

## **NORTHBROOKE HOA BOARD OF DIRECTORS**

**APRIL 1, 2025, 9:05 AM**

### **MINUTES**

#### **ATTENDANCE**

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

**CALL MEETING TO ORDER** – The meeting was called to order at 9:05 AM.

**APPROVAL OF BOARD MINUTES** – The minutes of the February 17, 2025 meeting were approved as submitted.

#### **TREASURER’S REPORT**

- Financial Reports – At the end of March Current Assets were \$59,793. Net Income for the month was (\$8,814) and Year to Date was \$19,032. We want CSolutions to verify how these landscape expenses have been accounted as it appears that some Landscape Expense has been entered under Pond Maintenance.
- Delinquency Report – The Delinquency Report as of March 6, 2025 showed 11 residents who had not yet paid dues for 2024 or before. Overall, 113 residents, or 36.69%, have not paid for 2025 leaving the delinquent amount at \$39,487. Angela G has been working with staff at Winton Law to clarify services that will be available and the cost for such services. She will report to the Board as soon as additional information is available. They will charge \$100 per year to be placed on retainer. The Board agreed that we should obtain the retainer as soon as it is available.

#### **OLD BUSINESS**

- Common Area Projects
- Obstruction Removal – The dam obstruction has been removed, and it looks as if it will be successful, but we will continue to monitor it after rains. We will also monitor the wetland adjacent to this space next to the playground and identify the area that is our responsibility.
- Wetlands Brush Removal – Our landscape company has been tasked to undertake a similar brush removal in the three wetland areas south of 155<sup>th</sup> Street. They have agreed to remove brush when they mow on a weekly basis removing an additional 2 to 4 feet each week. CSolutions and Board Members will monitor this work.
- Rockwell/Common Area Landscaping - At their March meeting CSolutions staff met with Marsha and a part of that meeting was a walk around Rockwell to determine how to improve the landscaping in these common areas. We met with AG Landscaping last July and documented areas that needed to be improved and that could be undertaken by the landscaping company since they did not provide upkeep to the Zoysa hills. Some of the trees and bushes along Rockwell and Common Areas which had been identified for trimming or removal have not been removed. Catnip bushes left in the landscape beds so not look as attractive as anticipated and are identified for removal. After that is completed we will determine if the bushes should be maintained or removed and grass be allowed to grow, which would be less costly in the long run. Entrance Landscape Beds were examined, and it was determined to generally maintain the

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initial footprint. Marsha will draw up a plan for review and cost estimates. Angela G has been monitoring weed/feed applications. Dirt has not been filled around trees and bushes as requested last summer, and gator bags have not been removed.

- Streetlights – Angela C has contacted Cory from OG&E and John with the OKC Senate regarding an initiative to move streetlights at our two entrances closer to the street. She was informed that, if we moved them no more than 1,000 feet towards Rockwell, they would each cost \$2,500 for the installation and the city would assume the cost of electricity which currently is about \$650 annually. She was asked to provide a report on all streetlights in the neighborhood on our grid maps, indicating if they are bright or dim. This dovetails with information Chris has gathered on car break-ins in our neighborhood. He also wants this information. Marsha will try to capture this information in April.
- Fence by Pond – No report.
- Other Projects
- 2025 Assignments – The 2025 Board assignments were reviewed and will be modified.
- Councilman Mark Stonecipher – No report, however, the area where the French drain was installed is washing out, so we need to develop a plan to ask for assistance.
- Website – 2024/2025 – Angela C agreed to draft a document for the first page of our website including 2024 accomplishments and 2025 goals.
- Section Representative Program – No report.
- Private Facebook Site – This is on hold until the Section Representative project moves forward.
- Owners' Meeting – Chris is going to investigate holding owners' meetings at Frances Tuttle.

### **NEW BUSINESS**

- Owner Web Access – Board members are beginning to be able to access this database. Currently only financials can be obtained, but we have requested additional information.
- CSolutions Contract – The CSolutions contract has been signed. There was only one change, at our request, that they ensure that our taxes are filed properly.
- Mosquitos – One neighbor asked if we sprayed for mosquitos and Chris responded that we do not at this time. This is probably a bigger problem for those near the water than for others, but we will monitor this issue.
- Violations – Cathy Wootten is currently monitoring violations. At the meeting with CSolutions, Marsha asked her to move forward with the message that neighbors will be issued a violation if they do not have at least one living tree in their yard, and 2 trees if they are on a corner lot.
- Soccer Nets – Chris reported that the plastic ties for the soccer nets have been cut. We were able to find metal ties at a reasonable cost and Chris was given approval to purchase and install these replacements. If the replacements are also cut, we will look for an alternative use of this area.
- Irrigation Management – Item missed.
- Fence Damage – Angela C reported that there have been items on Messenger about the fence damage along Rockwell by the school. Angela G will be asked to contact our insurance carrier about coverage. Riley will be asked to obtain quotes for the school part only and for the entire fence.

**ADJOURNMENT** – The meeting was adjourned at 10:30 AM

*Marsha Bennett*

Secretary, Northbrooke HOA