

NORTHBROOKE HOA BOARD OF DIRECTORS

NOVEMBER 1, 2025, 9 AM

MEETING

ATTENDANCE

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

CALL MEETING TO ORDER – The meeting was called to order at 9:17 AM.

APPROVAL OF BOARD MINUTES – The minutes of the September 6, 2025 meeting were approved as submitted.

TREASURER’S REPORT

- Financial Reports – At the end of October Current Assets were \$32,849. Net Income for the month was \$3,506 and Year to Date was (\$7,912).
- Delinquency – The Delinquency Report at the end of October shows 33 residents who have not paid dues for 2025 or before. This represents a total of 10.71% of unpaid dues, leaving the unpaid amount at \$13,066. CSolutions continued to follow our process for debt letters for this year.
- Collections – Chris reported that letters have been sent to 4 residents for a total cost of \$1,502. Each letter costs \$262.50 for the filing, \$58 for the filing fee, and \$55 for the process server for a cost of \$375.50 for each resident served.

OLD BUSINESS

- Common Area Projects
 - Obstruction Removal, Monitoring and Management – There is no update on securing a contract to remove beavers. Angela Carter and Angela Garcia were to contact John Nelson regarding a contract. They are tasked to update the Board on their efforts as soon as possible. Marsha is to follow up with Sonodor/Montague regarding how they are managing any obstructions and beaver removal and to introduce Calvin as a future contact person for Northbrooke. Calvin will follow up to emphasize that their current process for beaver management is creating a problem for our neighborhood and that we have already spent \$25,000 , as our neighbors were dissatisfied with the obstruction in our neighborhood.
 - Wetlands Brush Removal and Management – Our current landscaper has still not completed all of the tasks we requested over the last two years. We are currently seeking 3 bids for 2026.
 - Trees and Bushes – Not all of the trees and bushes have been trimmed to our satisfaction. We could consider putting out a separate bid for trimming our trees and bushes.
- Other Projects
 - Councilman Mark Stonecipher / Water Management - On hold.
 - Website – Calvin reported that he spoke with Angela Drabek regarding management of our website. He recommended that we continue to contract with her for \$540 for routine management and to work with her to build a new updated website for \$1,260. The Board voted to accept his recommendations. Marsha will contact Angela and CSolutions to inform them of this decision.

NORTHBROOKE HOA BOARD OF DIRECTORS

NOVEMBER 1, 2025, 9 AM

MEETING

- Section Representative Program – Calvin wants to use the new website and Facebook to recruit Section Representatives. Chris is going to forward log ins to Calvin to allow him to do this.
- Neighbor's Night Out -The members present were unsure if the bills from Neighbor's Night Out had been paid. Marsha will follow up with CSolutions and Angela Carter to ensure that all bills have been received and paid.
- Owners Meeting – Board voted to hold the next Owner's Meeting on December 16 at 6 PM at the Northwest Library, Room A. Marsha will work with Angela Garcia to get all the necessary information out to announce the meeting, set up voting and elections. We need to work on the Budget to present at that meeting. Our ability to replace and paint the Rockwell fence needs to be considered.
- Violation / Tree Letter – The Board was unsure about what we should enforce regarding trees in the neighborhood. We were able to agree that dead trees should be removed. This should be emailed to all neighbors with copies to Board members.

NEW BUSINESS

- 2026 Contracts – The Board has requested CSolutions to obtain bids for the following 2026 services:
 - Landscaping – Three bids are requested.
 - Pond - Services of current provider have been satisfactory.
 - Management - Services of the current provider have been satisfactory and will be important due to the Board turnover this year.

ADJOURNMENT – The meeting was adjourned at 10:30 AM

Marsha Bennett

Secretary, Northbrooke HOA