

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

**Date:** January 15, 2024

**Location:** Fenwick Clubhouse

**Directors Present:** Lisa Sutliff, Phillip Nokes, Heather Mayes, Mamunur Rahman,  
Shawna Aldridge, Duane Jones

**Directors Absent:** Russell Quesenberry, Pat Fowler

**Guests:** None

President Sutliff called the meeting to order at 7:01 p.m.

**Approval of Minutes:** Nokes made a motion, seconded by Rahman, to approve minutes of the Board meeting on November 20, 2023, and the special Board meeting on December 22, 2023. Motion passed.

**OLD BUSINESS: EXECUTIVE SESSION: Hancock Construction**

**NEW BUSINESS:**

- a. Committee Chairs. A slate of proposed committee chairs was discussed, led by Sutliff:

Maintenance committee chair: Russell Quesenberry

Pool committee chair: Shawna Aldridge

Community preservation committee chair: Jeff Andeel

Social committee chair: Mikki Oraene

Nominating committee chair: Duane Jones

Bylaws/Rules committee chair: Heather Mayes

Welcome committee chair: Marissa Bruegger

Communications committee chair: Lisa Sutliff

Following discussion by the board, a motion was made by Aldridge to approve the above slate of committee chairs and was seconded by Nokes. Motion passed. Sutliff noted that Jeff Andeel was previously elected chair of the Architectural committee by the Board at its November 2023 meeting.

- b. Bank signature cards. Sutliff noted that the HOA has 4 bank accounts (Operating, Maintenance Committee, Social Committee, and Reserve) and that the account signatories need to be updated with the change in officers. After discussion, Mayes made a motion, seconded by Nokes, to appoint Sutliff, Aldridge, and Quesenberry as signatories on all 4 accounts and that all other signatories be removed immediately from these accounts. Motion passed.
- c. Storage proposal. Sutliff led a discussion of options to reduce costs for storage. Nokes made a motion, seconded by Jones, to pay \$1,000/year to Lux Lawn to store all exterior holiday decorations. Motion passed.
- d. Garage sale dates. Sutliff proposed the following garage sale dates for 2024: May 31-June 1 and September 20-21. Nokes made a motion, seconded by Rahman, to approve these dates. Motion passed.

**REPORTS:**

**Treasurer's Report – Shawna Aldridge, Treasurer**

- Bank account report as of December 31, 2023: Operating accounts: \$32,074.17. Reserve account: \$200,008.53. Total Assets: \$232,082.
- Dues invoices are to be mailed in late January.

### **Maintenance Committee – Phil Nokes, Committee Member**

- Nokes discussed some ideas presented to the committee by Civil Design & Survey of Oklahoma for erosion in the Garden Village field. A representative from Civil Design & Survey of Oklahoma did not attend in person to make a recommendation to the Board at this meeting.
- Sutliff led a discussion of the TurnPro Aquatics 2024 service contract. Nokes made a motion, seconded by Jones, to approve the TurnPro Aquatics 2024 service contract in the amount of \$555/month for 9 months, totaling \$4,995. Motion passed.
- Sutliff led a discussion of the Fenix Lawn & Tree 2024 service contract for preventative tree spraying for insects and disease. Nokes made a motion, seconded by Jones, to approve the Fenix Lawn & Tree 2024 service contract in the discounted amount of \$1,579.85, to be prepaid by March 15<sup>th</sup>. Motion passed.
- Sutliff noted for the record that the Board approved by email on December 10-11, 2023, the payment of \$2,611.35 to Neighborhood Services for additional lighting and electrical repairs at all four entrances. She also noted for the record that one additional repair was approved during the November meeting.
- Nokes said he has not heard yet from his contact regarding a tree trimming proposal.

### **Social Committee – Shawna Aldridge, Committee Member**

- Breakfast with Santa was held December 9<sup>th</sup>. It was a great event and was the largest attendance she has seen so far.
- The next event will be the Easter egg hunt.

### **Community Preservation Committee**

Sutliff reported the following actions taken: Rubbish and Debris 11, Signs 6, Vehicle Parking 3, Animals and pets 2, Landscaping 1.

### **Architectural Committee**

Sutliff reported the following:

- Approved: 1 solar panels, 1 driveway expansion/fence, 1 shingle replacement

### **Pool – Shawna Aldridge, Chair**

- Reviewed replastering options. Minimum of approximately \$40k, or \$51k, if have to retile. No motion made at this time.
- A hole was discovered in the pool cover. Plans are to fix it when it is removed in summer.

### **Nominating Committee**

Sutliff noted that there is currently one vacancy on the Board for a one-year term.

### **Communication – Lisa Sutliff, Chair**

Sutliff reported that dues payment information is on our web site. Facebook was updated with Breakfast with Santa information and photos, plus the bobcat and coyote sightings last month.

### **Other Business**

Sutliff offered to lead a Board Orientation for new board members and other interested board members.

There being no other business, Nokes made a motion, seconded by Aldridge, to adjourn the meeting. Motion passed and Sutliff adjourned the meeting at 8:56 p.m.

The next regularly scheduled board meeting will be Monday, February 19th at 7 p.m. at the Clubhouse.