

Fenwick Homeowners Association

Board of Directors Monthly Meeting Minutes

Date: September 21, 2020

Location: Fenwick HOA Clubhouse, 16801 Fenwick Boulevard

Directors Present: Robert Feinberg, Thomas Fiordelisi, Lisa Sutliff, Harvey Jones, Duane Jones, Angela Koenig

Directors Absent: Loreanne Cowan, Scott Monetti

Members Present: Roy Greenwood

A. Call to Order:

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

B. Open Forum:

Mr. Roy Greenwood was the only member in attendance. Mr. Greenwood stated he had no comment.

C. Minutes:

The minutes from the August 17, 2020 virtual meeting were reviewed. Mr. Duane Jones moved that the minutes be approved as written, Mr. Harvey Jones seconded the motion. The motion carried without opposition.

D. Old Business:

1. **Annual Meeting:** Mr. Tom Fiordelisi announced that North Church, 1601 N. Memorial Road, has verified availability for the Fenwick HOA (“HOA”) annual meeting at 7:00 p.m., November 10, 2020. The notifications to the members will be mailed in October 2020.
2. **Rules & Bylaws:** Mr. Robert Feinberg announced that the committee met on September 19, 2020 and began reviewing the Rules of the HOA. Mr. Feinberg asked the Board for input on suggested changes. More committee meetings are expected in the near future.

E. New Business:

1. **Registered Agent:** Ms. Lisa Sutliff researched to find that the former management company was still the official registered agent for the HOA. She recommended that Mr. Matt Winton, the HOA’s attorney be designated as the registered agent for the HOA at an annual cost of \$100.00. Mr. Duane Jones made a motion to designate Mr. Winton as the registered agent, Mr. Harvey Jones seconded the motion. The motion carried without opposition.
2. **Basketball Hoop & Soccer Goals:** Ms. Lisa Sutliff reminded the directors that one-third of the members that responded to the survey last year expressed a basketball court for an activity for older kids. Ms. Sutliff suggested installing a basketball goal next to the newest area of the clubhouse parking lot. Ms. Sutliff also suggested installing a couple of soccer goals in the empty field areas. Mr. Thomas Fiordelisi made a motion to spend up to

\$2,000.00 to purchase one (1) basketball goal and a couple soccer goals. Ms. Sutliff seconded the motion. Motion carried without opposition.

3. **Sidewalk repairs:** The Directors were made aware of a complaint regarding alleged unsafe sidewalks around Fenwick. The Fenwick covenants and City of OKC declare that the responsibility of maintaining of the sidewalks is with the homeowner. The City of Oklahoma City has a sidewalk replacement program where it will share the expense of replacing areas of sidewalk that meet certain criteria. Ms. Lisa Sutliff will mention the concern and the City of Oklahoma City program in the next HOA newsletter and on the HOA website.
4. **Officer Election:** There was a vacant office on the Board due to Ms. Emily Garman resigning from the Board effective August 31, 2020. Ms. Garman served as the Secretary on the Board. Ms. Lisa Sutliff made a motion to install Mr. Duane Jones as Secretary until the election of Board Officers following the HOA Annual Meeting. Mr. Thomas Fiordelisi seconded the motion. Motion carried without opposition.

F. Reports:

1. **Management Company: Representative: None**
 - a. No representative of the management company was present.
2. **Treasurer: Committee Member/Officer: Ms. Lisa Sutliff**
 - a. Bank account balances as of September 21, 2020: Operating accounts were \$102,719, Reserve accounts were \$272,083. August financial reports were received from the management company and distributed to the Directors on September 21, 2020
 - b. 2021 Budget: Budget Committee met and developed a budget for fiscal year 2021, which Ms. Sutliff emailed to the Directors for review prior to the meeting. The Committee recommended the 2021 annual dues for the HOA be \$365 per lot (a \$5 per lot decrease over 2020). Fourteen (14) percent of dues are allocated for the Reserves fund. Mr. Harvey Jones made a motion to approve the 2021 Budget as proposed and Mr. Thomas Fiordelisi seconded. Motion carried without opposition.
3. **Maintenance Committee: Committee Member/Officer: Mr. Harvey Jones**
 - a. Going forward the Maintenance Committee will plan on replacing three (3) to four (4) brick wall panels each year as needed.
 - b. Mr. Harvey Jones has obtained competing bids on the planting of approximately ten (10) bald cypress trees at a cost up to \$6,000. Mr. Thomas Fiordelisi made motion that the Fenwick Maintenance Committee (FMC) be approved to spend up to \$6,000.00 for trees with the chosen vendor. Mr. Harvey Jones seconded the motion. Motion carried without opposition.
 - c. Bowman Brothers Landscape Company, used by the HOA for multiple years, has offered a contract for two (2) years without any cost increase. Mr. Harvey Jones mad motion to retain Bowman Brothers Landscaping as the HOA landscaping company for two years at the same costs. Mr. Thomas Fiordelisi seconded the motion. Motion carried without opposition.
4. **Community Preservation Committee: Committee Member/Officer: Mr. Robert Feinberg**
 - a. CPC has sent out 36 letters since the August 17, 2020 Board meeting. Said letters were: 19 Trash Bins, 15 Landscaping, 1 Fencing and 1 Unsightly
5. **Pool Committee: Committee Member/Officer: Ms. Lisa Sutliff**
 - a. The pool closed for the season on the evening of Sept. 8. People report being pleased to have the monitors on site.

- b. Mr. Thomas Fiordelisi asked why the pool is not open through September. Ms. Lisa Sutliff said fewer people visit the pool when school starts. Staffing is also more difficult because most managers and monitors are school employees or college students. There would be an added cost of several thousand dollars to continue cleaning the pool and bathrooms. Finally, the weather is not always cooperative; as we've experienced a fairly cool September this year.
 - 6. **Architectural Review Board (“ARB”): Committee Member/Officer: Mr. Robert Feinberg**
 - a. ARB has approved applications for 1 shed and 1 fence.
 - 7. **Social Committee: Committee Member/Officer: Ms Angela Koenig**
 - a. Fun in the Park on September 6, 2020 was successful. Two (2) food trucks, refreshments, music, fishing and games were enjoyed by many HOA Members.
 - b. Movie Night in the Park, with food trucks is scheduled for October 10, 2020.
 - 8. **Nominating Committee: Committee Member/Officer: Mr. Thomas Fiordelisi**
 - a. The Nominating Committee has received one (1) nomination since the last Board meeting.
 - 9. **Communication Committee: Committee Member/Officer: Ms. Lisa Sutliff**
 - a. A newsletter was emailed to residents in early September explaining several upcoming events, and another newsletter will be emailed soon.
 - b. The website is up to date.
- G. **Adjournment:** There being no more regular business to be brought before the Board of Directors, a motion was made by Mr. Thomas Fiordelisi to adjourn the meeting. Motion was seconded by Ms. Angela Koenig. Motion passed with none opposing. Meeting adjourned at 9:00 p.m.

Certification

The undersigned hereby certifies that the foregoing minutes were adopted by the Board of Directors of the Fenwick Home Owners Association at a meeting duly called and held in accordance with the bylaws of the Fenwick Home Owners Association on October ____, 2020, at which a quorum was present.

Duane K. Jones, Secretary