

NORTHBROOKE HOA BOARD OF DIRECTORS

xxx xx, 2025, x xx

MINUTES

ATTENDANCE

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

CALL MEETING TO ORDER –

APPROVAL OF BOARD MINUTES – The November 1, 2025, Board meeting minutes

TREASURER’S REPORT

- Financial Reports – At the end November Current Assets were \$xxxxxx. Net Income for the month and year to date was \$xxxxxx and Year to Date Net Income was \$XXXXXXX
- 2026 Budget
- 2026 Owners’ Dues
- Dues Statement
- Delinquency Report – The Delinquency Report as of November 30 showed that xx were still delinquent in their payments. Overall, xx residents, or xx%, have not paid for 2025 leaving the 2025 delinquent amount at \$xxxxx.

OLD BUSINESS

- Common Area Projects
 - Obstruction Removal – Dam / Beavers
 - 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.
 - 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.

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- 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