

**NORTHBROOKE HOA OWNERS MEETING
DECEMBER 16, 2025, 6:00 PM
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

OWNERS - Including the Board Members, 10 homeowners representing 8 units were in attendance. Two representatives from CSolutions were present. A sign-in sheet is attached to the original minutes.

CALL MEETING TO ORDER – The meeting was called to order at 6:10 pm.

APPROVAL OF MINUTES – The attendees moved, seconded, and approved the minutes of the November 9, 2024 Owners’ meeting. Board and owners meeting minutes are posted on our website after each meeting.

CURRENT MEETING GOALS – President, Chris Satterfield, introduced current board members and CSolutions representatives by name and position and shared the goals of this meeting.

COMMON AREAS MANAGEMENT - We have found management of the common areas to be the most costly and challenging tasks of the Board.

- The services of the current landscaping company have not been up to the desired quality, so a new company has been selected for 2026. The fencing along Rockwell has been deteriorating and needs replacement, as well. To maintain consistent quality, the HOA has determined that we need to maintain the fencing along the road. We are still obtaining bids for this project. We have continued to debate how to best maintain the primary wetlands between NW 157th Terrace and NW 158th Street which we call wetlands due to sitting water much of the year and which attracts beavers. We had the land cleared of brush and trash this year, but the beavers returned in short order. Contractors have come to assess the area, and we were informed that the beavers will return and that the cost to remove them is variable but estimated to be approximately \$700 each time. The other challenge is that other than building the dam on our property, that the beavers live on the adjacent HOA property, not ours. For now, we will continue to monitor this area and work to keep our space as unattractive to beavers as possible. We are going to monitor trees and bushes in the common areas each spring and contract with our landscaper to trim dead branches every two to three years.

CONTRACTS – Contracts are secured for higher cost services and services that are required on a regular basis:

- Landscaping – January 1 – \$47,537.34 – Complete Landsculpture
- Pond – January 1 - \$1,576 - TurnPro Aquatics
- Management – April 1 - \$11,550 – CSolutions Management
- Website – August 1 - \$540 - Angela's Advertising & Design, Inc.
- Website Update – Approximately \$1,000 - Angela's Advertising & Design, Inc.

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- Insurance – Roll-over - \$7,576 – Shelter Insurance
- Rockwell Fencing – Obtaining 3 quotes – Estimated around \$23,000

DUES STATEMENTS AND COLLECTIONS – This year we did not find the process of collecting dues as effective as we had hoped. Therefore, the dues statement and process for 2026 will be as follows:

- The first dues statement will be mailed out January 1 with payment due without late charges by February 28/29. On March 1 the second statement will be mailed with a late fee of \$10 assessed and on April 1 a third statement will be mailed with a late fee of \$25 assessed. If payment is not received by May 1 the account will be sent to our attorney with a lien and additional fees assessed. If payment arrangements are needed, the individual will be directed to contact our management company.

FINANCIALS -

- Our Total Assets as of November 30, 2025 are \$33,852.01. In consideration that our dues have not increased for the past three years, while costs to the HOA have increased, the annual dues have increased from \$280 to \$310. The Projected Budget is -\$5,306. The final budget will be posted on the website as soon as the fencing contract has been finalized.

NEIGHBOR ENGAGEMENT – The group discussed how we might improve neighbor engagement.

- It was suggested we could do more with our web presence. We will be upgrading our website. We should investigate ways that we can do more with email and Facebook.
- The Section Representative Program was discussed including ways we could use it to implement more activities or Ladder Communication. We want to continue the Neighbors Night Out program and start participating in the May Yard Sales. There was a call for volunteers but no one volunteered at the meeting.

BOARD MEMBER ELECTION – There are three Board positions open.

- No new neighbors volunteered to serve on the Board. Two volunteered to continue. One neighbor indicated that she would consider serving.

MEMBER TOPICS –

- Members suggested that future meetings start at 7 pm.
- The group suggested that we work on a process to encourage neighbors to remove dead trees from their yards.

ADJOURNMENT – The meeting adjourned at 7:20 pm.