approved. All completed FORMS will go only to Cathy Wootten at CSolutions. She and Angela G will manage them, forwarding information to the Board whenever it appears important to do so. Marsha attended a Neighborhood Alliance presentation on using digital tools to benefit websites and other uses. She and Angela C will investigate these opportunities.
 - Section Representative Program – Marsha reviewed the proposed Section Representative Program. Calvin volunteered to take on this responsibility. Marsha will forward all of the materials in the upcoming week.
 - Private Facebook Site – Chris is continuing to investigate establishing a private Facebook site for the neighborhood, but he has limited time to do this at this time.
 - Owners' Meeting Location – Marsha is continuing to investigate the option of holding our owners' meetings at Frances Tuttle on Rockwell. Chris will continue to check to see if he can obtain a more direct phone number to contact them.

NEW BUSINESS

- 2025 Assignments – Board Member Responsibilities for 2025 were discussed and agreed upon.
- Database Access – Marsha reported that we have not been able to access the CSolutions database. Angela G is forwarding the login information to each Board member.
- CSolutions Contract – Angela G forwarded a draft of the CSolutions contract to Marsha for review by the Board.

ADJOURNMENT - The meeting was adjourned at 7:20 PM.

Marsha Bennett

Secretary, Northbrooke HOA