

# FENWICK HOA BOARD OF DIRECTORS

## MEETING MINUTES for March 15<sup>th</sup>, 2010

The monthly meeting of the Fenwick HOA was held at the Fenwick Clubhouse, located at 16801 Fenwick Blvd.

**Call to order:** The meeting was called to order at 7:05 by Pat Fincher, President.

**Board Members in attendance:** Pat Fincher, Pres; Sue Willard, Secretary; Jeff Hutson, Treasurer; Mindy Geist, Architectural Chair; Floyd Treiber, Member; Bill Trimble, FMC Chair; and Laura Lee Williams, Social Chair.

**Absent:** Wes Wheeland, Vice President, and Jim McGoodwin, Member

**Arriving Late:** Jeff Hutson, Treasurer

### **Actions taken at this meeting:**

- 1.) **Motion** made to approve February 2010 meeting minutes – **approval by 5 attending members with abstention by Sue Willard.**
- 2.) **Motion** by Bill Trimble to forego imposing any more fines upon resident at 16601 Covington Manor for loud noise complaints for the next 2 weeks provided there is a pending contract for soundproofing in place. - **unanimously approved.**
  - a. **Appearance by resident:** Scott Carpenter was introduced and allowed to speak. Mr. Carpenter stated that he normally plays his music between the hours of 1 and 2 p.m. everyday. He also stated that he is in the process of getting bids for soundproofing the room that he plays his music in. He asked for suggestions as to what is “acceptable” sound levels as to his music and what are not – until such time as his soundproofed room is completed. Mr. Carpenter stated that the soundproofing should be done in about two weeks. Per Bill Trimble’s motion there will not be any further fines imposed provided Mr. Carpenter complies with his promise to soundproof the room that he is currently using to play his music.
- 3.) **Motion** made to approve bid received from Cardinal Pools for maintenance, resurfacing and opening the pool – **Unanimously approved.**
- 4.) **Motion** by Bill Trimble to accept bid from Perfection Painting for painting interior of the clubhouse. – **unanimously approved.**

- a. **Discussion by board:** As to bids for the clubhouse interior painting, Perfection was the only company that submitted a bid. Bill Trimble stated that FMC was a little unhappy with the fence work they did, but Perfection is willing to solve the issue.
- 5.) **Motion** made for FMC to approve color choice for painting interior clubhouse – **unanimously approved.**
- 6.) **Motion** made to accept proposed wording clarifying overnight driveway parking guidelines/restrictions. Per new wording the number of vehicles parked overnight in the driveway cannot exceed the number of garages provided. The motion for the wording was **unanimously approved** and will be submitted to the Rules Committee.
- 7.) **Motion** made to advance Cardinal Pools fifty percent deposit to begin pool maintenance – **unanimously approved.**

### **Actions by email/letters/in person:**

- 1.) **loud music complaints**
  - a. 16601 Covington Manor – 3 complaints; 3 notices and \$100 fine sent by certified mail – appearance at board meeting by resident with unanimously approved board motion to forego any more fines for next 2 weeks as long as resident follows through with soundproofing contract.
- 2.) **Loud Partying -** 1404 NW 170<sup>th</sup> – complaint of loud partying – recommended police be called.
- 3.) **Painting of bus in drive** – 16840 Halbrooke Rd – advised not allowed; compliance by resident met. 2<sup>nd</sup> notice 3/5/10; compliance met March 6<sup>th</sup>.
- 4.) **Commercial trucks parked in driveway** - 17113 Bedford Drive – 4 complaints; 4 letters sent; \$200 fine sent certified mail & regular mail March 9<sup>th</sup>.
- 5.) **Parking on Street overnight:**
  - a. 16605 Fenmoor Lane – 1<sup>st</sup> notice mailed 2/27; 2<sup>nd</sup> notice mailed 3/9
  - b. 1412 NW 166<sup>th</sup> St – 1<sup>st</sup> notice mailed 2/27
  - c. 17017 Fenwick Blvd – 1<sup>st</sup> notice mailed 2/27
  - d. 1404 NW 170<sup>th</sup> St – 4<sup>th</sup> letter and \$200 fine sent certified mail 3/8/10.
- 6.) **Pot Holes:**
  - a. NW 169<sup>th</sup> & Kemble – Pot Hole office called – Problem fixed.
- 7.) **Mailbox in Disrepair:**
  - a.) 16700 Halbrooke Rd – 1<sup>st</sup> notice mailed 3/2/10; 2<sup>nd</sup> notice mailed 3/5/10 and hand delivered; compliance met 3/6/10.
- 8.) **Trees pulled up by city:**

- a. NW 164<sup>th</sup> Street – Mindy Geist, Architectural Chair and Debi Franklin of CCMS will call Field Services at 297-3571.

9.) **Christmas Lights still up:**

- a.) 1408 NW 166<sup>th</sup> St – 1<sup>st</sup> letter sent 3/5/10 – given a week to comply
- b.) 1425 NW 165<sup>th</sup> St – 1<sup>st</sup> letter sent 3/5/10 – given a week to comply
- c.) 1413 NW 166<sup>th</sup> St – 1<sup>st</sup> letter sent 3/5/10 – given a week to comply
- d.) 1709 NW 171<sup>st</sup> St – 1<sup>st</sup> letter sent 3/8/10 – given a week to comply

10.) **Aggressive barking dogs:**

- a.) 16701 Moorgate Lane – 1<sup>st</sup> notice mailed 03/10/10.
- b.) 17104 Bedford Drive – 1<sup>st</sup> notice mailed 3/10/10.

**Reports:**

- 1.) **Financial Report** – submitted by Carl Franklin, of CCMS. Submitted P&L, Balance Sheet, A/R Aging Summary, list of delinquent homeowners, and list of new homeowners. New homeowners: Nathan & Sarah Weber – 3/26/10- 17009 Platinum Lane; Joan Reinhard – 2/26/10 – 16708 Village Garden Drive; Brad Davenport – March or April 2010 – 16616 Moorgate Lane.

- a. Discussions:

- i. Credit Reporting: Mindy asked if the board could report late payments to the Credit Bureau. Per Jeff Hutson, the board cannot report directly to the Credit Bureau.
- ii. Invoices – 3 different invoice samples were passed around for Board member approval by initialing. There was unanimous approval of one particular invoice.
- iii. For Deposit only stamp – suggestion by Treasurer, Jeff Hutson that Carl Franklin purchase a stamp “For Deposit Only Fenwick HOA” to be used on checks deposited in Fenwick accounts. Carl Franklin, for CCMS, agreed that it would be a more professional approach.
- iv. Audit Committee – Pat interjected that there is a certain time frame to do an audit and that we need to get people involved.

- 2.) **Maintenance Report** – Submitted by Bill Trimble FMC Chair –

- a. **Regular FMC meeting held: 3/1/10 with minutes submitted – Issues:**

- i. Drainage Canal Rock Damns north of 171<sup>st</sup> - Troy Fincher submitted bid for rock per truck load & will talk to sub-division north of our property for permission to cut through. Carl Franklin will mark exact location for next meeting. 2009 carried over.
- ii. FMC Membership requirements – Motion by Bill Trimble – unanimously approved regarding attendance/voting:
  1. Attendance at 2 FMC meetings in a row required to have vote at FMC meetings

2. If 2 FMC meetings in a row missed vote privileges suspended at next FMC meeting with voting privileges restored at next consecutive meeting.
  3. Five FMC meetings in a row missed = removal from FMC.
- iii. Fenwick General Work Weekend –
1. **April 10<sup>th</sup>** from 8 a.m. to 12 noon headed by Troy Fincher. Food and social to be held at Pat & Troy Fincher's. (Rain date April 17<sup>th</sup>) Five new signs will be purchased to encourage resident participation.
  2. **June 5<sup>th</sup>** – headed by Carl Franklin.
  3. Social Committee –Mindy Geist, Laura Lee Williams & Bill will attend to food/social at Pat & Troy Fincher's house.
- iv. FGV water flumes – Carried over to next meeting
- v. Rod Iron – Paint and rust protection – Perfection Painting awarded bid. Carl and Bill determined that many locations along 164<sup>th</sup> & Western need to be re-done. Re-inspection necessary before check for Perfection released.
- vi. Grass Blocking Signs, FGV 164<sup>th</sup> St Entry Wall – carried over to next meeting.
- vii. West Pond Fountain Lights on continually – carried over to next meeting.
- viii. Beavers – Troy reported activity on North side of property. Will need to monitor.
- ix. Painting of club house interior - \$2600 earmarked. FMC to evaluate bids and make decision before next board meeting.
- x. New business –
1. Trees cut down on 164<sup>th</sup> St – Work on street is about to get underway.
  2. Sub division wall damage – Bill Trimble submitted estimate to Debi Franklin of CCMS who will contact OKC for reimbursement due to damage by tree demolition crews.

**b. Special FMC Meeting held March 14, 2010**

- i. Trash Cans – came in and were assembled.
- ii. Pool Maintenance: – The main reason the Special FMC meeting was called was to discuss maintenance of the pool pursuant to the Virginia Graham Baker Act which went into effect in 2009 which requires putting in blockable drains. Floyd Treiber was familiar with the prior work of Cardinal Pools and recommended them to FMC. Three pool companies submitted bids. A motion was made by Bill Trimble to hire Cardinal Pools to do the Virginia Graham Baker Act compliance work , resurfacing, and opening the pool for the 2010 swim season. This motion

was unanimously approved. Cardinal's bid to do the pool maintenance is \$19,816.

1. **Discussion by Board as to FMC's Special Meeting:**

- a. Painting lanes on bottom of pool: Jeff Hutson inquired as to painting lanes on bottom of the pool for the Fenwick Frogs Swim Team. Carl Franklin will ask Cardinal if that can be done.
- b. Carl Franklin suggested a 50% deposit be given Cardinal Pools so that they can begin the necessary work. **A motion was made and unanimously approved to give Cardinal Pools the fifty percent deposit to begin the pool work.** Pat Fincher inquired as to who would handle any pool problems that come up in the future such as green water – would that now be Cardinal Pools? Carl Franklin answered that no, all such matters would still be handled by Aquatic Solutions, as per NW Pools.
- c. Jeff Hutson questioned what caused the pool to become green last summer: Pat explained that it was due to pollen and trees. Carl added that for this swim season, NW Pools needs to pay attention to the matter. Pat stated that due to the green water problem, although the pool was closed for one day, there was one extra day added for swimming to compensate.

3.) **Clubhouse report** – CCMS is now handling all clubhouse rentals.

4.) **Architectural Report** – Per Architectural Chair, Mindy Geist, there were several telephone calls regarding the application process.

- a. **Discussion** – Per notification by Carl Franklin Board members are encouraged to observe and give their opinion on a house that added a small section of jet black shingles without prior approval. Carl suggested that maybe a polite letter by the Architectural committee be sent suggesting that the shingles should match the rest of the house.

5.) **Social Committee Report** – submitted by Laura Lee Williams, Social Chair.

- a. **Garage sale** – to be held Friday & Saturday, April 23<sup>rd</sup> & 24<sup>th</sup>. Mindy suggested getting signs to notify residents of the garage sale ahead of time.
- b. **Easter Egg Hunt** –to be held Saturday, March 27<sup>th</sup> 2-4 p.m. Someone is needed to play the Easter Bunny. They bought lots of candy.
- c. **April 10 Work Day** –Signs will be put out to notify all residents..

**Old Business:**

- 1.) **Overnight Parking Issue** – A handout was given all Board members clarifying wording on overnight parking guidelines/restrictions. Per the new wording, the number of cars parked in the driveway overnight CANNOT exceed the number of garages provided for the home. **A motion was made to accept this wording and it was unanimously approved.**

**New Business:**

- 2.) **New Residents** – Pat asked about closing company letters for new residents. There are so many title companies, without any consistency among them. Pat will discuss with Debi of CCMS how to handle the problem of new residents getting the required documents pertaining to the CC&R's associated with Fenwick.

The meeting was adjourned at 9:08 p.m.