

Fenwick Homeowners Association

Board of Directors Meeting Minutes

Monday, February 16th, 2009

The Board meeting for the Fenwick Homeowners Association was held at Fenwick Clubhouse, 16801 Fenwick Blvd, Oklahoma City, OK.

Call to Order - The meeting was called to order at 7:15 p.m. by Pat Fincher, President.

Attending Board Members

Pat Fincher, Pres; Wes Wheeland, Vice-Pres; Debi Franklin, Secretary; Mindy Geist, Architectural Chair; Floyd Treiber, member; Sue Willard, member; and Bill Trimble; FMC Chair.

Absent Members

Jim McGoodwin, member; Leland McCling, Clubhouse Manager

Attending Committee Members and Other Elected Officials

Carl Franklin, Treasurer & FMC
Lindsay Coffman, FMC

Attending Guests

Gordon Clark

Approval of Previous Board Minutes

Debi, Secretary

Minutes from January 19th, 2009 meeting were provided. Motion to approve as written by Floyd Treiber; 2nd by Bill Trimble. All were in favor. Post to website including attachments.

Financial Report

Carl, Treasurer

- Monthly Treasurer's report was presented and is attached and posted at our website.
- Discussion re: how to handle bankruptcies and when to write off delinquent accounts. Carl will contact the collections attorney for his position/guidance.
- Leases should be provided by homeowners who rent their properties
- Collection Attorney Accounts
 - ✓ \$2,224 additional funds collected on delinquent 2008 accounts last month (total collected thus far \$4,510.00).
 - ✓ \$3,960 still due to HOA for 2007 and 2008 HOA dues
 - 10 still delinquent; 3 foreclosures; 2 bankruptcies. Remaining delinquent accounts will be handled by collection attorney and will include 2009 dues beginning mid-May 2009. Carl will recommend attorney file liens on 2008 foreclosures immediately.

- 2009 Dues Collection Update
 - ✓ \$143,949.50 collected thus far.
 - ✓ 1st late notices will be mailed on all unpaid accounts after Mar 15th, 2009 with \$50 late fee; interest of 18% per annum on assessed amount beginning Feb 16th.
 - ✓ 2nd late notices will be mailed after April 15th.
 - ✓ 3rd and final notice indicating their account will go to collections and will receive no further contact from the HOA will be mailed after May 15th, 2009.
- Carl advised the Board of a summons received re: an old 2006 lien for ~\$242.00; property is now in foreclosure. It was agreed there is no record of dues owed for 2006; no requirement to answer the summons or take any action at this time. Bill Trimble made a motion as such; 2nd by Floyd; all were in favor.
- Floyd made a motion to approve the Treasurer's report; Wes 2nd the motion and all were in favor.
- Payment plans and privileges were discussed; no formal payment plans are approved; no privileges until all dues are paid in full unless expunged and written off – more info to come from Carl's discussion with the collection attorney.

Old Business

- Action taken by letters and e-mails
 - ✓ 17125 Wales Green, 6th notice sent with fine of \$200; he had until Jan 31st, 2009 to finish. Begin fining monthly? Possibly turn over to attorney. Apparently no prior agreement between developer and builder(s). Action to Pat to review status of this situation and current state of the property.
 - ✓ 16913 Gladstone Circle – parking in the street; e-mail complaint received Jan 24th, 2009; verbal contact request compliance Jan 28th, 2009; 1st notice sent February 10th, 2009.
- Ashlea's insurance and bonding
 - ✓ Unanimous vote by e-mail received Jan 23rd and 24th to remove Ashlea from the bank accounts until correct amount and type of insurance is provided.
 - ✓ Not yet corrected but she is working on it.
 - ✓ Discussion re: business manager support and future plans. Carl to provide his recommendation to the Board.

Maintenance Committee Report

Bill, FMC Chair

- FMC met Jan 5th, 2009; new member: Brian Wakiel
- Cattails and Dredging – on going
- Midwest Wrecking: contacted repeatedly; walk the area then delay and weather impedes progress continuously.
- Street Light electrical plates: looking into locally manufacturing; need 7 – making 10; new member, Brian, may have material on hand which will save \$.
- Volunteer Work Day – Jan 24th was cancelled to to cold weather. Will reschedule.
- Electrical Lights @ 164th & Fenwick Blvd entrance: estimate rec'd from Owens electric Jan 22nd, 09 for entry repair and blown breaker problem @ pavilion. Quotes

were broken out and executed (<\$1,000 ea). \$750 was estimated for front entrance repair – looks like actual will be ~\$520.

- Bridge Handrails: completed; ~\$240.
- City Dumpster: Dallas New is looking in to free dumpster offer from city of OKC for clean-up day. Alternative approach is in work where city may furnish bags and gloves.
- Tornado storm damage – FMC reviewed damaged brick wall on 164th @ south perimeter. Debi will provide insurance info to Bill and FMC will continue to work this issue as quickly as possible. Owner has small children but has advised FMC he will be installing a temporary fix.
- Beavers: 5 total caught so far. Trapper says there are at least 2 more; requests approval to rent small track hoe to break down dams; cost est. ~\$450-\$500. Potential water pooling may also be relieved with this action; could improve the area for dryer access by Midwest Wrecking. All risks will be assumed by the trapper and we do have his liability insurance certificate. Wes made a motion to approve \$500-\$600 to reimburse trapper to bring in a track hoe.
- Security pool fence bids: 2 bids rec'd; FMC will review and bring their recommendation to the Board.
- Bowman Bros 2009 Contract: rec'd by FMC Feb 16th, 2009. Minor adjustments from 2008 will slightly reduce the overall cost. FMC will work up scope/bid sheet to receive bids for 2010 landscaping/mowing contract. Mowing contract will be competed for 2010 in an effort to keep the contract cost competitive.
- FMC decisions and authority: It was clarified that budgeted items <\$1,000 do not require pre-approval by the Board; info only is appreciated.

By-laws Committee Report

Pat

- Distribution of Minutes from Feb 5th, 2009 meeting.
- Review major edits (drafts only) – Board to provide feedback @ next Board meeting.
- Next by-laws committee meeting – this summer to finalize revisions prior to annual meeting.

Social Committee Report

Diane/Mindy, FSC Chair

- **Spring garage sale – Apr 17th & 18th, 2009 (these dates were changed after the meeting; garage sale will be Apr 24th and 25th 2009);** Fenwick gated and FGV will participate both days.
 - ✓ Social committee requested info on reimbursement for cost of ads for the garage sale – is this in their allotted budget? Main HOA does not typically include items of this nature in the main HOA budget. Next year when the social committee submits their budget they need to be sure to include these types of expenses (including providing hamburgers for FMC and volunteers on clean up day, etc.) in the social committee budget for the year, however if they were to go over by this amount the Board would certainly take that into consideration in supporting the cost(s) of future social events.
- **Easter Egg Hunt – Apr 4th, 2009**

Pool Report - was deferred to next meeting

Pat/Jim

- Fenwick Frogs Report (Leland)
- Pool Furniture

Clubhouse Report*Leland, Clubhouse Manager*

- Free clubhouse certificate – verified OK by previous Board member.
- Cleaners' References/Liability Insurance – deferred to next meeting.

Security Report

- Deferred

Architectural Committee Report*Mindy, FAC Chair*

- Request for in ground pool rec'd and is in work
- Request for out building pending
- Report was given re: sector 8 planning – growth for next 20 years in our area
 - ✓ A planning team is being formed by the city for 6 months
 - ✓ The plan will be submitted for approval and the city will then adopt the approved plan and execute

Information Line*Wes*

- Very little activity lately; couple of questions re: dues.

Signage*Mindy/Leland*

- Over night parking @ clubhouse – decided to investigate and if warranted report to officials; no sign necessary yet.
- Replacements/repairs: completed

New Business*ALL*

- Board action without a meeting
 - ✓ As stated in the covenants and restrictions, if unanimous votes for Board action(s) are not received by e-mail when requested a special meeting may be called giving 3 days notice to Board members so as to discuss the action and vote in person at which time a majority vote will decide the action.
- Welcome packets and closing letters: not able to confirmed if new homeowners are receiving welcome packets or not; Pat will talk to Ashlea
- Spring letter (Mar/Apr): will begin working on newsletter articles (input by all Board members and gated areas – goal is to mail a newsletter by Apr 09.
- Stationary for all communications: current letterhead is OK
- Seal on Documents: official documents, contracts, etc.
- Board Contact Updates were provided
- FGV Board and Gated Fenwick Board – Main HOA President will visit
- Lawn Maintenance Violations- will be reviewed on a case by case basis this summer prior to referring to FMC for any action. Established budget is not enough to support weekly mowing for several houses; lawn contractor may be able to schedule some for vacant homes and provide an estimate if addresses are provided early in the season. Debi will provide Bill, FMC with addresses of vacant foreclosure houses for review.
- Street parking (over night) is causing major congestion; Board agreed putting a note on the windshields to remind folks this is against our Covenants and Restrictions would be a viable solution when several cars are parked along any one street for extended periods overnight.

The meeting was adjourned at 9:35 p.m; next meeting will be Mar 16th, 2009, 7:00 p.m.