

## NORTHBROOKE HOA BOARD OF DIRECTORS

AUGUST 9, 2025, 10 AM

### MINUTES

#### ATTENDANCE

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

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

**APPROVAL OF BOARD MINUTES** – The minutes of the June 27, 2025, meeting were approved as submitted.

#### TREASURER’S REPORT

- Financial Reports – At the end of July Current Assets were \$45,001. Net Income for the month was -\$10,198 and Year to Date was \$4,241.
- Delinquency Report – The Delinquency Report at the end of July continues shows 51 residents who have not paid dues for 2025 or before. This represents a total of 16.56% of dues unpaid, leaving the delinquent amount at \$21,905.
- Collections – The Board reaffirmed that the dues amounts over 2 years were sent to the attorney Matt Winton to send collection letters and file liens on our behalf with the timeline established last year and as indicated on our dues statement.
- 2026 Dues Statement – The Board discussed two shortcomings with the 2025 Dues Statement. First, although the penalties for late payments are higher, they allow owners to delay making payments. Second, the schedule is different than all the other HOA’s managed by CSolutions which makes it more difficult for them to manage. The Board was tasked with considering if we should utilize CSolutions standard dues statement and be prepared to discuss and vote on this for 2026. Angela Garcia was asked to email or bring copies of the revised statement to the September meeting.

#### OLD BUSINESS

- Common Area Projects
  - Obstruction Removal, Monitoring and Management – At the last meeting, the Board decided to contract with Humane Wildlife. John Nelson is the contact. Angela Carter is tasked to obtain a contract and forward it to Angela Garcia and Chris. Once Chris approves the pricing and signs it, he will turn it over to Angela Garcia to finalize and implement.
  - Wetlands Brush Removal and Maintenance - Angela Garcia has been monitoring this project. The Board is not satisfied with the landscaper’s progress. Angela Garcia will continue to monitor how well the landscaper meets the requirements of the contract and will report to the Board at the next meeting.
  - Trees and Bushes – Angela Garcia is going to examine the trees and bushes along Rockwell for those that need to be repaired for broken limbs or had been identified for removal. She will bring these to the landscaper’s attention for removal.

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- Pre-emergent Refund – After careful review by Angela Garcia, she recommended that the Board accept the \$710 landscaping refund. This was accepted by the Board.
- Entry Landscaping – The entry landscaping by Keathly Landscaping has been done. Angela Garcia will verify that the work was done according to contract and follow up if needed.
- Other Projects
  - Councilman Mark Stonecipher / Water Management - No report.
  - Website - Angela C is going to draft an update to the cover page of the website. Angela G will be meeting with the individual who has been managing our website to obtain information on new technology and how we can improve our site.
  - Section Representative Program – Calvin does not recall receiving names of individuals who have attended meetings or events and who might be interested in becoming a section representative or serving on the Board next term. Marsha will copy the information she has and forward it to Calvin.
  - Owners' Meeting Date and Location – Angela Garcia will investigate utilizing a Frances Tuttle location for our next meeting. We need to identify the location and date.
  - Violation / Tree Letter – Cathy Wootten was asked to send a letter to all homeowners requiring that all dead trees be taken down and as asking that interior lots maintain one living tree and corner lots maintain two.

### **NEW BUSINESS**

- Rockwell Fence – No Report.
- Neighborhood Night Out – The Board agreed to participate in the Neighborhood Night Out again this year. Angela Carter and Calvin will coordinate the event. We will schedule our next meeting on Saturday, September 6, at 9AM to finalize any details before the event on September 9.

**ADJOURNMENT** – The meeting was adjourned at 11:30 AM.

*Marsha Bennett*

Secretary, Northbrooke HOA

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