

# Northbrook Property Owners Association

## Board & Member Meeting Minutes

Tuesday, January 15, 2008

### 1. Board Members Attending:

Sheldon Isman, President  
Stephen Haslam, Vice-President  
Ellen Ignatow, Treasurer  
Shannon Hawkins, Secretary  
Eddie Henderson, District 1  
James Tisdale, District 2  
Pat Gana, District 3  
Britt Hutchison, District 4  
Mark Preslock, District 5  
Sophie Wang, District 6

### 2. Committee Chairs Present:

NPOA Board, Deed Restrictions  
Earlene Gales, Hospitality  
Mark Preslock & Dan Smith, Security & Traffic  
Pat Gana, Trash  
Victoria Linares, Northbrook Young Adult  
Association Liaison  
Lisa Lowenstein, Club House Rental

### 3. Pre-meeting reparation

District Representatives arrived by 6:30pm for preparation meeting with President and Vice President (VP). During this time, VP reviewed overall procedure and roles during the Member Meeting portion and distributed any reports and paperwork prepared for Board Members.

### 4. Member Meeting with District Representatives

Two greeters were at the clubhouse door directing people to their District table. Each table set with signs denoting the 6 Districts and District Representatives seated at respective tables. District Representatives had Members sign in at their District table.

Member meeting called to order at 7:05pm after coffee, hot chocolate, cake, and cookies.

Views of Members on issues to be voted upon by District Representatives at Board Meeting will be discussed before the Board Meeting at the Member Meeting.

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

#### A. Trash

Pat gave a report that there had been no calls to Waste Management

#### B. Greenways

Discussion between district members regarding sink holes, ponding water, overhanging trees, etc. Each District Representative is to get a note to Stephen regarding specific items that need to be taken care of.

#### C. Clubhouse rental

Lisa Lowenstein made a point that the clubhouse rental process was going to change and renting it would be changed. Lisa and Pat will be in charge of clubhouse rental. Lisa is looking for people who have ideas of what needs to be changed with the clubhouse. People with ideas or suggestions should email Lisa. She will be doing a newsletter article for next month.

#### D. Pool

Stephen said decisions about the pool would not be made tonight. Many people are researching ideas regarding lifeguards v swim at your own risk. Many repairs need to be made on the pool as well. A decision on the pool will take some time. Stephen would like to set a community meeting in early February to discuss this issue. Research will be done prior and presented at this meeting. Ms. Cowles and Ms. Linares would like to be involved in the pool input. Nancy has contacted 6 companies who have expressed interest in pool

maintenance and life guards. They need additional information regarding the actual pool size, etc before giving us bids.

E. Security

Members were asked to discuss any security concerns with their District Representative.

District Members included:

District 1:	Ron Kirshy Barb Kirshy Ed Kresa Eddie Henderson Lisa Lowenstein	District 4:	Ana Victoria Linares Heidi Wallace Delia Cowles Shannon Hawkins Britt Hutchison
District 2:	Nancy Strait Brian & Sophia Crane Sheldon Isman Earlene Gales	District 5:	Tiffany Archie Morgan Lauro E. Guerra
District 3:	Purvis Anderson	District 6:	Sophie Wang Ellen Ignatow Dan Smith

## 5. Board Meeting

*Northbrook Property Owner's Association Board Meeting called to order at 745pm.*

### 5.1 New Business

#### 5.11 Installation of NPOA Board Officers and Committee Chair Persons

A motion was made, seconded, and voted on for each position. All motions passed. Installed officers and Committee Chair Persons included Shannon Hawkins—Secretary, Ellen Ignatow—Treasurer, Lisa Lowenstein – Clubhouse, Mark Preslock – Security & Traffic, Pat Gana—Trash, Earlene Gales—Hospitality, Vanessa Collier—Newsletter, Youth Club – Victoria Linares. Pool and Greenway committee positions remain open.

#### 5.12 Approval of November 2007 NPOA Board Meeting Minutes with corrections as noted by previous NPOA Board.

A motion was made, seconded, and voted on. The motion passed.

#### 5.13 FINANCES.

The January 2008 financial report was handed out by Ellen. We have received 36% of what we should have collected. We have spent what we have taken in which is appropriate for a not for profit organization. We had a few homes that foreclosed that caused us some financial distress in the past. However, we are in good shape now. Currently, there are only 2 foreclosures left in our subdivision. The other homes have been purchased. The Albury lot has been purchased. Ellen has been in contact with the new owner regarding annual assessments. 11 people have not paid 2007 assessments.

#### Financial Motions:

Ellen usually waits until March to send out certified letters, but would like to move sooner on these delinquent payments, and send out these letters now. A motion was made to send reminder letters now for those 11 who have not yet paid their 2007 assessments, seconded, and voted on. The motion passed.

A motion was made to increase Ellen Ignatow's salary by \$50/month for bookkeeping, "property management," effective January 2008. This motion was seconded, restated by the President, and voted on. The motion passed.

A motion was made to appoint an Executive Committee that will work with the President to make financial decisions up to \$500 in carrying out Board policies and approved initiatives. This motion was discussed. Ellen discussed that items over \$1600 had to have 3 bids. She also discussed that certain items such as stamps do not have to have board approval. Sheldon discussed having the Board appoint 2-3 people who can make executive type decisions with the President up to \$500. Ellen expressed her concern that she would be notified by email. Pat explained that this was a way of checking the Treasurer, President, and Committee Chair Persons on expenses. This motion was seconded and voted on. The motion passed.

#### 5.14 DIRECTORY.

We need a new directory. Lisa Lowenstein pointed out the Ellen has all or most of the information. We need cell phone numbers and email addresses. Stephen pointed out that many of these numbers may not be correct. Sheldon would like to include pets in this directory so that lost dogs may be returned to their proper owner. Lisa recommended blank pages in the back to add new people. Sheldon recommended adding preferred contract providers. Dan Smith brought up the idea of not even printing them and using electronic formats. Stephen wants to appoint a team to come up with ideas.

##### Directory Motions:

A motion was made to appoint a team to gather updated information on NPOA residents and republish the NPOA Directory. This motion was put forth, seconded, and voted on. The motion passed. Stephen, Shannon, and Lisa will head the team to format a plan to redo the directory.

#### 5.15 TRASH.

Pat gave most of her report during the Members Meeting. Dottie Ward will look into getting information regarding switching to City Trash Pick up. Lisa will get information regarding her previous attempts at contacting the City Trash people.

#### 5.16 GREENWAYS.

Three bids were handed out for one year contract. One bid was well above the rest. Discussion ensued for a 14 month contract and the individual contractors. Oscar has not done a large contract. Cruz has handled large contracts. Cruz will also take care of the beds. Sheldon would also like to have them take care of overhanging trees. Albury lot has been calculated out. Cruz will cut all our property and has been communicating very effectively with Stephen. Sheldon will attempt to get the City to cut the water tower lot.

##### Greenway Motions:

A motion was made to accept the Cruz Lawn Care bid for greenways maintenance for 2008. This motion was put forth, seconded, and voted on. The motion passed.

#### 5.17 CLUBHOUSE.

The clubhouse has not been maintained for several years. One of the corners has been starting to rot. Sheldon will come up with short-term, 6-month, and long-term goals regarding the physical standing of the clubhouse. He will prepare a report for the next meeting. Lisa and Pat expressed their concern about decorating ideas being done then major construction being done. Sheldon recommended waiting to do any redecorating until the major repairs had been completed.

#### 5.18 POOL.

Sheldon gave us a report from Sweet Water Pools regarding repairs needed for the pool to be up to Texas state code. David's pool would not look at our clubhouse pool as they only do private pools. These repairs will not be decided upon until we decide what we want to do with the pool. The pool has too many maintenance issues. Sheldon will get three bids for fixes that need to get done and report back to the board. Sheldon will also get a bid to fill in the pool. He also raised the idea of flattening the clubhouse, building houses, and selling them. This would require the Deed Restrictions to be changed. Stephen will schedule a NPOA community meeting to discuss pool issues and get the meeting date in the newsletter.

#### 5.19 SECURITY.

Mark has been calling when he has seen adult males without children in the park. Mark emphasized that we should call police whenever we notice anything out of the ordinary. Sheldon recommended Mark contacting the home owners surrounding the playground to be the eyes and ears for the playground. Mark made several recommendations regarding some security concerns. For example, he is against seats being added on the streets. He wants locks on gates for only neighbors who have paid their assessments. Pat pointed out that two reports have been done regarding security in our subdivision. These are large reports that take some time to pick out ideas that are easier to implement. Pat pointed out that there are several community security meetings that we or someone from our community should attend. Mr. Tisdale expressed interest in going to these meetings. He was given the information on these meetings. Mark will try to find one more person to be a community liaison. Mark will write something for the newsletter to see who volunteers. Mark and Britt will get together to discuss security cameras. These cameras will be placed in strategic locations for the clubhouse. We pay \$88 per month for the pay phone. We have to have phone access for the pool. Stickers need to go on cars. Mark Preslock has the stickers. Mark will have more next meeting regarding specific security recommendations.

#### 5.20 HOSPITALITY.

Earlene Gales would like to add stickers and surveys to the gift baskets. Sheldon would like to know what is in the baskets. Earlene will get with Sheldon to discuss what is in the gift baskets, and he will try to get some additional items donated.

#### 5.21 DEED RESTRICTIONS.

Heidi Wallace will be the deed restriction coordinator. She will coordinate all infractions with the deed restriction committee. The actual Deed Restriction Committee Chair Person will be the entire Board to protect the Chair Person. The process of deed restriction violation notification was described. The neighbor will be contacted regarding the infraction. They have a set amount of time to correct the problem. If not corrected, a letter will be sent out. If still not corrected, the matter will be turned over to the lawyer.

#### 5.22 Committee Chairs.

An operations manual will be created of step by step of job descriptions.

*The meeting was adjourned at 911pm.*