

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

Date: September 20, 2021

Location: Fenwick Clubhouse

Directors Present: Robert Feinberg, Tom Fiordelisi, Lisa Sutliff,
Scott Monetti, Phillip Nokes, Russell Quesenberry

Directors Absent: None

Guests: Shawna Aldridge

President Feinberg called the meeting to order at 7:02 p.m.

Open Forum: No comments

Prior Meeting Minutes: Nokes made a motion, seconded by Quesenberry, to approve minutes of the Board Meeting on August 16, 2021. Motion passed.

OLD BUSINESS:

Management Company: The Board previously voted to terminate the HOA management contract with The Property Center (TPC) and execute a new contract with Neighborhood Services Corp. (NSC) in Edmond, effective Oct. 1. The majority of documents have been provided to NSC to establish our accounts.

The Board discussed banking and vendor requirements related to the change. Sutliff or Feinberg will collect the HOA files and keys from TPC at the end of the month. Quesenberry will begin delivering mailbox items to NSC on a weekly basis, beginning the first week of October. Sutliff will send an email to residents and post on Fenwick's social media when the management change is complete.

Garage Sale: The fall garage sale was held on Sept. 17-18. No concerns were reported or changes suggested.

NEW BUSINESS:

Election to Fill One Director Position on the Board – Article IV, Section 3 of the Bylaws states:

In the event of death, resignation, or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of the predecessor.

A director position became available in June 2021 after a board member resignation. Notice of the opening was shared with the Fenwick community via email and on the website. Shawna Aldridge submitted a nomination for the open board position. Aldridge has served on the Fenwick Social Committee for four years and Sutliff said she is an integral member to every event's success and organized the August pool party by herself.

Sutliff made a motion to elect Shawna Aldridge to the open Director seat for the remaining term through 2022. Fiordelisi seconded the motion. Motion passed.

Sutliff made a motion, seconded by Quesenberry, to appoint Aldridge as Social Committee Chair. Motion passed.

Clubhouse Management: The Board discussed compensation and vendor requirements for the resident manager to be hired to manage Clubhouse reservations. The clubhouse manager will also clean the clubhouse and the Board discussed compensation. Sutliff created fenwickclubhouse@gmail.com and a rental calendar for the website for the future management's use. Monetti purchased a replacement vacuum for the Clubhouse.

Annual Meeting Date & Location: The 2021 Annual Meeting will be held in early November. Fiordelisi will inquire if North Church, site of the 2020 meeting, could be available again to allow for social distancing. Notice of the meeting will be mailed to homeowners in October.

Treasurer Replacement: Duane Jones, treasurer since November 2020, resigned on Aug. 25. Sutliff served as Treasurer from 2016 to 2020. Fiordelisi moved to elect Sutliff as Treasurer, Quesenberry seconded the motion. Motion passed.

REPORTS:

Treasurer's Report – Lisa Sutliff

- As of August 31, 2021, Fenwick HOA has \$73,242 in operating funds and \$310,182 in reserve funds. Sutliff will ask the attorney to begin collection procedures on delinquent dues accounts.
- Uncollectable Accounts: Two homes completed mortgage foreclosure proceedings this year. After discussion, Quesenberry made a motion, seconded by Fiordelisi, to write off an uncollectible dues amount of \$2,191.31 for the two accounts. Motion passed.
- 2022 Budget: The Budget Committee met with Sutliff on Aug. 26 to discuss the budget for calendar year 2022. The annual dues assessment to homeowners is expected to increase due to increased maintenance needs in the common areas and the ongoing debris cleanup in 2020 and 2021 following the October 2020 and February 2021 winter storms.

The Board requested that \$10,000 be added to the budget for additional clearing and hauloff of broken tree limbs and dead trees, shrubs, etc after the severe freezing weather in February 2021. Sutliff will discuss the increase with the Budget Committee and report back to the Board.

- Bank Signatures: The association's funds will be transferred to Pacific Premier Bank in Dallas, Texas, as that is a requirement of NSC's HOA management contract. New bank accounts will be established for operating, maintenance committee, social committee and reserve (non-checking). Sutliff made a motion to include the following board members on the bank signature cards. Quesenberry seconded the motion.

Operating Account:	Robert Feinberg, Lisa Sutliff
Maintenance Committee:	Russell Quesenberry, Phillip Nokes, Scott Monetti and Robert Feinberg
Social Committee:	Shawna Aldridge, Lisa Sutliff

Motion passed.

- Checkbook/Debit Card: Feinberg asked if the Maintenance Committee and Social Committee want debit cards for their bank accounts. Board members preferred to keep checkbooks for the committee accounts.
- Reserve Study: Sutliff contacted a reserve study specialist recommended by NSC to provide a quote for his services.

Maintenance Committee Report – Russell Quesenberry, Chair

- The limbs of a large old tree are overhanging the pavilion and property adjacent to it on Saddlecreek Way. After closer inspection, Nokes said the condition and safety of the entire tree is poor and it lost several large limbs with last year's winter storm. The property owner, Mindy Geist, hired an arborist for an additional opinion, which said the tree could have many more years to it with the proper care, but if it was his property he would remove the tree. As the tree is a liability that could damage the pavilion or Geist's property, Fiordelisi made a motion, seconded by Quesenberry, to hire Clear View Tree Service at a cost of \$2,650 to remove the diseased tree by the pavilion. Motion passed.
- Pavilion roof: Quesenberry said the pavilion on Saddlecreek Way has considerable roof damage. The issue was tabled.
- Sprinkler system: Two zones underwent maintenance for equipment and electrical issues. A new issue was reported at the Pennsylvania entrance so Quesenberry will coordinate the new repair.

Community Preservation Committee – The Property Center is responsible for rules enforcement and violation letters in the ungated and east Gated HOA areas.

- 34 Violation letters were mailed since the last meeting: 15 yard/landscaping, 9 trash cans, 5 signs, 4 parking, 1 architectural.

Architectural Committee – Robert Feinberg, Committee member

- 1 Architectural Review Board request was approved since the last meeting for a shed installation.

Pool – Lisa Sutliff, Chair

- The last day of pool season was Labor Day, Sept. 6.
- A valve replacement last month caused a cracked pipe to burst in the pump room. The total cost for both repairs was \$1,165.91. Sutliff made a motion to approve payment to Brooks Pool Service for the repairs. Monetti seconded the motion. Motion passed.
- Brooks Pool Service, which handles the cleaning and chemicals for Fenwick's pool, recommends replacing the sand in the two pool filters during the off-season. Sutliff made a motion to spend up to \$1,300 to replace the sand in both filters. Nokes seconded the motion. Motion passed.

Social Committee – Shawna Aldridge, Chair

- Aldridge organized the back-to-school pool party on Aug. 21. Leftover hot dog buns were donated to the City Rescue Mission.
- A chili cook-off would be a fun fall event and the Board discussed options for the December holiday event.
- Patrick Pine inquired about residents participating in competitions for best Halloween and Christmas holiday decorations. Aldridge will discuss it with him.

Nominating Committee – Tom Fiordelisi, Chair

- Two current Director seats remain open for volunteers.
- Three Director terms, which are three years each, are up for election at the annual meeting in November. The seats are currently held by Fiordelisi and Sutliff with one vacancy. Fiordelisi said he does not plan to run for re-election.

Communication Report – Lisa Sutliff, Chair

- A newsletter will be emailed to homeowners and residents about the new management company and any upcoming social events and news. The website and clubhouse bulletin board will also be updated.

Fiordelisi made a motion, seconded by Quesenberry, to adjourn the meeting. Motion passed and the meeting adjourned at 8:58 p.m.

The next regularly scheduled board meeting will be Monday, October 18, 2021, at 7 p.m.