

Southbrook Newsletter

Bimonthly

southbrook@earthlink
.net

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Welcome to the Southbrook newsletter. We will be sending this out every two months. The goal is to keep residents and owners informed of news, projects, and plans. Our hope is that this will improve communication, which will in turn benefit all of us living in this community.

News

- If you have questions or issues, resident manager Nancy's email address is southbrook@earthlink.net. You can also write to this email address to reach our property manager and HOA board members.
 - Our website is southbrookcondos.net. It contains information about HOA board members and managers, rental information, FAQs, bylaws and policies, meeting minutes as well as forms to download.
 - In March a new board was elected to serve a two-year term. An introduction letter was emailed to all members outlining our intentions and goals. Examples of goals include: digitizing records, updating members' contact information, and making sure rental units have the required forms that have been approved by the HOA board.
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Projects

- Bill Jones, our property manager with Double T Property Management, has been hard at work providing upkeep for our buildings and grounds.

Here are some highlights (details are available on our website in the meeting minutes section):

- New stairs installed on Building 2 (Units 27-30)
 - Painting completed on Building 12 (Units 1-8)
 - Various gutter repairs and gutter guard installation
 - Multiple repairs to second floor decks and railings
 - Spring clean-up day was held for large trash items and yard waste; the next clean-up day is planned for the fall
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- Nancy has been working on digitizing our records and processes. Rental unit owners need to have a unit rental agreement and copy of the most current lease agreement on file. Please make sure you reply to emails asking for these as they are the only record of the HOA board having approved your unit to be operated as a rental.

Plans

- Bozeman Arbor Care has marked trees to be cut and we will be scheduling tree removal. This may impact parking and a handful of units for a few days.
- In the future we hope to send out quarterly financials for the HOA
- The board is in the final steps of signing up for a payment service to offer members automatic ACH payments as an option for paying their monthly dues. You can then set up an automatic payment to have the monthly HOA fee deducted from your selected account.
- A group is being set up to complete small volunteer projects around the complex. This will help us both save money and help others out. Examples are flower bed clean-up, tree trimming, small painting projects, and planting trees and flowers. If you have the interest and/or skills to help out a few hours a month and/or lend us the necessary equipment to complete a project, the HOA will pay for materials. Please click the button below to either 1) sign up for the group, or 2) to ask for help with a project.

[Click here to sign up or submit a project](#)

- We are interested in getting your input regarding future projects that will enhance Southbrook, which we will in turn share with our property manager. Click the button below to sharing your ideas.

[Click here to view projects](#)

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