

Fenwick Homeowners Association

Board of Directors Monthly Meeting Minutes

Date: November 17, 2025

Location: Fenwick Clubhouse

Directors Present: Lisa Sutliff, Russell Quesenberry, Philip Nokes, Patrick Fowler, Duane Jones, Alex Bales, Cary Williams

Directors Absent: Divya Bhatt, Mamunur Rahman

Guests: None

1. President Sutliff called the meeting to order at 7:00 p.m. and welcomed Williams to the Board.
2. Open Forum for Resident Comments – None
3. Approval of Minutes
 - a. Approval of Board Meeting Minutes of October 20, 2025.
Motion: Quesenberry; Seconded: Bales. Motion passed.
 - b. Approval of Annual Meeting Minutes of November 4, 2025.
Motion: Jones; Seconded: Quesenberry. Motion passed.
4. New Business
 - a. Election of Officers
After discussion, Quesenberry made a motion to elect Lisa Sutliff as president, Russell Quesenberry as vice president, Alex Bales as treasurer and Divya Bhatt as secretary. Jones seconded the motion. Motion passed.
 - b. Holiday Decoration Preparations
On Nov. 23, volunteers will move holiday lights and items from the storage unit and decorate the clubhouse interior.
 - c. Consider dues waiver for empty lot at 16909 Claybridge Circle
Access to the common area is limited behind homes on NW 168th Street. To clear overgrowth and dead trees along the south side of the creek, our vendor needs to drive a vehicle and trailer across an empty lot at 16909 Claybridge Circle. The bylaws require that the property owner at 16917 Claybridge pay HOA dues on the empty lot. Quesenberry made a motion, seconded by Fowler, to establish an agreement with the property owner of 16909 Claybridge Circle to waive the annual dues in exchange for vehicle and individual access on the lot so as to maintain the common area behind it. Motion passed.
 - d. Garden Village HOA – Williams provided a brief report on recent changes within the Garden Village HOA board of directors.
5. Old Business
 - a. Tree Clearing in drainage area behind swimming pool
The board voted by email on Nov. 10-11 to approve a quote of \$8,600 by Clear View Tree Service to clear trees from the drainage/creek area behind the clubhouse so the erosion issue may be corrected. Motion passed unanimously.
6. Reports
 - a. Treasurer
 - Current assets as of Oct. 31, 2025: \$90,683, Reserve Funds \$321,545, Total Assets \$412,228.
 - Earlier in the year the board transferred funds from the Reserve account to pay for resurfacing of the swimming pool. Sutliff provided a list of additional 2025 expenses to date for items that are allocated to be covered by reserve funds. After discussion, Quesenberry made a motion, seconded by Bales, to reimburse the operating account \$23,800 from the reserve account for upcoming replacement of parking lot sections. Motion passed.

- b. Maintenance Committee – Russell Quesenberry
 - Discussed addition of shrubs to certain flowerbeds to reduce the annual flower expense, which has substantially increased in recent years.
 - Fowler confirmed LUSA will perform leaf cleanup later this fall.
 - Fowler ordered glass for the clouded clubhouse window.
 - Bales said the clubhouse parking lot work is scheduled for Dec. 10-20.
 - Discussed adding playground mulch in March 2026.
 - c. Social Committee – Lisa Sutliff
 - Breakfast with Santa will be held Dec. 6.
 - d. Community Preservation Committee
 - Since the October report, 4 letters have been sent – 2 trash cans/rubbish and debris, 1 vehicle parking, 1 signs.
 - e. Architectural Committee
 - 1 roofing shingles request approved.
 - f. Swimming Pool
 - No report
 - g. Nominating Committee – Duane Jones
 - No report
 - h. Rules Committee
 - No report
 - i. Communication – Lisa Sutliff
 - Upcoming newsletters will include details for Breakfast with Santa, the clubhouse parking lot work, and a “year in review” with info from the annual meeting.
7. Other Business
8. Adjourn: Nokes made a motion, seconded by Quesenberry, to adjourn the meeting. Motion passed and Sutliff adjourned the meeting at 7:56 p.m.