

FENWICK HOMEOWNERS ASSOCIATION

16801 FENWICK BLVD
EDMOND, OK 73012

PH: (405) 341-1428
www.fenwickcommunity.org

BOARD OF DIRECTORS

Robert Feinberg	President	2018-2020
Harvey Jones	Vice President and Maintenance Chair	2017-2019
Lisa Sutliff	Treasurer and Pool Chair	2019-2021
Emily Garman	Secretary and Communication Chair	2018-2020
Greg Blackwood	Architectural Committee	2017-2019
Caroline Turan		2018-2020
Divya Bhatt	Community Involvement Chair	2017-2019
Tom Fiordelisi	Nominating Chair	2019-2021
Will Hart	Architectural Committee	2019-2021

TO: Residents & Homeowners in all three Fenwick areas

DATE: October 25, 2019

SUBJECT: 2019 Annual Meeting Invitation – NOTICE OF ASSESSMENT

Dear Fenwick Residents,

The annual meeting for your Fenwick neighborhood Homeowners Association (HOA) will be held **Thursday, November 14, 2019, 7:00 p.m. at the Fenwick Clubhouse**. Your presence is encouraged at this important meeting. This meeting is an opportunity to find out how your annual dues are determined and to hear about the future plans and activities in your community. The 2020 Budget is posted on the bulletin board at the clubhouse. For a complete breakdown and discussion, please attend the meeting. **In order to facilitate an expeditious check-in, please arrive 15 minutes early.**

Enclosed are a proposed agenda, a sample ballot, and valuable community information we hope you'll find informative. Also enclosed is a proxy form. If you cannot attend this meeting, **please appoint someone to vote for you by proxy**. If you prefer, you may leave the designation blank and the HOA president will serve as your proxy. Please drop off proxy forms in the Clubhouse mailbox **by 5:00 p.m. the day before the meeting**. Your participation in person OR by proxy is crucial as a quorum of 10% of all homeowners (71) is required to conduct business at this meeting. If a quorum is not present, meeting information shall be shared but all business requiring votes will be conducted at a follow-up meeting on Nov. 18, 2019 at the Fenwick Clubhouse.

NOTICE OF ASSESSMENT FOR 2020 HOA DUES: \$370

This letter hereby serves as your notice of assessment for 2020 HOA dues. Annual dues for Fenwick Main HOA shall be \$370 for the period of Jan. 1 to Dec. 31, 2020. Dues should be paid by Feb. 15. A \$50 late fee shall be assessed if not paid by or before Feb. 15. All accounts not paid in full by April 1 shall be sent to collections without further notice from the Board of Directors. (Homeowners in the two gated areas will have additional amounts due to those HOAs.)

MANAGEMENT CHANGE: Some new processes may be required in 2020 as Fenwick will be under new management. After 10 years managing our HOA, CCMS is ceasing operations at the end of this year. The HOA Board is securing a contract with a local management company so we will provide more info when it is available.

We look forward to seeing you at the annual meeting. If you have questions or concerns about the meeting or any other community issues, please email fenwickcommunity@gmail.com or call 341-1428 and leave a message.

Respectfully, Fenwick HOA Board of Directors

**FENWICK HOMEOWNERS ASSOCIATION
ANNUAL MEETING AGENDA**

Thursday, November 14, 2019, 7 p.m.
Fenwick Clubhouse, 16801 Fenwick Blvd.

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|---|----------------------------|
| 1. CALL TO ORDER AND BOARD INTRODUCTIONS | ROBERT FEINBERG, PRESIDENT |
| 2. 2019 YEAR IN REVIEW | BOARD |
| 3. REPORT ON MANAGEMENT TRANSITION IN 2020 | BOARD |
| 4. ELECTION OF BOARD MEMBERS (3 SEATS OPEN) | ROBERT FEINBERG |
| a. QUORUM COUNT OF ATTENDEES & PROXIES | |
| b. INTRODUCTION OF BOARD NOMINEES AND
NOMINATIONS FROM THE FLOOR | CANDIDATES |
| c. CALL FOR BALLOTS | |
| 5. TREASURER'S REPORT | LISA SUTLIFF, TREASURER |
| a. 2019 FINANCIAL SUMMARY | |
| b. 2020 BUDGET PRESENTATION | |
| 6. ANNOUNCE ELECTION RESULTS FOR OPEN BOARD SEATS | |
| 7. QUESTIONS & ANSWERS | OPEN FORUM |

IMPORTANT NOTE: Your participation in person or by proxy is crucial as a quorum of 10% of all homeowners (71) is required to conduct business at this meeting. If a quorum is not present, meeting information shall be shared but all business requiring votes will be conducted at a follow-up meeting on Monday, Nov. 18 at 7 p.m. at the Fenwick Clubhouse. Those present at the second meeting, in person or by proxy, shall constitute a quorum per Fenwick Bylaws (article 3.4).