

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

**Date: January 20, 2020**

**Members Present:** Robert Feinberg, Emily Garman, Lisa Sutliff, Angela Koenig, Harvey Jones, Loreann Cowan, Scott Monetti, Tom Fiordelisi

**Members Absent:** Will Hart

**Guests:** Jeff Andeel, Carrie Shockley (TPC manager)

Meeting Called to order at 7:03 p.m.

Open Forum for resident comments: no comments.

**Minutes approval:**

- **November 18, 2019: Fiordelisi moved to approve minutes with minimal edits from Sutliff. Jones seconded; the motion carried 9-0.**
- January 6, 2020, Special Meeting: **Jones moved to approve; Monetti seconded; the motion carried 9-0.**

**Old Business:**

- **New Management Company – Sutliff made a motion by email on Dec. 12, 2019, to contract with The Property Center for management services in 2020, including clubhouse management and cleaning. Contracted cost is \$21,500, paid in monthly installments, plus \$230 per month for clubhouse cleaning. The email vote was unanimous in favor; the motion carried.**
- **Management** – Shockley from The Property Center was present. Sutliff reported on working closely with Shockley on the management transition. Shockley is preparing online account management for Fenwick residents. Invoices for 2020 dues will be mailed to residents soon and are due February 15. TPC will complete the HOA's tax return and soon begin rule enforcement and clubhouse management.
- **City of OKC Maintenance Requests**
  - **Iron fence on 164<sup>th</sup> St.** – Refund for iron fence has been approved by the City. Awaiting payment.
  - **Trail repair behind Saddlecreek Way** – Monetti said the City repaved the trail where it collapsed, but he suspects the underlying sewer or ground was not repaired properly so it could collapse again. He will discuss it with the City.
  - **Hydrant at 168<sup>th</sup> & Fenwick Blvd.** – The City replaced the leaking hydrant but destroyed the sidewalk next to it. Sutliff has reported the damage to the city and will request resodding as well.
  - **169<sup>th</sup> Street at Bedford** – Street and curb damage caused by City when fixing a water line break. Monetti will contact the city for repair.

- **Clubhouse parking lot & dumpster corral** – The concrete was poured today for the new trash corral and parking spaces at the clubhouse. Work should be completed in a couple of weeks. Feinberg will order a dumpster sign with language like “Dumping Prohibited; Fenwick Clubhouse and Pool Use Only; City and local fines will be imposed.”

- **Committee Assignments:**

- Maintenance Committee Chair Harvey Jones
- Maintenance Committee Co-Chair Scott Monetti
- Pool Chair Will Hart
- Social Committee Chair Angela Koenig
- Committee Preservation Committee Chair Jeff Andeel
- Architectural Committee Chair Jeff Andeel
- Communication Chair & Bulletin Boards Emily Garman
- Community Relations Committee Chair Loreanne Cowan
- Nominating Committee Chair Tom Fiordelisi

- **Bank Signature Cards** – With new management in place for 2020, Sutliff said the signature cards on file with First Fidelity Bank must be updated. Feinberg made a motion, seconded by Jones, to update the signature cards for the Maintenance Committee and Social Committee accounts to the following:

Maintenance Committee: REMOVE: Carl Franklin, Debra Franklin, Bill Trimble  
ADD: Scott Monetti, Carrie Shockley, Aaron Bogie  
RETAIN: Harvey Jones

Social Committee: REMOVE: Carl Franklin, Debra Franklin, Caroline Turan  
ADD: Angela Koenig, Carrie Shockley, Aaron Bogie  
RETAIN: Lisa Sutliff

Motion passed unanimously.

- **Survey Results Discussion**

- The maintenance committee will have trash/debris cleaned from the pond three times per year instead of two.
- The board is researching electronic signs or police patrol to resolve speeding, which was a complaint of many residents.
- Road conditions/repair on Fenwick Blvd was a big concern. The street is maintained by the City of OKC. The Board plans to organize a meeting with residents and City Councilman Mark Stonecipher to discuss it.
- The board is considering whether to add pool monitors.
- We’ll organize a welcome committee for new residents.
- More social events for adults and older kids.

**New Business:**

- **Audit Committee Report** – Andeel and Sutliff presented the results of an internal audit of 2019 expense transactions and approvals. Sutliff audited 2019 clubhouse rentals and reported to the Board.

- **Clubhouse Rule Updates** – Tabled. Monetti will propose wording at the next meeting.
- **UCO Big Event** – Deadline to apply is March 7; event is April 4. Potential projects: washing playground equipment, painting bridge or playground equipment. Board members can bring suggestions to the next meeting and discuss whether to apply.

### **Treasurer's Report – Lisa Sutliff**

- For the month ending December 31, 2019: Operating account: \$66,976. Reserves: \$226,000. Total Assets: \$292,826. Six homeowners have unpaid dues.
- 2019 End of Year – Administrative expenses were 91% of budget; clubhouse was 72%, landscaping 95%, pool 75%, utilities 88%.
- Homeowner Bankruptcy Resolution – A homeowner that owes \$3,320 in past dues filed bankruptcy a year after the HOA received a judgment. The HOA's attorney arranged a five-year payment plan with the homeowner.

### **Maintenance Report – Harvey Jones**

- Still working with TPC and Griffin Park on removal of beavers.
- Will discuss repairing the pavilion roof this year.
- Winter cleanup by Bowman Brothers has been completed.
- Cowan said most flowers at the Penn entrance usually die. She asked if a soil test could be performed. Jones has asked Bowman when they might have amended the soil.
- Feinberg brought notes from the Garden Village HOA Board. They requested that grass be added to the GV greenbelt. Some of the iron fencing also needs to be replaced. Jones requested a list of specific iron panels in need of replacement be provided to the Maintenance Committee.

### **CPC Report – Jeff Andeel**

- 20 letters were sent since the last meeting. 5 signs, 4 rubbish and debris, 3 vehicle parking, 3 landscaping, 3 fencing, 1 unsightly, 1 maintenance.

### **Pool – Lisa Sutliff**

- The HOA's insurance agent confirmed that if we hire and pay pool monitors, the HOA would need workers comp insurance and the HOA would be liable for monitors' actions and inactions. That does not apply to volunteer monitors.
- Selecting and then scheduling monitors would be required.
- Sutliff will send all info on monitors and lifeguards to Hart, the new pool chair.

### **Architectural Committee – Jeff Andeel – 1 new roof requested**

### **Community Relations Committee – Loreanne Cowan**

- Cowan presented a sample basket that the welcome committee would give to new residents. It contains useful supplies with information about the neighborhood and HOA. She has three other residents interested in helping with the new committee. Feinberg moved that we allocate \$1,000 to purchase welcome baskets and supplies in 2020; Koenig seconded. The motion carried 9-0.

### **Social Committee – Angela Koenig**

- Sutliff and Garman said Breakfast with Santa in December had a great crowd and went well.

### **Nominating Committee – Tom Fiordelisi – No Report**

### **Communication Report – Emily Garman**

- Need to do a winter newsletter.
- The Board discussed that Fenwick HOA continues to receive many emails that should go to Fenwick Garden Village HOA.
- TPC will arrange credit card payment for website hosting and domain.

**2020 Garage Sale Dates** – First weekend in June and third weekend in September: June 5-6, and September 18-19, 2020.

Fiordelisi made a motion to adjourn the meeting at 9:05 p.m. Seconded by Koenig. The motion carried 9-0.

The next regular board meeting will be Monday, February 17, 2020.