

## Fenwick HOA Board Meeting Minutes for November 19, 2012

**Call to order by President, Bill Trimble at 7:04 p.m.**

**Board Members in attendance:** Bill Trimble, Jeff Andeel, June Aduddell, Jeff Hutson, John Carney, Jen Sokolosky, Dr. Zahid Cheema, Mark Russell and Jim McGoodwin  
Guests: Robert Ballard, Terry Ruiz, Craig Ruiz, Emilie Golden  
As well as: Carl & Debi Franklin, CCMS

### **Actions taken at Meeting:**

- Jeff H. made the motion to approve October's minutes, and the Nov 1st annual meeting minutes with 2 revisions (adding the total amount of dues (\$492) due for 2013 and the amount of blank proxies used from 9 to 7), Jim seconded; **unanimously approved.**

### **Old Business:**

#### **Community Preservation Committee:**

Presented by Jeff Andeel

- FGV—no issues
- Fenwick gated—to date has issued 103 letters and 80 have complied, which is a 77% success rate.
- Fenwick Main—to date 158 letters have been issued, 155 have complied, which is a 98% success rate.

#### **Treasurer's Report:**

Presented by Carl Franklin, CCMS

- The monthly statement was presented & reviewed by the board

#### **CCMS report:**

Presented by Carl and Debi Franklin

- Complaints have been addressed
- Carl presented delinquent accounts, violation log, balance sheet, profit & loss, deposit detail, check detail, clubhouse expense report, clubhouse income & new homeowner's list. The three new homeowners are:

Linzi Jiang & Zijian Pan	17012 Platinum Lane
Pamela Richardson	17117 Wales Green Ave
Richard & Cecilia Leist	16704 Bradbury Circle

#### **Clubhouse Report/Pool Report**

- The Clubhouse had four (4) rentals

#### **Fenwick Maintenance Committee (FMC) Report:**

Bill Trimble, Chair

Meeting held on November 5, 2012. In attendance were: Bill Trimble, Carl Franklin, Joe Hausknecht, Lindsay Coffman, Patrick Mosier & Dale Swanson.

- Water drainage problem from 164<sup>th</sup> Street runoff
  - FGV HOA sponsored a public meeting at the clubhouse on June 28 regarding the 164 & Penn intersection project and the Penn widening for 164 to 178 streets. These are two separate projects by the city of OKC and will be worked concurrently. The start date is no earlier than July 9 and the contractors have 10 days from that date to start work. The duration for both projects is 180 working days; therefore, they estimate completion by the summer of 2013. At no time will the projects close the roads. There is one task that may momentarily stop traffic

when expanding the water line. Details are still being worked out between the contractor and the city project manager.

- The 164 & Penn project will tie all previous adjacent street widening projects into the intersection. It also includes sidewalks east of Penn along 164<sup>th</sup> on both the south and north sides of the street. The north sidewalk work from the intersection to Fenwick Blvd. will include addressing the drainage issues on the common area behind FGV Covington Manor. The rip rap will be removed, a concrete spill basin is to be built and a 100 x 4 foot drainage flume is to be constructed.
- Joe will continue his 16 month relationship with the city on resolving this problem and overseeing the work completed is to the satisfaction of Fenwick. Any questions concerning aspects of this project should be directed to [joehausknecht@yahoo.com](mailto:joehausknecht@yahoo.com) or 405-921-9610.
- *Update:* moving the water mains at Penn and 164<sup>th</sup> intersection, the intersection will be widened first
- Bridge replacement. **On hold**
- Pond Reclamation—excavation is complete. Dirt is being moved and leveled when dry enough to proceed. PEI has begun to lay sod in some areas. Watering is needed but made difficult to water from well because of areas that are unfinished. Stan concerned about areas on slopes. PEI to water by water truck at \$35 per hour. Okay to proceed per board approval until \$2500 is reached. Carl would like to run a temporary irrigation to sloped areas when areas are more complete. Carl will get prices and bids for supplies.
  - Temporary irrigation was determined to be difficult and labor intensive. Estimates by irrigation companies were averaging \$10-16,000 by just looking at the condition of the area.
  - PEI did water by truck up to their estimate of \$7,500
  - Carl installed irrigation taps for PEI to be able to attach water hoses to and spot water areas from our water east of Fenwick Blvd.
  - Sod completed; fence and equipment removed
  - PEI seeding and monitoring sod rooting for slope
  - PEI to work on the area in the park with some water pooling up 4" to 10" deep. Will wait on considering the spillway leak until moisture returns to the area in the hope for reseal as before work began.
  - *Update:* PEI has been leveling areas with additional dirt. PEI to aerate & seed to complete contract.
- Fountains
  - Bill purchased power cable and is planning for conduit and installation of pond fountains. The depth of the fountains will be shortened to help them last longer
  - Searching for hose 3/4" inner diameter that we can place the power cord in for protection in the water.
  - Will schedule a workday for assembly of parts, after the material is located and purchased.
  - *Update:* FMC met to assemble lights, change oil in pumps, replace a power cord, insulate power cords with rubber hose, seal & plan installation on a couple of occasions in October and early November. FMC to meet Saturday, November 10 at 12 p.m. to re-install fountains in east pond.
- Water aerators-Ponds Rx can install-electric location; PEI offered to trench to point, cost undetermined. **On hold.** Joe requested that John and Ponds Rx discuss the advantages of aerators versus circulators for the west pond after PEI completes the project.
  - *Update:* John with Ponds RX attended and gave a status of pond recovery presentation and proposal of Aeration system. Ponds RX has treated several times recently and found the naturally occurring "good" algae to be progressing at a rate that is advanced by 3 yrs. John says he has never seen a pond recover the coating on the bottom as fast as ours has. Ponds RX did plant some underwater plants to create the startup conditions desired. The aeration system

proposed should stir our water about twice per day creating a top to bottom fish and wildlife healthy condition. Our water naturally turns about twice per year creating upper (low oxygen water), mid (normal oxygen fish living water) and lower (toxin rich water) zones. This process also causes the natural silt from plants and wildlife to be cleaned and destroyed by the natural bacteria present in pond water. The cost of the system is proposed at \$5594.11 complete. This system would be located by the Fenwick Blvd bridge with a new power supply and be piped in by four lines to four central areas spread through east & west ponds.

- Dead tree removal needed on 167<sup>th</sup> inside FGV on greenbelt area. Bowman was hired to remove dead trees through main clubhouse area, FGV area, 169<sup>th</sup> Street soccer field area, and pile the limbs in the hidden common areas on the south side. Hold for tree behind Craig Ruiz property in the area on Pond Reclamation Project. Need to identify by marking all trees that need removal and schedule or sublet the dead tree removal throughout. Bill will purchase spray paint for FMC members to identify dead trees for winter removal.
  - Update: Trees identified & Bowman working as time permits
  - Steel ramps over drain flumes on south side of creek east of the dam. Joe Hausknecht made a motion to approve \$500 toward drain flume project for metal plate coverage to facilitate cleanup of south creek area. Waiting on steel ordered. PEI asked for bid on adding concrete drain tube through run-off area just east of dam for maintenance access. Stan bid \$500 and he has the drain tube for free. Maintenance accepted his bid and has asked him to proceed. PEI has installed drain tube and it is ready for sod. Need to schedule the assembly of the metal plate covers for the drain flumes to complete.
  - Update: Need to schedule welding time
- Additional tree trimming on south walk path. To be scheduled after ramps and access completed by PEI. Need to schedule tree trimming on all trails and walkways and gather support throughout winter.
  - *Update:* To be scheduled
- Trash corral needs hinge work and cleanup. Received reports of doors blowing open and hitting parked cars. Carl removed door and repaired hinge mounting. Recommend installing pipe bollard for protection of structure. Carl will plan and gather information for bollard to install.
  - Update: Bill will check on stain. Carl will schedule bollard work.
- Pool chairs to storage done October 13
  - Took good look at chairs and broken chairs will be sent to landfill as time permits
- Sidewalk repairs need estimating and planning
  - *Update:* Received one estimate for \$2400 but FMC wishes to pursue bids.
- Weed control and grass recovery plan—to be done in spring months for additional seeding. Carl will investigate water tap install for west pond area watering.
  - *Update:* To be scheduled
- Fish restocking plan and research—Ponds Rx to attend November meeting with recommendations and possible “truck” pricing
  - John with Ponds RX has proposed a fish stock order suggestion as follows: 350 Bass, 1000 Bluegill, 350 Catfish and 60 pounds of minnows for a total of \$1620. John also suggested the addition of a sign that indicates the pond to be a "Catch and Release Pond".
- Electrical wiring on lights at the 164<sup>th</sup> and Fenwick Blvd entrance needs repair—Carl and Bill to work on as time permits
  - *Update:* Carl completed the repair by replacing a wire that was cut inside the wall conduit below the electrical box. Remove from agenda.
- Sod for new access bridge south and east of dam—Bill to contact a sod contractor for estimating and planning sod for bridge and drain tube protection

- *Update:* Bill has been unable to get the recommended vendor to quote this work. Weather is now too cool to lay sod so we will wait until spring. This project is covered in "Jute" which will hold the soil until that time.
- Sidewalk drop off danger along 169th at inlet mouth of west pond—Bill to contact contractor for estimating and planning.
  - *Update:* Bowman is the only contractor to respond and will work with us for solution.
- Tree planting locations need to be planned—hold for sewer project
- Clubhouse and pond area irrigation needs to be recovered from pond project breakage—Carl will work on as time permits. To be scheduled
- Estimating of fountain for west pond for Board consideration—possible to group with Ponds Rx “water aeration” presentation
  - *Update:* hold for funds available in 2013
- New electrical boxes need lock and pipe caps—look for completion on October 13 workday
  - *Update:* Bill installed locks on the electrical boxes. Remove from agenda
- Dig out shade grass sodding of area by pool gate—Bill to contact a sod contractor for estimating and planning. No update
- Outdoor faucet needs to be repaired for dripping in pool area- Bill to contact contractor for estimating and planning before winter; to be scheduled
- Repair of loose handrails needs to be planned and completed—Carl will plan and work for repairs to be complete by pool opening in 2013; to be scheduled
- Pool light on southeast corner needs transformer replaced— Carl will plan and work for repairs to be complete by pool opening in 2013; to be scheduled
- Purchase additional lifeguard chair—FMC will purchase in April 2013; no update
- Irrigation repairs needed along Western where street widening project has damaged it considerable. Carl has capped much of it so that the flowerbeds could be watered—FMC will watch for needed action after street widening project; no update
- Dig out and sodding of FGV drain flume—to be scheduled on a future workday; no update
- Clubhouse vent replacements for rusting and breakage—FMC authorized Carl to replace all up to \$100; to be scheduled
- Painting of clubhouse bathroom, hall, trim and walls—to be scheduled for future workday; no update

#### **FMC New Business:**

- Vacuum is broken. It was reported by the homeowner and confirmed by the cleaning service the next day. Carl presented several estimates for vacuums. Bill made a motion to purchase, up to \$250, Lindsay 2nd, vote to purchase passed.
- Weeds in spillway need to be removed and concrete sealed. Bill suggested a product from Dolese that FMC will look into for repairs.
- Handle on the back door of the clubhouse will need to be replaced. It works only partially and has become difficult to use.

#### **Architectural Report:**

Jim McGoodwin, Chair

- Presented and approved by email (roofs, play set, circle drive with new brick half wall).

#### **Social Committee Report:**

Jen Sokolosky, Chair

- Sleigh Rides on December 14—information to be placed within the neighborhood and on the website

- Santa and the fire truck from 11-1 on Saturday, December 15, will also be on the website
- Information will be included in the December 1st mailing

### **Website:**

John Carney--monthly report was presented

### **New Business:**

- Motion to elect the 2013 officers
  - Pres. & FMC Chair—Bill Trimble
  - VP & Webmaster—John Carney
  - Treasurer—Jeff Hutson
  - Secretary—June Aduddell
  - CPC Chair—Jeff Andeel
  - Architectural Chair—Jim McGoodwin
  - Nominating Committee Chair & Audit Committee Chair—Mark Russell
  - Budget Committee Chair – Jeff Hutson
  - Social Committee Chair – Jen Sokolosky
  - Jeff Andeel and Brad Sokolosky will continue to manage Clubhouse trash weekly
  - All candidates accepted the nominations and were approved
- Vote to approved/disapproved 2013 rules revision as proposed at the annual meeting held November 1, 2012
  - Specific Guidelines Paragraph C17-- Fire Arms: Discharge of any fire arm including air rifles and pistols such as pellet or BB guns, is strictly prohibited and is a violation of City ordinances. Violations should be reported to the Oklahoma City police. The Fenwick HOA Board of Directors is under no obligation to prevent or stop such activity.
  - Paragraph C18h—Parking of vehicles: Clubhouse Parking—no vehicle shall be parked in the Fenwick Clubhouse parking lot overnight. Parking in the Fenwick Clubhouse parking lot during the day is limited to Fenwick homeowners and their guests using the Clubhouse, park, or pool. Vehicles left overnight may be towed at the owner's expense.
  - Paragraph 7—Trash containers: The appearance of rubbish/trash containers, the accumulation of rubbish/trash, or garbage is prohibited and trash container must be placed in an area out of sight for storage. If a lot has no fence, then trash containers must be place at least 3 feet behind the front face of the building farthest from the street. However, trash and trash bins may be set at the curb at regular trash pick-up times in approved container. Trash and trash bins may not be put out for pick-up before 7 p.m. the evening before pick-up and must be returned to their storage location by 8 p.m. the evening of the pick-up. Placing trash out for pick-up for a longer period of time is subject to a fine by the City of Oklahoma City and the Fenwick Homeowner's Association.
  - Paragraph 11—Advertising: No sign of any kind advertising the sale of any goods or service(s) shall be displayed anywhere on any lot. Real estate signs advertising the sale of a home and signs stating that a home is for lease that are no larger than 18 inches by 24 inches are permitted during the sales period or until the home is leased, respectively. Construction or maintenance of any billboard or structure is prohibited.
  - Design guidelines—Roof specification: When replacing or repairing roofs, all residence shall incorporate or maintain an 8 ½ minimum roof pitch for front view and use, as a minimum 30 year composition shingles, including for and additions and connected parts of the residence (e.g., covered patios). Due to numerous variations in shingles and manufacturing styles and type, any change in style from the original shingles or any color other than a 'weathered wood' color

requires pre-approval from the Fenwick Homeowners' Association Architectural Committee before any construction can begin.

- Jim made the motion we approve the above revisions; Jeff H. seconded; **unanimously approved**
- CCMS contracts
  - Pool contract was presented and **unanimously approved**
  - Management contract—the Board had several questions and wanted clarification and revised. Returned to CCMS for revision.
- Dues—letters to be re-sent to Board for final review and approval; mailed by December 1, 2012 and also posted on the website
- Prestwick Circle additional street light—the Board **disapproved** due to the expense involved for the *one additional light* and because others have also expressed an interest so it wouldn't be fair to add only one. (\$1199.81 for the Bristol style light; \$1653 for OG&E to run electricity to each location; total \$2852.81). It was noted that adding new lights was not part of the project approved at the annual meeting by the homeowners.
- Ponds Rx recommended depth reading for Fenwick's records of \$349; to establish a baseline and then Bill will get a quote for regular readings to establish trend so we can immediately tell if silt accumulation increases suddenly due to adjoining construction projects; Jim made the motion to accept and John seconded; **unanimously approved**.
- Restocking pond with fish was tabled until December 17 meeting
- Aerators for pond was in the FMC budget; motion to install aeration system was made by Jim, seconded by Dr. Cheema; one no, 7 yes; **approved**
- Lighted fountain for west pond tabled until 2013.
- Request city to place silt screens at construction areas west of creek line

Jim made the motion to adjourn; Jeff H. seconded the motion, **unanimously approved**.

Adjourned at 8:40 p.m.