

Fenwick Homeowners Association
Board of Directors Meeting Minutes
Monday, October 20th, 2008

The Board meeting for the Fenwick Homeowners Association was called to order in the Fenwick Clubhouse, located at 16801 Fenwick Boulevard, Edmond, Oklahoma.

Call to Order - The meeting convened at 7:00 pm after being called to order by Jim McGoodwin.

Attending Board Members

Jim McGoodwin, Aaron Vrbenec, Debi Franklin, David Baker, Mindy Geist and Leland McLing.

Absent Members

Pat Fincher
Floyd Treiber
Wes Wheeland

Attending Guests

Bonnie King, Pres. FGV, Susan Willard, resident

Attending Committee Members

Maintenance Committee; Bill Trimble, Chair; Carl Franklin; Lindsay Coffman

Approval of Previous Board Minutes

Aaron Vrbenec, Secretary

September 15th, 2008 (minutes not available to approve at this time; will approve by e-mail later).

Financial Report

Treasurer, Pat Fincher

Jim gave an overview; need to verify Reserve funds are OK. Costs of expenses for remainder of year:

- Admin - ~\$3K
- Clubhouse and Fridge - ~1K
- Landscaping ~\$16K
- Midwest Wrecking – ½ payment ~\$39K
- Reserves - ~\$68K
- Utilities - ~\$3K
- 07-08 Reserves - \$27K

Old Business

- Greenbelt & 168th and Thornton – postpone until Nov Board meeting.
- Actions taken by email Sept 15th – Oct 19th, 2008 including any violations

reported were voted on again retroactively at the Oct 20th, 2008 meeting since the Board now recognizes the requirement for unanimous votes when conducting business by e-mail:

- ✓ Refrigerator purchased by Leland for clubhouse
 - Used Aspen Homes builder's discount (thanks Pat!)
 - Purchased @ Metro Builders for \$566.38
 - Delivered to clubhouse Sept 18th, 2008
 - Old refrigerator was donated to Mercy Ministries, picked up by Carl Franklin Sept 20th
 - Motion by Debi @ Oct 20th meeting to retroactively approve this purchase and donation of the old refrigerator; David 2nd, all were in favor
- ✓ New nominee, David Lamert was added to ballot Sept 17th, 2008 – others who have shown interest will be added by Jim McGoodwin – background/interest info forms will be made available.
- ✓ Pat Fincher put her name back on the ballot Sept 20th, 2008 but resigned effective Oct 8th, 2008
- ✓ FMC Award Plaque for FMC and Maintenance Man of the Year was approved by e-mails. After reviewing examples we went with the ~\$60 plaque. Debi to purchase and Jim will present @ the annual meeting.
 - Leland 'Yes'
 - Floyd 'Yes'
 - Debi 'Yes'
 - Jim 'Yes'
 - Wes 'Yes'

NOTE: Not voted on @ Oct 20th meeting because it's a secret for presentation at the annual meeting; will be retroactively approved after presentation.

- ✓ Final figures for reserves and 2009 budget were revised by Jim and Pat and reviewed by the Board Sept 18th and 19th, 2008 for the annual mailing; no objections to changes
- ✓ Mr. Pak submitted a request through Carl Franklin to plant trees around the sidewalk near the pavilion; Carl submitted the request to the Board Sept. 22nd, 2008.
 - Dale asked if research has been done re: root systems of proposed trees
 - Jim voted to approve but don't use HOA funds
 - Dallas had alternatives
 - Pat liked the 'free' idea, but was concerned about regular maintenance and gray areas as to who cares for them and misguided ownership; follow-up reply was 'no' if it costs the HOA and ultimately it would cost us if it's our property
 - Floyd voted NO
 - Mindy voted NO
 - Debi voted NO – too complicated mixing HOA property with resident funded trees
 - Pending action: Mindy Geist, Architectural Chair, to send a letter denying the request.

- Motion made by Debi, 2nd by David, at the Oct 20th meeting to disapprove the Pak's request to plant trees on HOA property; all were in favor. Action to Mindy to write them a letter.
- ✓ Camden Park Estates notice of hearing rec'd and reviewed
 - Hearing scheduled at the OKC Planning Commission, 1:30 p.m. Thursday, Oct 9th, 2008
 - Debi verified with a staffer @ the Planning Commission that these are homes behind the office park – there are 30 large lots for 30 homes. The lot sizes are larger than any in Fenwick so the developer appears to be keeping his promise to build upper level homes.
- ✓ Annual mailing went out Sept 24th, 2008 – cost was ~\$1,800 for supplies and postage
- ✓ Social committee requested \$2000 be transferred for the Fall Festival and Christmas hay rides Sept 24th, 2008.
 - Expense reports for Summer Splash, Clean up Day, and 2008 Easter Egg Hunt were made available to the Board by Pat as previously submitted by Diane; expenses to date are \$2728.18.
 - Pat voted 'yes'
 - Debi voted 'yes' after receiving the expense reports
 - Motion by Debi, 2nd by David to retroactively approve the transfer of \$2000 to the Social Committee account for Fall Festival and sleigh rides; a closeout expense report will be requested after Dec 31st, 2009; approved by all.
- ✓ Fall garage sale was held Sept 26th and 27th, 2008
- ✓ Report of mail theft on Covington in FGV received by Lindsay and forwarded to the Board by Jim McGoodwin Sept. 26th, 2008; immediately posted on website
- ✓ Potential Violation – 17221 Saddlecreek Way; home occupation and trailer in drive
 - Research done by Debi; reviewed C&Rs, and new Rules Doc; called zoning office and spoke with both the complainant and the potential violator. Decision was made by a majority of the Board that a violation has occurred; 1st letter mailed Oct 1st, 2008. Home businesses are only allowed if unseen and in line with R-1 zone (small day cares); trailers in driveway are not allowed.
 - Mindy – yes to letter
 - Floyd – yes
 - Debi – yes
 - Jim – yes
 - David – yes
 - Motion by Debi, 2nd by David, to retroactively approve letter sent Oct 1st, 2008; all were in favor.
- ✓ Notice received that trailer on Kemble would be in driveway Sept 29th, and intermittently until all handmade cabinets and the desk are delivered and installed.
- ✓ Board received a suggestion from Dallas re: PayPal for dues. If dues are between \$300 and \$399 convenience fee would be \$12. If between \$400 and \$499 the fee would be \$15.

- Dallas is investigating; not present @ Oct 20th meeting to present further info
- ✓ Complaint received stating playground equipment not properly installed from Fenwick resident John Cassil , Sept 8th, 2008. Board voted to approve FMC purchase of mulch for playground as requested by Bill Trimble, Sept. 25th, 2008. This was approved up to \$500 @ the Sept 15th meeting however the amount required was underestimated; Bill requested an additional \$1,000 be approved to purchase a total of 30 yards to be in line with Consumer Safety guidelines of ~12" deep. Carl delivered it free (many trips) saving us \$150 per load delivery fee
 - David Yes
 - Pat – Yes (after review of funds was conducted)
 - Debi – Yes
 - Mindy – Yes
 - Motion by Debi, 2nd by David @ Oct 20th, 2008 meeting – to retroactively approve an additional \$1,000 for mulch. Another motion by Debi, 2nd by David @ Oct 20th, 2008 meeting to approve additional funds up to \$265 each (\$530 total) for two more loads of mulch, both motions were approved unanimously. FMC action taken to investigate safety standards; possibly get inspection done.
- ✓ Repeat Violation – 17125 Wales Green – tall grass
 - Motion made by Debi to retroactively approve letter sent Oct 10th, 2008; fine of \$200 if not mowed by Nov 4th, city notified and will respond NLT Oct 27th, 2008; motion 2nd by David; all were in favor. Susan Willard asked about the HOA taking action to mow the lawn and it was explained that with so many abandoned houses right now weekly mowing in the summer season would be expensive; there is a budget wedge in 2009 for this on an as needed basis, however it's not likely we would be able to afford mowing every abandoned lot weekly even in summer of 2009 but we will consider it on a case by case basis. The city has a program and will mow after grass exceeds 12" charging fees back to the owner that eventually become part of the property taxes; the HOA is hoping to take advantage of that program when possible.
- ✓ Final estimates for flower beds @ 168th and FGV & Fenwick Blvd rec'd from Bill Trimble. Mr. Trimble requested Oct 8th, 2008 by e-mail the Board approve the action and the funding. Bill advised the 2008 budget schedule 6 reflects \$8,000 combined allowed for these flower beds; he wants to add roses suggested by Brad Bowman and will be staying within the budget. Votes by e-mail were:
 - Pat – yes if funds are avail
 - David – yes
 - Debi – yes if Treasurer approves
 - Mindy – yes if funds avail – requested more perennials if/when possible
 - Jim – questioned FGV bed if not IAW City of OKC report
 - FGV discussed @ their meeting on Oct 13th; Bonnie King, FGV President, met with Bowman Bros on Oct 14th, all plants suggested were approved; city owns the island on the streets and we have to maintain them; it was also determined that

there is no problem @ this location with water degrading streets

- Aaron – yes
 - Motion by Debi, 2nd by David at the Oct 20th, 2008 meeting to retroactively approve this request; funds were verified by Gordon Clark; beds were planted and reported on in the FMC report at the meeting. All were in favor.

Maintenance Committee Report

Bill Trimble, FMC

➤ Pool

- ✓ No maintenance issues @ the pool this month

➤ Ponds

- ✓ **(2009)** Get bids for excavating small pond, silt locations and repair pond embankments – Carl is working on this project.

➤ Common Areas:

- ✓ Gaps in fence along 164th street – now complete.
- ✓ Status of Midwest Wrecking removal of debris in upper and lower creek area – rain delay; estimated completion Dec 2008 or Jan 2009. Bridge has been cut to allow draining; waiting for frost to do work.
- ✓ New flower beds in islands @ Fenwick Blvd 168th & 167th – done Oct 15th, by BB – now complete.
- ✓ Acid wash Fenwick sign @ FGV & Fenwick Blvd entrance (brick stained); FMC will investigate possibility of cleaning w/o damaging flowerbed.
- ✓ FGV input to FMC requested; FMC meetings are open; **action for FMC to e-mail meeting minutes to both gated areas.**
- ✓ Development of common area lot in Fenwick S&D area – Voted to remove from ballot @ the S&D annual meeting Sept 30th, 2008; a committee will be formed to investigate options and costs.
- ✓ Next work day not yet scheduled.
- ✓ Playground complaint is still in work; poles on playground equipment marked at various levels and needs to be investigated further; also looking into getting an inspection done; someone will check with parks and recreation. For now, mulch has been added using Carl's trailer but more mulch is required.
 - Debi made a motion to approve FMC purchasing up to 2 more loads of mulch for an additional cost of ~\$265 ea load.
- ✓ Mowing lot @ Penn and 169th by fire dept – it's been determined this lot belongs to the city and is on a schedule to be mowed. Can call city action line and/or initiate letter to the parks department to generate action.
- ✓ Complaint received by Genny Stanfield re: water standing in their backyard; appears to be coming from the common lot. Bill checked and the common lot trends away from their property. Possibly a result of dogs digging during the sidewalk construction causing water to puddle there. Recommended homeowners fill and build up the area.
- ✓ BB estimate for Christmas lights has been requested
 - **Action to Jim McGoodwin to call Donna Hudson and inquire where the old lights might be located.**

- ✓ Wrought iron fence around the swimming pool was insecure; riveted by FMC and is now secured.
- ✓ Currently watering beds only, not grass
- ✓ Carl & Dale trimmed branches extending over someone's roof on Halbrooke; tree trimming for tree near pavilion is in work – FMC will be renting a lift for ~\$250 per day (need for only one day) to trim as this one is too tall to reach with a normal truck and ladder(s).
- ✓ Photo cell out – will be replaced
- ✓ Puddling @ 164th street – no irrigation problems; low spot. Need to fill in after road widening project is completed and refinish surface. FMC has reduced the timing of watering this area to help the situation.
- ✓ 4 hours of pond cleaning and cattail cutting proved exhausting with minimal results.
- ✓ Piles of brush and limbs will be disposed of by renting a chipper for 1 day @ cost ~\$275-\$300.
- ✓ Dallas New brought to the attention of the FMC that the bridge built by two residents that crosses the creek area has no hand rails and may pose a safety hazard. He suggested to the FMC that the residents be advised and requested to install handrails. Carl Franklin has suggest the Board consider building a 'safe' bridge but it would have to pass as a Capital Improvement. It was recommended that Dallas take the action to contact the residents regarding their willingness to install hand rails.
- ✓ FMC checkbook is down to \$600 – need \$2000.
 - Debi made a motion to approve a transfer of \$2000 to FMC; David 2nd the motion. All were in favor; **action to Jim McGoodwin to call Ashlea and transfer the money.**

There were no Bylaw, Website, Budget, or Social Committee reports presented.

Clubhouse Report

Leland McCling

- ✓ Question was asked does the person who cleans the clubhouse have liability insurance and workers' compensation. – **Action item to Leland to investigate.**
- ✓ Currently the clubhouse bathrooms are cleaned every week in the summer; the rest of the inside is cleaned 2x ea month and then in fall cleaning is reduced to only 1x per month from Oct-May.
- ✓ A sign telling folks what's required of them when renting the clubhouse was proposed; **action to Leland to develop and post an appropriate sign.**

Architectural Chair Report

Mindy Geist

- Mindy reported that Bill Trimble's 'grandfather clause' request for the design of his backyard has been approved. Mindy stated she has received more 'grandfather clause' requests and she requested a reading from the Board on how to manage the requests and it was agreed that she should bring all requests before the Board with her recommendation(s) and the Board will

review and vote. Mindy stated she needs a 'denial' template letter for use with the Pak's recent disapproved request and in the future.

New Business:

- Annual meeting
 - ✓ Power point presentation
 - ✓ Reports
 - ✓ Slides for budget and other presentations
 - ✓ Print ballots
 - ✓ Signs announcing the meeting should be ordered and then posted
 - Mindy Geist will do an inventory of all our signs.
 - ✓ Susan Willard noted the location on the website is erroneous and should be corrected from Centennial to West Field Elementary
 - ✓ Print out database for quorum count
 - ✓ Talley sheet
 - ✓ Ashlea in attendance
 - ✓ Susan Willard requested she be added to the ballot as a nominee; done. We will e-mail her a background/interest form.

Adjournment

- The meeting was adjourned at ~8:25 p.m.

Next Meeting

- Annual Meeting October 30th, 2008, 7:00 p.m. @ West Field Elementary School.
- Next meeting for the Fenwick HOA Board of Directors will be Monday, Nov 17th, 2008 (**NOTE:** This meeting has been changed to accommodate the Board and will be held Nov 20th, 2008, 7:00 p.m. @ Pat Fincher's home, 1509 NW 171st St., in Fenwick).