

Northtown Homeowners' Association Inc.  
Open Meeting Minutes  
February 10, 2026

**Call Meeting to Order:**

Sheila called the meeting to order at 6:31 pm.

**In Attendance:**

Sheila Ruling

Linda Barvitz

Frank Vance

Emmy Morales

Sharla Cook – Community Manager, Osselaer Management Group

**Directors Absent:**

Jeannie King

**Sheila Reminded Everyone of the Meeting Protocol:**

This is a business meeting, no cross-talking, using the microphone, discussion after a motion is made and before a vote. There will be time at end of Meeting for discussion & questions.

**Approval of Meeting Minutes January 13, 2026:**

Lynn made a motion to approve January 13, 2026, meeting minutes, seconded by Emmy, motion approved without objection or changes, motion carried.

**President:**

Sharla Cook is now the Community Manager and will take the meeting minutes at the cost of \$50.00 per meeting.

County inspected pool, 2/2/2026. **Corrective action noted:** Deck surface is cracked, lifted and broken; this poses a potential tripping hazard. Repair deck surface prior to next routine inspection.

Three bids have been received to repair pool deck:

1. Deck repair to include:
  - Power wash entire deck
  - Repair cracks and patch surface
  - Apply 1<sup>st</sup> coat of cool deck paint with airless sprayer
  - Apply 2<sup>nd</sup> coat by back rolling
  - \$5350.00
  
2. Deck resurfacing to include:
  - Grind down old surface, remove texture

- Repair cracking cement (no warranty)
- Primer base coat entire deck
  - Acrylic texture
  - Acrylic paint/seal
- 2-year warranty excludes crack repair, natural or manmade staining
- \$24,322.50

Option 1:

- Repair existing cantilever-\$2900.00

Option 2:

- Remove existing pinned cantilever and install split face travertine 4x4-\$6800.00

3. Deck repair includes:

- Existing deck, grind and prep, remove aggregate
- Acrylic deck, lace aggregate, paint, sealer, crack repair
- Porto vac entire pool
- Warranty-2 years
- \$20,410.00

Linda will research the Registrar of Contractor and the BBB prior to deciding. It was recommended that the Board seek an additional bid that is in line with the 2<sup>nd</sup> and 3<sup>rd</sup> company as a total repair and not patching like the 1<sup>st</sup> bid. Sharla will set up an additional company to provide another estimate.

It was discussed, and the Board agrees, that to pay for the project the money will be paid from the Money Market account and then when the CD renews on May 16, 2026, money will be pulled from the CD and returned to the Money Market account.

There are still two open seats on the Board of Directors. Sheila has asked for help in getting the word out to all neighbors before the April Members Meeting.

Sheila asked for the update from Frank on the signage and irrigation.

- Irrigation is in progress and will be completing this soon.
- Signage is partially completed.

**Vice President:**

Report given by Sheila in Jeannies absence. Jeannie wants a report of any cars parked at the entrance off Cave Creek on to Waltann. It was also stated that the City has informed the Board that from Cave Creek to the west on Waltann is owned by the community and not the City, which was determined when this area was developed. The City owns the Alley.

**Secretary:**

Amendment update- 3<sup>rd</sup> Amendment is 37 votes short; 4<sup>th</sup> Amendment is 67 votes short. Thank you to Jean and Barry for their help in going door to door for signatures.

The office computer has been set up with Microsoft 365. There is a 30-day free trial and then the cost will be \$99.00 per year.

**Treasurer:**

See Financials.

The Reserve Contribution Fee: \$5000.00

Road Reserve contribution: \$2500.00

Total: \$7500.00

Reserve Fee \$605.00

Total \$8105.00

The Board welcomed new homeowners Michael and Deena Brady 2145 E. Betty Elyse Lane

**ACC/Compliance:**

Emmy reported on the last compliance visit, there were 12 courtesy notices sent out, and 8 fine letters sent out. The committee has purchased a new digital camera; it is in operation. Lot files will be updated in the next 30-40 days.

**Roads and Grounds:**

The committee is in the process of getting bids for paving. They are seeking 3 types of bids.

1. Paving clubhouse to alley.
2. Paving clubhouse to Cave Creek.
3. Seeking the cost to remove the bump in the road at the intersection of 22<sup>nd</sup> St. and Waltann.

The 2 pine trees that were removed last year, the recommendation is to replant this area not with more trees that require maintenance and irrigation, however, to install shrubs or desert friendly plants that are low maintenance and drought tolerant such as the Pencil Plant or Fire Sticks. The Board agreed and will move forward to gain pricing.

Sheila mentioned there are termites found on the west side of the clubhouse and the exterminator will be out to treat this area within the week.

**Osselaer Management:**

Sharla thanked the community for having her back as the Community Manager.

Her contact information is: [sharla@osselaer.com](mailto:sharla@osselaer.com) Phone: 602-740-8979.

**Old Business:**

Lynn thanked Naomi for her effort and hard work with getting the information out to the out-of-town homeowners regarding voting. Naomi stated there are 54 out-of-town homeowners and 30 did not vote last year, which is 53% of the out-of-town residents.

There will be a letter and packet sent out this week requesting a response along with the ballot and a return envelope.

Naomi reported that the company Home Instead which provides in home care services for the aging and disabled community gave a presentation in this months Coffee Klatch. The attendees found the information valuable and suggest the Board invite them to provide a community-wide presentation for those who may be interested in learning more about their services. It is important to note; this is an independent company not endorsed by the Board of Directors.

### **New Business:**

### **Comments, Questions:**

Community comments:

- Concerns that the pool is not used enough to warrant the cost to repair the cool deck and it appears to be more of a liability than an asset.
- The money should be prioritized to the paving and road work over the pool.
- Suggest putting the cost of the pool deck repairs in the newsletter.
- The length of time the pool would be closed for the repair to the deck would be approximately 7 days.
- The question asked; could the repairs be pushed back after the paving. The short answer: the County is requesting the repairs be made by their next inspection which would be in two months, plus or minus.
- There was discussion of getting additional companies out to bid the deck project. This was agreed on by the Board and will be completed by Sharla.

**Meeting adjourned at 7:30 pm**

### **Submitted by:**

Sharla Cook  
Community Manager  
Osselaer Management Group