

# Northbrook Property Owners Association

## Board & Member Meeting Minutes

Tuesday, April 15, 2008

### 1. Board Members Attending:

Sheldon Isman, President  
Stephen Haslam, Vice-President-not present  
Ellen Ignatow, Treasurer-not present  
Shannon Hawkins, Secretary  
Henderson, District 1  
James Tisdale, District 2  
Pat Gana, District 3  
Britt Hutchison, District 4  
Mark Preslock, District 5  
Dan Smith, District 6

### 2. Committee Chairs Present:

NPOA Board, Deed Restrictions  
Earlene Gales, Hospitality –not present  
Mark Preslock & Dan Smith, Security & Traffic  
Pat Gana, Trash  
Victoria Linares, Northbrook Young Adult  
Association Liaison  
Lisa Lowenstein, Club House Rental—not  
present

### 3. NPOA board and member meeting

*The member meeting was called to order at 705pm after refreshments. Nancy Strait was given some beautiful tulips for her assistance with the quotes for the pool. The board meeting was called to order at 735.*

Items for discussion at Member Meeting between District Representative and Members:

#### A. Decide Pool Open or Closed

- a. Issues: Nancy Strait accumulated all the information regarding pool operations. We cannot contract with SW Pool as they are already booked.
- b. Options: Maintain with Swim at your own risk; maintain with life guards; maintain.
- c. Legally, we cannot close the pool this year. This would require a vote of all members as it takes a 90 day window. If we do nothing, we still have to maintain the pool. No one did the research to close the pool. To close the pool, we must demolish it and not just cover it.
- d. Dan Smith made a motion to limit the pool budget to \$10K. Sheldon believes that \$10K is not enough for additional expenses that may come up over the year. The NPOA has already budgeted \$26K. Sheldon wants to use the extra money for security for the clubhouse.
- e. Sheldon, Stephen, and Nancy have come up with the idea of a key access card. The caretaker will take care of opening the gate, looking around in the middle of the swim day, doing extra items around the pool, and some monitoring of the security cameras.
- f. Pat made a motion that we hire Cortez to make repairs to pool and 12 month maintenance contract with a swim at your own risk. The motion was seconded, voted upon, and the motion passed.

#### B. Security Measures

- a. Camera system: 3 for pool, 2 for park, monitoring system in the life guard shack. 14-15 foot high. All wires are hard-wired in conduit.
- b. Card security system for the gate: \$1600 for 50 cards
- c. Higher fence: \$8000 for increasing the fence by 8 feet all the way around.
- d. Pat made a motion to install the cameras, install the gate access, and limited fencing to secure the pool. To clarify, the fencing would be around the pool and club house. This motion was tabled.

- e. Pat made a motion to get the card reader system to increase accountability. The motion was seconded, voted on, and the motion passed.
- f. Dan Smith brought up the idea of a monitored alarm system. Dan Smith made a motion to get bids for an alarm system. The motion was seconded, voted on and the motion passed.
- c. **Landscaping Proposals**
  - a. The sewer pipes in our area were leaking leading to the water problems. The sewer work is still ongoing.
  - b. Pat made a motion to approve the cost of leveling piles of dirt in the greenways where the water is ponding after the sewer people are done. This motion was seconded, voted on, and passed.
  - c. Jereme got us 10 oak trees. The trees need to be planted or they will die.
  - d. Pat made a motion to plant one tree on 6200 block of Portal if we can make sure someone will water it. The motion was seconded, voted on, and the motion passed.
  - e. Stephen Hohenstein wanted to know who to contact regarding adding trees near his house. He will contact Sheldon if he knows of areas which need additional trees.
  - f. Trees need to be trimmed. We got 3 bids for trees trimming. Pat made a motion to use Cruz lawn care as proposed. The motion was seconded, voted on, and the motion passed.
- d. **New Signs – Pool, Park, Greenways**
  - a. Pat made a motion to approve funds for signs. The motion was seconded, voted upon, and the motion passed.
- e. **District Rep Issue**
  - a. The District 1 representative no longer qualifies to be a representative. Mark made a motion to remove the District 1 Representative. The motion was seconded, voted on, and the motion passed.
  - b. Sheldon will represent District 1 until a new rep is determined.
- f. **Financial Report**
  - a. Ellen gave a report of the finances and a letter stating why she could not be present at this meeting.
  - b. Pat made a motion to enter the financial report into the minutes. The motion was seconded, voted on, and passed.
- g. **Late Assessments**
  - a. We currently have 31 home owners who have not paid their assessments.
  - b. Sheldon wants to set up a procedure for addressing late assessments:
    - i. Feb 1 – late reminder letters go out. Mar 1 – demand letter; Apr 1 – attorney letter goes out.
    - ii. Pat made a motion to set up a procedure for addressing late assessments. The motion was seconded, voted on, and the motion passed.
  - c. Assessments are due Jan 1 with a 30 day grace period. 5 home owners from 2007 are making payments. 2 additional home owners are in bankruptcy and we will not see those assessments ever.
- h. **Deed Restrictions**
  - a. We need a procedure for handling deed restrictions.
  - b. We believe we need three sets of eyes to examine each deed restriction. The letter will come from the NPOA board.
  - c. Mr. Tisdale and Britt will go look at 5 fences and a house on Rollingbrook as will Sheldon.
- i. **Garage Sale—May 10**
  - a. One day event. We have time to put material in Green Sheet. Pat made a motion to add garage sale on May 10. The motion was seconded, voted on, and passed.
- j. **Grant Applications**

- a. We did not get the grant that we applied for. There were 10,000 applications.
  - b. Victoria is working on additional grants.
  - c. Dan brought up the idea of selling web space to realtors and charging \$20 for the pool cards.
- k. **Caretaker**
- a. The price is \$10 per hour.
  - b. Sheldon has been contacted by 3 individuals for the position.
  - c. Pat made a motion to approve hiring a caretaker for pool duties and miscellaneous duties for 4 months. The motion was seconded, voted upon, and the motion passed.

**Meeting was adjourned at 903pm**