

Fenwick HOA Board Meeting Minutes for February 20, 2012

Call to order by President, Mindy Geist at 7:03 p.m.

Board Members in attendance: Mindy Geist, Bill Trimble, Jeff Hutson, June Aduddell, Jeff Andeel, and John Carney

Absent: Jen Sokolosky, Dr. Zahid Cheema and Floyd Treiber

Guests: Robert Ballard and Lindsay Coffman

As well as: Carl & Debi Franklin, CCMS

Actions taken at Meeting:

Mindy made the motion to approve January's minutes, John seconded. Unanimously approved.

Old Business:

- Update on ornamental lights—due to an oversight two lights were omitted in the count (entrance on Western and the entrance to FGV). After discussion of fiduciary rules, Mindy made the motion we add these two lights at no additional expense to the homeowner's to the replace/update list. Five approve, one disapprove, motion carried.
- Newsletter—being updated; still have five pages—Debi will update and send to Board for final approval.

Treasurer's Report:

Presented by Jeff Hutson, Treasurer and Carl Franklin, CCMS

- Audit committee met February 10, 2012 to validate supporting documentation (signatures, invoices, canceled checks, payments to CCMS) and approval signatures, where required, for two transactions per month.
 - Items reviewed included original invoices, receipts, canceled checks, and evidence of proper approval
 - The committee found all audit samples are fully supported with one exception on a printing order for the annual meeting that was greater than \$1,000 and should have had the Treasurer's signature on the invoice—duly noted.
 - The audit committee recommended monthly reviews and/or approval by the Treasurer of checks signed by Committee Chairs (e.g., social and maintenance) to eliminate any appearance of conflict of interest. Receipts will be turned in to the Board Treasurer or CCMS who will bring to the monthly Board meeting for the Board Treasurer's approval.
- The monthly statement was presented & reviewed by the board
- 2011 taxes are being worked
- Pay pal--transfer user name and password to Treasurer or CCMS after March 15

CCMS report:

Presented by Carl and Debi Franklin

- Complaints have been addressed
- One-third of the 2012 statements were lost in the mail by the post office. (Official complaint filed by CCMS.) These will be addressed on an individual basis for those who have not paid by the February 15 deadline.
- Neighborhood project banners are out
- FGV has numerous trash bin complaints; they have been addressed with letters of violation. Main Board is working with FGV, contact Joe Hausknecht
- Carl presented delinquent accounts, violation log, balance sheet, profit & loss, deposit detail, check detail, clubhouse expense report, clubhouse income & new homeowner's list. The seven new homeowner's are:

Randem Evans	17120 Platinum Lane
Sean & Yu-Fan Kelly	16840 Halbrooke Rd
Teresa Lindley	17116 Kemble Lane
Laurence & Carrie Bumsed	16608 Brewster Lane
Debra Martin	16617 Tonka Trail
Craig & Teresa Macleod	16604 Moorgate Lane
Oded Shekel	16505 Covington Manor

Clubhouse Report/Pool Report

- Homeowners who have rented the clubhouse for spring & summer events will be contacted to warn of pond and sewer projects.
- Unauthorized car parking at clubhouse—Mindy will pursue
- Board approved three hour morning rental of Clubhouse on Saturday, twice a month, at a reduces price of \$50 with the understanding that they could be “bumped” if another party wanted it all day on that same day. They would be given “right of first refusal” and required to pay full commercial rate of \$150 to retain the reservation.
- Chaise lounge—Board approved the purchase of 20 chaise lounge and 10 chairs to match the new ones purchased last season, consistent with maintenance budget item. Motion made by Jeff H. seconded by John, approved by all.

Fenwick Maintenance Committee (FMC) Report:

Bill Trimble, Chair

Meeting held on February 6, 2012. In attendance were: Bill Trimble, Carl Franklin, Joe Hausknecht, Lindsay Coffman & Dale Swanson.

- Water drainage problem from 164th Street runoff. Joe had meeting on site with city engineers on January 7, 2011; city engineers submitted their solution, FMC not completely satisfied with suggestion. Joe to submit four (4) suggested areas of concern to engineers. (1) Concrete bottom on flume on south outside of fence. (2) Concrete side walls to protect existing columns. (3) Flume grade not to hold water. (4) Grade inside of property to be graded to allow unobstructed, continuous water flow (no standing low water) across common area to ponds. Joe spoke with Cobb Engineering, working on a solution that should be executed when the intersection of Pennsylvania & 164 is started sometime in April. **On hold**
- Bridge replacement. **On hold**
- Pond Reclamation—Stan Blanchard, Patriot Excavation, Inc. (PEI) Work has started. All permits are obtained and first payment has been sent per CCMS. Second payment check signed by the Treasurer at this Board meeting.
- Penn sign lights—installed by Lindsay Coffman
- Tree down—Carl wants to attempt to save large tree on Penn by pulling it back up to a vertical position; he will schedule a work date.
- Inventory—storage unit and pool—Carl and Bill will schedule a time.
- Well water—water is leaving white residue on bricks at locations where the well supplies the irrigation; it was discussed at length and determined that the water may not be causing the problem, but the natural efflorescent bleaching of mortar may be the cause. Can be cleaned on volunteer work day.
- Pool—
 - CCMS requested the purchase and reimbursement of required safety & seasonal requirements for 2012 Clubhouse and pool operations.
 - 16 ft. telescoping pole for Sheppard’s hook
 - Four floats for safety ropes, safety rings; switch for pool lights (\$180.15)
 - Rekeying of all locks at clubhouse and pool (\$312)
 - 911 phone, weatherproof box, cord and mount decals for box (\$132)

- CCMS-- regulations require ventilation fan in the pump room be wired to stay on at all times during pool pump operation (remove thermo switch and wire to wall switch only, to be repaired before the pool opens)
- Grass is not growing on south side by the pool and under the bike rack. Recommend concrete in area at bike rack, reshape, and sod or seed the other area with a fescue grass in the spring.

New Business

- Pond Fountains—both have been removed and are in storage
- Banners are out regarding the pond project.
- Brick wall on 164th Street—multiple sections are under evaluation. (Wall is leaning in to the north.)

Architectural Report:

Mindy Geist, Chair

- No report

Social Committee Report:

Jen Sokolosky--absent

- Will still hold the spring garage sale on April 20-21, 2012; HOA will be notified.

Neighborhood Security/Website:

- John Carney—businesses web tab is up for all of those requesting a post
- New revised website in works; it will allow easier access for posting by multiple personnel.

New Business

- Continue to update new stages of the pond project on the website
- Jeff A. given permission to pursue a compliance committee

Bill made the motion to adjourn; Jeff Hutson seconded the motion, unanimously approved.
Adjourned at 9:50 p.m.