

# **Fenwick Homeowners Association**

## **Board of Directors Meeting Minutes**

### **Monday, March 16<sup>th</sup>, 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 7:05 p.m. by Pat Fincher, President.

#### Attending Board Members

Pat Fincher, Pres; Wes Wheeland, Vice-Pres; Debi Franklin, Secretary; Floyd Treiber, Member; Sue Willard, Member; Jim McGoodwin, Member; and Bill Trimble; FMC Chair.

#### Absent Members

Mindy Geist, Architectural Chair; Leland McCling, Clubhouse Manager

#### Attending Committee Members and Other Elected Officials

Carl Franklin, Treasurer & FMC  
Lindsay Coffman, FMC

#### Attending Guests

Gordon Clark  
Kianush Khodadadian  
Siavash Khodadadian

#### **Approval of Previous Board Minutes**

*Debi, Secretary*

Minutes from February 16<sup>th</sup>, 2009 meeting were provided. Motion to approve as written was made by Floyd and 2<sup>nd</sup> by Wes. Jim abstained (he was absent at the last meeting) everyone else was in favor. Post to website including attachments.

The Board opened the floor to hear from guest homeowners in attendance. 16913 Gladstone requested the Board make an exception to allow them to park one car on the street overnight. Discussion followed; Board is required to enforce the rules especially when complaints are received; action taken to provide info to homeowners re: how to change the Covenants and Restrictions.

#### **Actions Taken Outside of Meeting**

ALL

#### Violations:

- ✓ 17025 Wales Green: barking dog complaint received; owner contacted Feb 18<sup>th</sup> by phone; will comply
- ✓ 16508 Fenwick Blvd: Commercial truck parked outside; 2<sup>nd</sup> notice sent March 2<sup>nd</sup>, 2009
- ✓ 16913 Gladstone Circle; Parking on the street overnight; 2<sup>nd</sup> notice sent March 3<sup>rd</sup>, 2009

- ✓ Parking on the street note provided to all Board members to place on windshields as a reminder to residents when necessary
- ✓ 17125 Wales Green – Pat informed the Board this house has now been sold.

Miscellaneous:

- ✓ Unanimous approval of downed brick wall. It was determined since common areas have been deeded to the HOA we are responsible for the perimeter brick walls. No insurance; Debi made a motion by e-mail Feb 24<sup>th</sup> to approve contracting the work to subs after verifying they have the appropriate liability insurance for the estimated amount of \$6,000 to include clean up and labor (does not include materials). The motion was 2<sup>nd</sup> and final unanimous approval was received Feb 25<sup>th</sup>.
- ✓ 16608 Fenmoor Lane: Architectural request sent to Board by Mindy Mar 4<sup>th</sup>, 2009 for in-ground pool; 34' x 16'. Builder's plan provided to Mindy and she recommended approval. Unanimous approval received?

**Financial Report**

*Carl, Treasurer*

- Monthly Treasurer's report was presented and is attached and posted at our website.
- Info from attorney re: when to write off delinquencies and how to handle bankruptcies:
  - ✓ If confirmed as discharged under bankruptcy must write off (no legal way to collect money owed for that year).
    - Carl requested Board approval to write off 2008 dues in the amount of \$360.00 for 1425 NW 165<sup>th</sup> Court – bankruptcy confirmed by collections attorney.
- Delinquent Accounts
  - ✓ Collected an additional \$160
    - \$28,195 delinquent
      - > 2007 - \$400 (2 residents)
      - > 2008 - \$4,200 (13 residents)
      - > 2009 - \$23,595 (65 residents)
    - 166 outstanding reduced to 65 with note Carl delivered to doors.
- 2009 Dues Collection Update
  - ✓ \$228,109 collected thus far (~624 homeowners – some over paid and others underpaid).
- 2008 income taxes were filed on time; tax bill paid was \$1,361.30.
- PayPal has balance of ~\$3,000 w/\$500 monthly extraction limit; Carl will provide his info to PayPal to increase the extraction limit.
- 1 closing letter reported – 16709 Kingsley
- Bill for weblisting Inc. \$65 – Debi action to investigate.
- Bowman Brothers will be paid their first payment.
- Recommendation to interview Matt Winton (referred by Neighborhood Alliance) re: possible new business manager; Board also agreed to re-

consider Neighborhoods Plus if necessary and other if found appropriate. Carl will inform Board of his findings by e-mail; special meeting may be called if necessary.

### **Maintenance Committee Report**

*Bill, FMC Chair*

- FMC met Feb 2<sup>nd</sup>, 2009;
- Midwest Wrecking: began work March 6<sup>th</sup> and have accomplished a lot but have experienced rain delay.
- Owens Electric will begin work on electrical repairs this week.
- Volunteer work day and picnic scheduled for April 18<sup>th</sup>. Picnic supplies will be funded as budgeted. Provide contact info to Dallas for sign up to receive free dumpster, trash bags, and gloves (Debi).
- Tornado storm damage – repair complete
- Beavers: 8 total caught so far. Back hoe used to drain area seems to have worked and also helped dry up creek bed for access to clean up dead tree debris.
- Security pool fence bids: 3 bids rec'd
  - ✓ \$13,850 from H&H for bolt together style
  - ✓ \$17,900 from Superior fence for 7' tall aluminum
  - ✓ \$16,200 from H&H for 8' custom welded steal with straight spears (will require re-paint every 3-5 years).
    - FMC commented that this is a lot of money to keep kids out of the pool area; Board advocates necessity for reasons of liability. FMC recommended the \$16,200 H&H bid. Previously budgeted and Board approved amount was \$17,910 (2009). Debi made a motion to accept the H&H bid for custom welded steal fence at cost of \$16,200. Wes 2<sup>nd</sup> the motion and all were in favor. Carl will advise H&H and the goal will be to have it installed prior to NW Pools Management need access to the pool for 2009 opening.
- 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.
- We are back on city water at the Western entrance; well pump is out (probably original pump). Budgeted \$1,500 for well/pump repairs or replacement based on previous estimated cost w/5 year warranty has now increased to \$1,692. 3 bids received. Jim made a motion to repair the well pump using the \$1,692 bid with 5 year warranty; Wes 2<sup>nd</sup> the motion and all were in favor. Carl took the action to accomplish.

### **Social Committee Report**

*Diane/Mindy, FSC Chair*

- **Easter Egg Hunt – Apr 4<sup>th</sup>, 2009 4-6 p.m.**
- **Volunter work day and picnic – Apr 18<sup>th</sup>, 9:00 to 1:00 (lunch at 1:00).**
- **Spring garage sale – dates have changed to Apr 24<sup>th</sup> and 25<sup>th</sup>, 2009** Fenwick gated and FGV will participate both days.

## Information Line

Wes

- Very little activity lately

## Clubhouse Report

*Leland, Clubhouse Manager*

- Fees set at the beginning of the year remain \$75 for Mon-Thurs and \$100 on weekends for homeowners' private parties.
- Commercial rental fee will remain unchanged at \$150; interpretation of 'commercial' rentals will be interpreted by the Board on a case by case basis as needed.
- Revised contract (Leland not present to provide info).
- Clean up list (refer to Leland)
- Cleaners' References/Liability Insurance – deferred to next meeting.

## Architectural Committee Report

*Mindy, FAC Chair*

- Request for in ground pool was voted on by e-mail; Mindy not present to verify if unanimous. Debi made a motion to approve the in ground pool application based on Mindy's prior info and recommendation; Jim 2<sup>nd</sup> the motion and all were in favor. Pat will ask Mindy if it's possible for Fenwick HOA to retain the dirt as fill dirt.

## Old Business

ALL

- By Laws draft review – questions were answered; Jim will provide edited version for all to comment by e-mail.
- Newsletter Review/ads – newsletter was approved; ads OK but not endorsed by HOA or Board. Sue will attempt to get more ads and print insert (paid for by ads) in time for mailing.
- Fenwick Frogs lawn chairs report – Mr. Lipps indicated to Jim there is no money to partner with HOA for pool furniture replacement effort; Pat will engage Leland's support for this effort. It was noted \$8,000 was budgeted for this replacement.
- Insurance for perimeter fence > currently not insured; insurance agent will provide quote if value of all perimeter fence is provided; Debi took an action to get a value and limit from FMC and request a quote.
- Issues requiring vote – 'any' (all) action(s) requires vote.
- Welcome packets and closing letters on hold until next meeting.

## New Business

- Trash cans – complaint received re: placement of trash bins. Board will drive through neighborhood and see if there is a problem.
- Secretary responsibilities include minutes and database maintenance; currently acting as recording secretary to write violation letters as needed; should not take on more than required.
- Pool access
  - ✓ Northwest Pools management will provide an employee to check ID bracelets this year; Pat will monitor and everyone will be issued new bracelets. First time visit will require proof of ID and residency.

The meeting was adjourned at 9:27 p.m.

**Next Meeting** of the Fenwick HOA Board of Directors will be April 20<sup>th</sup>, 2009 @ 7:15 p.m.