

## NORTHBROOKE HOA BOARD OF DIRECTORS

MAY 3, 2025, 9:00 AM

### MINUTES

#### ATTENDANCE

|   |                              |   |                                           |
|---|------------------------------|---|-------------------------------------------|
| X | Chris Satterfield, President | X | 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 9:00 a.m.

**APPROVAL OF BOARD MINUTES** – The minutes of the April 1, 2025 Board meeting were approved as submitted.

#### FINANCIAL REPORT-

- Financial Reports – At the end of April ,Current Assets were \$54,523. Net Income for the month was (\$5,270) and Year to Date was \$13,762.
- Delinquency Report – The Delinquency Report as of April 30 continues to show 11 residents who have not yet paid dues for 2024 or before. Overall, 77 residents or 25% have not paid for 2025 leaving the delinquent amount at \$29,725. Angela Garcia continues to work with staff at Winton Law to determine the cost of the collection services we would like to use. We will move forward as soon as possible.

#### OLD BUSINESS

- Common Area Projects
  - Obstruction Removal – The need to establish a plan for the maintenance of the large, primary wetland was discussed. Riley will continue to monitor this area and will recommend how often it needs to be mowed and will obtain 3 quotes for the cost of this service.
  - Wetlands Brush Removal - Angela G reported that she has been following up with the landscaping company. They indicated that it has been too wet to mow the 3 areas with which we contacted them to mow. He plans to start this week.
  - Pre-emergent – Angela G spoke with the landscaping company also because pre-emergent has not been sprayed in many areas. He offered to provide a \$710 credit to us for this lack of service. CSolutions will check the area around the pond for pre-emergent.
  - Rockwell/Common Area Landscaping – Marsha, Angela G and Kathy Wootten reviewed the Rockwell and entrance landscaping this week. They recommend that we remove all of the bushes and metal rings around the six landscaping beds and place sod in their place. They also recommend that we obtain 3 bids for landscaping the entrances. The Board approved moving ahead with these recommendations.
  - Entrance Streetlights – The movement of streetlights closer to Rockwell was discussed considering the recent announcement that Walmart will be building at the corner of Memorial and Rockwell. Riley will attempt to move forward with a relationship with Mark Stonecipher’s office to determine if we could identify the contractors in order to improve our entrance lighting due to the road constriction that will accompany the project. We won’t attempt to move forward until we have more information.

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- Dim Lighting - Chris forwarded the map of our neighborhood to see if we could improve street lighting. Marsha volunteered to identify the location of our streetlights and forward to Chris to determine which lights are dim and report back.
- Fence by Pond – Riley reported on the fence by the pond. He recommended that the fence be left as is because we have not had complaints and it appears to be used by individuals to pass between Northbrooke and Montague.
- Other Projects
  - 2025 Assignments – Chris reviewed the Board Member Core Responsibilities and the Board Member Projects for 2025. They are attached to the minutes.
  - Councilman Mark Stonecipher – Riley is going to continue to attempt to build a relationship with the Councilman's office.
  - Website – Angie Carter agreed to draft a cover page for our website including some of the unexpected challenges we faced in 2024 and projects we have planned for 2025.
  - Section Representative Program – Calvin identified some challenges he is facing in developing this program.
  - Owners' Meeting Location – Marsha is reaching out to Frances Tuttle to see if we can use a room there at no cost to the HOA.
  - Soccer Nets – Chris is replacing the nets.
  - Owner Web Access – No report.

### **NEW BUSINESS**

- Spring Neighbors Night Out / Yard Sale – It was decided that our spring event will be limited to the Yard Sale starting next year.
- Violations – Cathy Wootten was asked to not to send violations to homeowners who do not have the CCR indicated trees in their yards. She can indicate that dead trees should be removed and that, if possible, one tree planted.
- Irrigation Management – We need to bring our irrigation management issue to all the parties who played a role in its construction.
- Fence Damage / Insurance / Letter to Owners – We cannot file a claim for fence damage to the insurance company. A letter should be sent from Chris to the owners who have lots with fences on Rockwell indicating our plan to cover the cost of the Rockwell fence and that we plan to make it consistent.

**ADJOURNMENT** - The meeting was adjourned at 11 AM.

*Marsha Bennett*

Secretary, Northbrooke HOA