

**Fenwick Homeowners Association
Board of Directors Meeting Minutes**

Date: January 21, 2019

Board Members in attendance: Robert Feinberg, Harvey Jones, Lisa Sutliff, Greg Blackwood and Tom Fiordelisi

Absent: Divya Bhatt, Emily Garman, Will Hart and Caroline Turan

Guests: Jeff Andeel

Call to order – President Robert Feinberg at 7:05 p.m.

Review of Minutes: Jones made a motion to approve the minutes from the November 13 annual meeting and November 19 board meeting. Fiordelisi seconded the motion. Motion passed unanimously.

Old Business:

- **Committee Assignments:** The Board determined committee chair assignments:
 - Maintenance Committee Chair: Harvey Jones
 - Pool Chair: Lisa Sutliff
 - CPC Co-Chairs: Jeff Andeel and Robert Ballard
 - Architectural Committee Chair: Jeff Andeel
 - Nominating Committee Chair: Tom Fiordelisi
 - Community Involvement Chair: Divya Bhatt
 - Communication Chair: Emily Garman
 - Social Chair: to be determined

New Business:

- **Clubhouse Management, Cleaning & Online Payments:**
 - **2019 clubhouse management contract:** Reviewed proposed contract that had no cost increase. Sutliff made a motion, seconded by Fiordelisi, to approve the clubhouse management contract with Daniel and Alyssa Syring at a cost of \$300 per month. Motion passed unanimously. The Syring's are residents that began managing the clubhouse in January 2018.
 - **2019 clubhouse cleaning contract:** Reviewed proposed contract that had no cost increase. Fiordelisi made a motion, seconded by Jones, to approve the clubhouse cleaning contract with Daniel and Alyssa Syring at a cost of \$230 per month. Motion passed unanimously.
 - **Clubhouse rental process:** Dan Syring recommends the clubhouse rental process move online so residents can book a date, then submit a contract and payment online at one time on the HOA website. The Board agrees it would like to pursue this option but tabled the discussion to discuss further which party would be responsible for Paypal fees, and discuss the process in person with Syring.

Treasurer's Report – Lisa Sutliff:

- December 2018 financial report: \$41,946 in operating funds; \$197,636 in reserve funds, total assets of \$239,672, and six of 713 dues unpaid.
- Discussed two homes with a recent bankruptcy and foreclosure.

- Invoices for 2019 dues in the amount of \$368 were recently mailed to all homeowners. Payment is required by Feb. 15.

Maintenance Committee – Harvey Jones:

- Reviewed a proposed contract from Bowman Brothers Inc. to perform mowing, fertilization, weed control, and regular trash collection in all common areas, as well as flowerbed maintenance at all four entrances in 2019 and 2020.
 - The company only bills the HOA for work performed, so all of the contracted amount may not be spent if less work is required or weather prohibits some work.
 - Fiordelisi asked about the use of perennials instead of annuals in the flowerbeds as suggested by resident Loreanne Cowen last summer. The Board agreed it likes the idea, but decided to continue with the spring and fall color of annuals at this time.
 - Jones made a motion, seconded by Fiordelisi, to accept the Bowman Brothers contract for 2019 and 2020 in the amount of \$101,688.50 per year. Motion passed unanimously.
- Lost a turtle trap, which will cost approximately \$300 to replace. Turnpro Aquatic will be instructed to place the traps in the center of the pond instead of on the edge where kids can pull them out.
- Turnpro will be hired to service the pond fountains, pumps and lights.
- Some elm trees at the pavilion on Saddlecreek Way have elm disease and will need to be removed, probably in the spring.
- The committee recommends not fertilizing the pine trees this year. They were fertilized the past two years, but the trees also need a steady water supply, which would require gator bags and cost of labor.
- Blackwood will order three more common area signs for the walking paths, which the maintenance committee will install in the spring, along with the dog bag stations.
- Need to modernize all entrance lighting by replacing fluorescent flood lights, of which many are burnt out, with LED lights at a cost around \$800.
- Feinberg said the walk-through gate in Garden Village on 164th near Braums needs repair.

CPC Report – Jeff Andeel:

In the last two months 21 violation letters in main and gated Fenwick have been mailed:

9 signs	1 vehicle parking
7 trash	1 landscaping
2 architectural	1 unsightly

Pool Report – Lisa Sutliff:

- No report

Architectural Committee – Jeff Andeel:

- 2 fences approved
- An owner placed tiles over all brick on his mailbox without prior ARB approval. The design guideline states that mailboxes must be brick. Fiordelisi made a motion, seconded by Jones, that Andeel should discuss the issue with the resident to bring the mailbox into compliance with the guidelines. Motion passed unanimously. The Board will review its status at a future meeting.

Community Involvement Report – Divya Bhatt:

- No report

Social Committee – Lisa Sutliff:

- Had great participation at Breakfast with Santa and pictures are posted on the website.

- Garman and Sutliff propose 2019 garage sale dates of May 31-June 1 and Sept. 20-21. If inclement weather is forecasted, a sale could be postponed to the following week. The Board agreed.

Nominating Committee – Tom Fiordelisi:

- Three board members' terms will end in late 2019 and new volunteers may be needed. Fiordelisi will advertise the need for participation and recruit future board members.

Communication Report – Emily Garman:

- No report. An email newsletter will likely be distributed this month or next month. Garage sale dates will be promoted on website and social media.

Fiordelisi moved, seconded by Blackwood, to adjourn the meeting. The meeting adjourned at 8:41 p.m.

Next scheduled meeting will be: February 18, 2019, at 7 p.m.

Prepared by Lisa Sutliff in place of Emily Garman, Secretary