

Fenwick Homeowners Association Board of Directors Monthly Meeting Minutes

Date: November 20, 2023

Location: Fenwick Clubhouse

Directors Present: Russell Quesenberry, Lisa Sutliff, Phillip Nokes, Shawna Aldridge,
Pat Fowler, Duane Jones, Heather Mayes, Mamunur Rahman

Directors Absent: None

Guests: Manhar Zala

Acting President Quesenberry called the meeting to order at 7:03 p.m.

Prior Meeting Minutes: Nokes made a motion, seconded by Jones, to approve minutes of the Board meeting on Oct. 16 and the Annual Meeting minutes on Nov. 9, 2023. Motion passed.

OLD BUSINESS: None

NEW BUSINESS:

Election of Officers – Quesenberry proceeded to the election of officers.

- Quesenberry moved to appoint Lisa Sutliff as President. Aldridge seconded the motion.
- Sutliff moved to appoint Russell Quesenberry as Vice President. Fowler seconded the motion.
- Sutliff moved to appoint Heather Mayes as Secretary. Quesenberry seconded the motion.
- Quesenberry moved to appoint Shawna Aldridge as Treasurer. Aldridge seconded the motion.

All motions passed and the nominees were elected to the positions. Committee chairs will be determined at the January board meeting. Sutliff reviewed the different committees and areas of responsibility for board members to choose from.

Holiday Lights and Clubhouse Decorations: Board members will transport the holiday lights and decorations from the storage unit to the clubhouse on Nov. 26 at 2 p.m. Board members and volunteers will meet on Dec. 3 at 1 p.m. to decorate the clubhouse interior for the holidays.

REPORTS:

Treasurer's Report – Lisa Sutliff

- Bank account report as of Sept. 30, 2023: Operating accounts: \$57,059. Reserve account: \$199,891. Total Assets: \$256,950. Sutliff said \$35,000 of operating costs are already designated for: (a) landscaping contract payment to Lux Lawns and (b) carryover to the 2024 budget.
- Sutliff made a motion, seconded by Quesenberry, to apply liens to 13 homes with unpaid dues. Motion passed.

Maintenance Committee – Russell Quesenberry, Chair

- Clubhouse Repairs: Most of the clubhouse exterior has been painted but repairs are still needed to soffits and trim. Two new windows were installed this month. Marcus Sutliff unclogged the dishwasher hose. Fowler will request a bid to repaint the clubhouse interior and replace the carpet for 2024.
- Electrical Meter Box at 164th Entrance: A tree grew behind the 164th entrance west wall and damaged the meter box, which provides electricity to the lights and sprinklers on the west entrance. The tree was removed, meter box moved to a new wall location and electricity

reactivated. The Board pre-approved by email a quote from OG+E of \$1,000, for which the final cost was \$962.02.

- Erosion in Garden Village field behind home: After discussion, Quesenberry made a motion to hire Civil Design & Survey of Oklahoma at a cost of \$3,000 to perform a topographic survey of the erosion area. Nokes seconded the motion. Motion passed.
Nokes made a motion, seconded by Quesenberry, to pay an invoice of \$750 from Clear View Tree Service for clearing tree growth in the erosion area so it can be more easily viewed. Motion passed.
- Sprinkler repair at Garden Village entrance: The Board pre-approved unanimously by email on Nov. 6-7 a bid from Grooms Irrigation Co. for sprinkler repair up to \$1,500. Final cost was \$1,166. Due to the sprinkler failure, recently planted flowers at that entrance died and had to be replaced. The board was not pleased with the high expense, but after discussion Quesenberry made a motion, seconded by Fowler, to pay Lux Lawns \$1,420. Motion passed.
- Tree trimming and removal: Nokes walked the neighborhood with the Clear View Tree Service owner and submitted a plan for tree maintenance. Some projects could be planned as funds allow. Sutliff asked if resident volunteers could do some portions of work to keep costs low. Fowler said cut debris would need to be removed from the property as well.
- The management company's maintenance staff replaced many exterior lights and photocells at the four entrances. Sutliff made a motion to approve payment of \$432.81 to NSC for replacement of the 164th Street east entrance sign light and post, which was rusted out. Quesenberry seconded the motion and the motion passed.
- Fenwick partnered with Griffin Park for removal of two beavers at the north pond. Quesenberry made a motion, seconded by Aldridge, to approve payment of \$475. Motion passed.

Social Committee – Shawna Aldridge, Interim Chair

- Breakfast with Santa will be held Dec. 9.
- A committee chair is needed.

Community Preservation Committee

Responsible for rules enforcement and violation letters in the ungated and east Gated HOA areas. 16 Violation letters were mailed since the last meeting: 5 rubbish/trash cans, 5 commercial signs, 2 landscaping, 2 maintenance, 1 sports equipment.

Architectural Committee – Robert Feinberg, Committee member

1 Architectural Review Board request for a shed was approved since the last meeting. Quesenberry made a motion, seconded by Aldridge, to re-appoint Jeff Andeel as Architectural Committee Chair. Motion passed. Marcus Sutliff and Ric Leist have volunteered to serve on the committee. Andeel provided the board a written list of architectural guidelines, covenants and rules for review.

Pool – Shawna Aldridge, Chair

The board reviewed a bid for replastering the pool with different options and costs. No action taken.

Nominating Committee

Have one current vacancy (one-year term) available for a volunteer.

Communication – Lisa Sutliff, Chair

Annual meeting documents and the Year in Review slideshow are posted on the website. An emailed newsletter with Year in Review info and a Breakfast with Santa promotion will be sent after Thanksgiving.

Rules Committee

No report and no changes were proposed at the annual meeting earlier this month.

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

The next scheduled board meeting will be Monday, January 15, 2024, at 7 p.m. at the Clubhouse.