

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

Date: November 18, 2024

Location: Fenwick Clubhouse

Directors Present: Lisa Sutliff, Russell Quesenberry, Phillip Nokes, Patrick Fowler, Shawna Aldridge, Mamunur Rahman

Directors Absent: Duane Jones

Guests: Divya Bhatt, Alex Bales, Monica Casey, Bill Casey, Noah Dutt, Karen Allen, Tom Fiordelisi

President Sutliff called the meeting to order at 7:04 p.m.

Approval of Minutes:

- a. Nokes made a motion, seconded by Quesenberry, to approve minutes of the Board meeting on October 21, 2024. Motion passed.
- b. Nokes made a motion, seconded by Fowler, to approve minutes of the Annual Meeting on Nov. 14, 2024. Motion passed.

NEW BUSINESS:

- a. **Election of 3 Directors:** Sutliff explained a quorum was not present at the annual meeting; therefore, the HOA members in attendance at this meeting would vote to fill the three open Director positions. Lisa Sutliff, Divya Bhatt and Alex Bales were nominated for the open board positions. No new nominations were presented. Quesenberry made a motion, seconded by Nokes, to elect Sutliff, Bhatt and Bales to new three-year terms on the Board of Directors. Motion passed.
- b. **Election of Officers:** Lisa Sutliff was nominated to continue as President by Quesenberry, seconded by Aldridge. Russell Quesenberry was nominated as Vice-President by Fowler, seconded by Nokes. Divya Bhatt was nominated as Secretary by Sutliff, seconded by Quesenberry. Shawna Aldridge was nominated as Treasurer by Sutliff, seconded by Fowler. With no additional nominations, Sutliff called for a vote and all nominees were elected to the positions.
- c. General committee work was discussed and committee chairs will be determined at the January board meeting.
- d. Schedule day to decorate Clubhouse: Morning of Saturday, Nov. 30

OLD BUSINESS:

- a. **Landscaping contract** – A proposal has been accepted. Fowler said discussions are ongoing regarding final wording of contract.
- b. **Roof replacements due to hail damage** – Quesenberry said State Farm looked at the roofs of the Clubhouse, Pool House, and Pavilion, and provided a claim payment of \$27,768 plus a recoverable depreciation of \$9,544 when work is completed. The maintenance committee will look for bids to repair the roofs of the three buildings. Guest Karen Allen expressed interest in bidding as she owns a family construction business and is a resident of Fenwick. Guest Bill Casey suggested Next Generation which did some work for him, and he recommended shingles with moisture barriers.

- c. **Storage unit move** – Sutliff led discussion on moving to a smaller storage unit to save money in 2025. The move to a 10x15 unit is now scheduled for the morning of Sat. Nov. 30.
- d. **Plan for Corporate Transparency Act compliance** – In upcoming years, all HOAs must comply with the Corporate Transparency Act as required by Congress. As such, all elected or appointed Fenwick HOA board members must provide certain information to be filed with the U.S. Financial Crimes Enforcement Network, including full legal name, date of birth, residential street address and a photo of a government-issued ID. The board discussed plans to submit the required information by the Jan. 1 deadline.

REPORTS:

Treasurer’s Report – Shawna Aldridge, Treasurer

- As of 10/31/2024, current assets were \$65,198.18. Total reserves were \$260,214.14. Total assets were \$325,412.32. HOA Dues are due March 1. Signs will be posted regarding these.

Maintenance Committee – Russell Quesenberry, Chair

- Replacement of three brick panels near the 164th Street entrance is done. The City of OKC recently damaged another panel when fixing a water main break. The board discussed brick wall maintenance needed in other areas.
- A homeowner reported loose iron fencing between columns on his property. Sprinkler hitting iron and causing rust.
- Nokes will address playground swings.

Social Committee – Shawna Aldridge, Chair

- Breakfast with Santa, scheduled December 7, 2024.

Community Preservation Committee – Lisa Sutliff, President

- Since the October report, 37 letters have been sent as follows – 23 signs, 10 vehicle parking, 2 landscaping, 1 trash can/rubbish and debris, 1 fencing

Architectural Committee – Lisa Sutliff, President

- 4 roofing shingles approved, 1 solar panels approved

Swimming Pool – Shawna Aldridge, Chair

- No report

Nominating Committee

- No report

Rules Committee

- No report

Communication – Lisa Sutliff, Chair

- Notice and communications will be sent regarding Breakfast with Santa and volunteers for the same, HOA Dues, and day for decorating clubhouse.

There being no other business, Nokes made a motion, seconded by Quesenberry, to adjourn the meeting. Motion passed and Sutliff adjourned the meeting at 8:14 p.m.