



# **Board Meeting Minutes**

## **Fenwick Homeowners Association**

### **Monday, March 17, 2008**

The Board meeting for the Fenwick Homeowners Association was called to order in the Fenwick Clubhouse, located at 16801 Fenwick Boulevard, Edmond, Oklahoma. The Meeting convened at 7:03 pm.

#### **1) Call to Order**

##### Attending Board Members

Jim McGoodwin, Floyd Treiber, Aaron Vrbenec, Debi Franklin, David Baker, and Pat Fincher

##### Absent Members

Leland McLing and Wes Wheeland

##### Attending Guests

Carl Franklin, Troy Fincher, Bonnie King, Gordon Clare, Matthew Stanfield, Nancy Trimble and Bill Trimble

##### Attending Committee Members

Maintenance Committee: Bill Trimble, Carl Franklin

#### **2) Approval of December HOA Board Minutes**

*Aaron Vrbenec*

**MOTION:** Floyd Treiber makes a motion to approve the minutes of the January 21, 2008 meeting.

**APPROVED:** Nays - none

#### **3) Financial Report**

*Pat Fincher*

- Net income (January 1 - March 15) \$170,552.27
- Reserves and Emergency Fund to be set up in dedicated separate accounts
- Clubhouse fees to be placed in a dedicated separate account
- \$4,610 outstanding dues for 2007
- \$11,200 in delinquent dues gathered Calendar Year 2008, approximately \$54,800 remaining for collection
  - Credit card payment option being explored
- Late fees will be assessed beginning April 1, 2008 at 15% per month
- Continuing updates on database

#### 4) Old Business

- New Board Member election – Mindy Geist was interested in serving on the HOA Board and explained why she wanted to serve and the Fenwick HOA Board elected Mindy.
- Stockade fence at Stanfield residence – does not appear to violate any city codes or neighborhood codes. Dr. Stanfield was present and explained the history of the fence in question. The empty lot adjoining his property remained empty for one year before Resident purchased it. The Resident received a letter from the Architectural Committee (Bud Bartley's Office) stating that his proposed fence had been approved, and later constructed the fence to join both properties. For these reasons the HOA Board has decided not to pursue this issue anymore.
- 17125 Wales Green construction debris – The City, with an inspector, will make a site visit and determine if a valid permit is still in force. The 60-day deadline ends April 1 for building completion. If the house remains incomplete, a subsequent letter will be sent to the owner.

**MOTION:** Pat Fincher makes a motion to submit a letter to Scarlett Homes for construction completion.

**APPROVED:** Nays - none

#### 5) Maintenance Committee Report

*Bill Trimble*

##### Clubhouse

- Purchase cigarette butt container for front of building – COMPLETE
- Purchase rubber floor runners – COMPLETE

##### Pool Area

- Repair lock on gate – COMPLETE
- Fence around pool still in need of repair
- Cleaning and repair of pool house exterior and equipment room

**MOTION:** Jim McGoodwin makes a motion to have NW Pools resurface and repair the pool as previously discussed and budgeted, in the amount of \$560

**APPROVED:** Nays - none

##### Ponds

- Beaver removal in lower bottom stream area – one beaver has been successfully trapped.
- Muskrat sighted in pond – have been eating electrical lines to the water pumps in the pond. Lines have been buried deeper, should eliminate any problems.
- Rebuilding rock embankments next to bridge – the Maintenance Committee is looking at options for keeping the rocks in place, possibly with concrete slurry.
- Control cattails and other vegetation growth in upper and lower ponds -
  - Look into dredging, silt locations and repair pond embankments, Calendar Year 2009

##### Pavilion

- In need of repainting. Current plan to clean up and use epoxy paint. The issue of paying residents to paint has arisen, however we can only contract with persons who own a bona fide business with worker's compensation and liability coverage.

**Common area**

- Repair or replace all existing lighting, sprinklers, wells, addition signs, notification signs, etc.
- New flower bed islands on Fenwick Boulevard/168<sup>th</sup> Street/167<sup>th</sup> Street/Pool House
- Revamp current island plantings on Fenwick Boulevard and 169<sup>th</sup> entrances
- Trash, debris and tree removal in upper and lower creek area, old bridge, and dead tree along nature trail – Saddlecreek Way.
- Fenwick Garden Village (FGV) requested background information on the trash dock. Bill Trimble recommends that the Board approve a sliding gate to enclose the dumpsters, as well as paint/stain the entire dock.

**MOTION:** Debi Franklin makes a motion to give the Maintenance committee \$350 to complete the trash dock.

**APPROVED:** Nays - none

**MOTION:** Pat Fincher makes a motion to give the Maintenance committee \$2,500 to the First Fidelity account to fund there approved items on the budget.

**APPROVED:** Nays - none

- Rebuilt gravel nature trail behind 170th; asphalt walkway is almost complete.
- Maintenance Committee to obtain bids for sidewalk repairs, installing a wheel chair ramp near the park, and other miscellaneous sidewalk repairs where deemed necessary; presenting to the Board as soon as possible.
- ATV's continuing to plague trail, different options are being explored to control this nuisance.
- Magnetic signs visible on all maintenance vehicles for visibility purposes.
- Capstone work continuing. Form is expensive, but will be tagged to prevent future destruction of the form.
- Park and pond trees trimmed at an 8 foot minimum.
- Adding additional entry lighting to Fenwick Boulevard at 164th, Fenwick Garden Village at 164th, and Western at 168<sup>th</sup>.
- Drainage problems at all entries and open area behind Covington manor; street drainage run-off occurs throughout addition after rain.
- Fenwick Garden Village, grate all island flat and re-sod for mowing (after Bartley's completions, if any).
- Some concrete was busted with the roller while finishing out the walkway, one option is to get them to repair the broken concrete at cost and possibly repair other areas in the neighborhood.
- Board briefed on status of irrigation repairs by Carl Franklin. A pump has been installed at the clubhouse well; a controller has been installed on the irrigation system, and Carl is working on all other irrigation to bring up to full capacity prior to Bowman Brothers use.

- Bill Trimble advised Board that a meeting has been called for March 25, 2008, 7:00pm at the Clubhouse. Purpose is to meet with residents whose homes back up to the Wetlands Common Area. It is asked that Board Members and Maintenance Committee Members be present.
- Bowman Brothers have sprayed the area with fertilizer and picked up trash.
  - Contract includes applying pre-emergent and has been applied in all areas except the pavilion.
- Areas at 164<sup>th</sup> have been cleaned up as discussed.
- The neighborhood Clean-up day was a huge success and over 40 families volunteered. Because of the large amount of trash collected from the Neighborhood Clean-up Day and possible delays for the city to pick up the trash **Aspen Homes** volunteered to pick up the trash.

**MOTION:** Jim McGoodwin makes a motion to increase the bid from Bowman Brothers by \$2,300 to plant flowers and weed at the main entrance at 164<sup>th</sup> street.

**APPROVED:** Nays - none

**MOTION:** Pat Fincher makes a motion to give the Maintenance Committee authority to design and bid the appropriate landscaping areas within the neighborhood.

**APPROVED:** Nays - none

- Pat Fincher presented planting options drafted by Dallas New. Dallas is offering his services for a “planting report” for the various areas within the neighborhood.

## **6) By-Laws Committee Report**      *Pat Fincher*

- Further refinement has been made to the duties of the Secretary. Pat recommends the Treasurer hold and maintain the database going forward rather than the Secretary, as the Treasurer is constantly updating the database with new information. The Secretary will keep an archived copy for back up purposes.
- Jim McGoodwin inquired about ability to review and approve actions by email; it was agreed going forward that action can be taken in absence of a meeting, but must include all board members, with the following specifications:
  - Email must include “by email” reference
  - Record at the next meeting under a new category “Memo(s) for the Record”

## **7) Pool Report**

- Pool coordinator is still needed for 2008 season; no volunteers to date.

## **8) Website Report**      *Debi Franklin*

- Debi Franklin updated website status. Dallas has been doing an excellent job working with the current webmaster. Recommends transferring ownership of the domain name and begin operating independently if possible. Debi will continue working out details with Dallas.

## 8) New Business

**MOTION:** David Baker makes a motion that the Fenwick HOA will act as the Architectural Committee, Mindy Giest will make recommendations to the HOA Board for submitted designs or proposals.

**APPROVED:** Nays - none

- There has been a verbal agreement with Bud Bartley, but would like to get a letter confirming this agreement.
- The Fenwick HOA board received a complaint in Jan 2008 re: loud neighbors, all sorts of cars in and out, extra cars (possibly a business), etc. Further verification by the board contacting the complainant both by phone and e-mail in early Feb 2008 disclosed the actual focus of the complaint to be on noise violations and animal control. The board voted by e-mail to send a letter documenting the offenses to the alleged offender. Notice of violations letter was sent Feb 6<sup>th</sup>, 2008. Letter from their attorney was received dated Mar 4<sup>th</sup>, 2008. E-mail indicating slight improvement was received from the complainant Mar 12<sup>th</sup>, 2008. Follow up survey of several nearby residents was conducted March 15<sup>th</sup>, 2008 and does indicate others agree there seems to be a problem. Jim McGoodwin will review the correspondence and write a letter to the attorney.

## 9) Adjournment

**MOTION:** Jim McGoodwin makes a motion to adjourn the meeting.

**APPROVED:** Nays - none

## 10) Next Meeting

- The next meeting is scheduled for the Fenwick HOA Board of Directors will be **Monday, April 21, 2008.**