



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Monthly Board Meeting, September 2015

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on September 15th, 2015 at the SilverHawk Clubhouse. It began at 8:04pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Voting members in attendance: Chris Painter, Lisa Slaton, Jesse Kemp, and Mandy Lunsford. Quorum established.

Voting members not in attendance: Nick Szymanski

Guests in attendance included: Kevin Mashburn, TJ Howell, Virginia Slaton, and Scott & Sarah Paul

Approval of Agenda

A motion to approve the agenda was made by Mandy Lunsford and seconded by Lisa Slaton. The motion carried unanimously.

Invitation for Guests to Speak

- a. Discussion about possible improvements for Phase 2 pond area; wrapping trees with solar LED light strands (from Groupon/LivingSocial), benches, canopy with picnic table underneath, BBQ grill, workout bars. Maybe \$500-\$600 total for these improvements. Maybe families could donate benches and it would have a plaque with their name on it. Would need to secure everything from wind and theft. Possibly charge \$25 for Saturday and Sunday reservations to have cook outs, picnics, etc. Something to consider in the future once the HOA has full control of Phase 2.
- b. Discussion about fundraiser possibilities for the neighborhood similar to Mesta Fest at Mesta Park with food trucks and wine vendors.

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford, Chris Painter, and Lisa Slaton on August 4th, and approved through email by Nick Szymanski on August 5th. Jesse Kemp abstained, as he was not present at the August Board Meeting. These minutes were posted to the website on August 5th.

Amendments were made to the minutes, and were approved through email by Mandy Lunsford & Lisa Slaton on August 19th, and approved through email by Nick Szymanski and Chris Painter on August 20th. Jesse Kemp abstained, as he was not present at the August Board Meeting. The amended minutes were posted to the website on August 20th.

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Treasurer's Report

The Treasurer's Report was presented by Lisa Slaton. More detailed budget to be fully implemented in 2016. Will have a proposed budget for 2016 by the November meeting. Discussion on how much we want to put back for new pool and road repairs.

Committee Reports

- a. Architectural Committee (Jesse Kemp):** Presented handout about the scope and responsibilities of the committee. Discussion on CCR for improvement done without prior approval and implementing a process for people to submit requests and guidelines/timelines for response.
- b. Legal Affairs/Compliance Committee (Chris Painter):** Communicating with attorney and waiting for a response to our questions. Sent out courtesy letters to some homeowners reminding them of their responsibilities; received no response.
- c. Welcoming/Social Committee (Lisa Slaton):** Committee is in charge of Fall Out, Monthly Welcome, Garage Sales, and Signs. Fall Garage Sale will be October 9th, 10th, & 11th. The signs will be put up around October 4th.
- d. Grounds/Improvements Committee (Nick Szymanski):** Absent, no report
- e. Pool Committee (Chris Painter):** The pool will be shocked, cleaned, and then drained. Need to get some Pool Closed signs. Kevin Mashburn will put the chairs in storage and power wash the deck. Remind the exterminator to spray the sidewalk around the pool for ants.

Old Business

Discussion on the following:

- Ordering Signs for Entrances: tabled to next meeting
- Estimates for Re-doing Landscape at 178th Entrance: approved prior to meeting through email
- Sprinkler Repair Bill: tabled to next meeting
- Water Well: tabled to next meeting
- Salt Water vs. Chlorine Pool: Spoke with two different pool companies; neither recommended converting to salt water system. \$5,300 for a commercial salt generator plus \$1,000 for electrical work. Must change the filter regularly and the filters are very expensive.
- Insurance Scenarios: Covered vs. Not Covered: Board will check smoke detectors in the clubhouse at the monthly meetings.
- Security Camera Access: Chris Painter, Mandy Lunsford, and Nick Szymanski currently have access.
- Budget Categories: Part of Treasurer's Report

New Business

Discussion on the following:

- Homeowner Landscaping (presence of trees in front yard)
- Tree Removal in Front of Resident's House: The CCR's do not cover trees beyond what the builder is required to install prior to selling the home;

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therefore, we do not have the authority to make a decision on a homeowner wanting to remove a dead tree from their front yard.

- Musical Instruments at School Behind Neighbor's House: Causing a Nuisance: Starting to get better, so we will see how it goes.
- Pond Area Improvements (TJ Howell, Police Officer): discussed in Invitation for Guests to Speak
- Board of Directors Handbook: Chris Painter is working on a procedures handbook for the board members to help us do our job better and help with continuity.
- Fall Garage Sale: October 9th, 10th, & 11th
- Annual Meeting: January 12th from 7:00pm to 9:00pm in the Westfield Cafeteria
- Email Service Provider: Mandy Lunsford will be setting up the emails in Zoho (up to 10 users for free)
- Domain Renewal: Mandy Lunsford will be transferring the domain from Network Solutions to GoDaddy to save some money.
- Mowing Around Pool: Mowers need to use bags when mowing around the pool to keep grass from getting into the water.
- Phase 2: Developer has told us the the gravel road will stay (emergency vehicle access) HOA will most likely get full control of Phase 2 sometime in the spring 2016. We need to find out if there is a separate water meter and separate electric meter for the Phase 2 garden.
- Sidewalks: Developer has fixed two areas of sidewalks that were damaged/missing. Does the code say that there need to be sidewalks around the jack pump areas? Uneven sidewalk on 175th – contact developer to fix.

Main Motions

Motion: Moved by Lisa Slaton and seconded by Chris Painter to make the due date for the 2016 dues be February 15th (postmarked), late fee of \$50 on February 16th, and collections on March 1st; statements will be mailed out no later than January 15th. The motion carried unanimously.

Motion: Moved by Chris Painter and seconded by Jesse Kemp to close the pool now and move the last day of operation back to Labor Day. The motion carried unanimously.

Motion: Moved by Chris Painter and seconded by Lisa Slaton to keep the pool on a chlorine system. The motion carried unanimously.

Motion: Moved by Lisa Slaton and seconded by Chris Painter to hold the annual HOA meeting on January 12th from 7:00pm to 9:00pm in the Westfield Elementary Cafeteria. The motion carried unanimously.

Motion: Moved by Lisa Slaton and seconded by Mandy Lunsford to appoint Jesse Kemp as the Vice President of the SilverHawk HOA. The motion carried unanimously.

Announcements

Next monthly Board meeting will take place at 7:00pm on Tuesday, October 20th at the SilverHawk Clubhouse.



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Fall Garage Sale is October 9th, 10th, & 11th. Remember to purchase your individual garage sale permit from the City of Oklahoma City!

HOA Annual Meeting will take place at 7:00pm on January 12th in the Westfield Elementary Cafeteria.

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 9:12pm.

From: Mandy Lunsford secretary@silverhawkhoa.com 

Subject: Approval Needed: September Board Meeting Minutes

Date: September 28, 2015 at 5:16 PM

To: Chris Painter president@silverhawkhoa.com, Lisa Slaton lisa.slaton@silverhawkhoa.com, Nick Szymanski nick.szymanski@silverhawkhoa.com, Jesse Kemp jkemp831@hotmail.com

LM

Good afternoon,

Attached are the minutes from the September 2015 Board Meeting. Please respond to all with a simple Approve, Abstain, or write any amendments you feel need to be made. These approvals will be attached the meeting minutes when posted online.

Thank you,

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com



September 2015
Meeting Minutes.pdf

From: Jesse Kemp jkemp831@hotmail.com

Subject: RE: Approval Needed: September Board Meeting Minutes

Date: September 30, 2015 at 10:11 AM

To: Mandy Lunsford secretary@silverhawkhoa.com, Chris Painter president@silverhawkhoa.com, Lisa Slaton lisa.slaton@silverhawkhoa.com, Nick Szymanski nick.szymanski@silverhawkhoa.com

KJ

Approve

From: secretary@silverhawkhoa.com

To: president@silverhawkhoa.com; lisa.slaton@silverhawkhoa.com;
nick.szymanski@silverhawkhoa.com; jkemp831@hotmail.com

Subject: Approval Needed: September Board Meeting Minutes

Date: Mon, 28 Sep 2015 16:16:46 -0500

Good afternoon,

Attached are the minutes from the September 2015 Board Meeting. Please respond to all with a simple Approve, Abstain, or write any amendments you feel need to be made. These approvals will be attached the meeting minutes when posted online.

Thank you,

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

From: Lisa Slaton lisa.slaton@silverhawkhoa.com
Subject: Re: Approval Needed: September Board Meeting Minutes
Date: September 28, 2015 at 5:22 PM
To: Mandy Lunsford secretary@silverhawkhoa.com
Cc: Chris Painter president@silverhawkhoa.com, Nick Szymanski nick.szymanski@silverhawkhoa.com, Jesse Kemp jkemp831@hotmail.com



Approve.

Sent from my iPhone

On Sep 28, 2015, at 4:16 PM, Mandy Lunsford <secretary@silverhawkhoa.com> wrote:

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Thank you,

Mandy Lunsford

Secretary
SilverHawk HOA Board
Call/Text (405) 208-3939
secretary@silverhawkhoa.com

<September 2015 Meeting Minutes.pdf>



From: Chris R. Painter president@silverhawkhoa.com
Subject: Re: Approval Needed: September Board Meeting Minutes
Date: September 28, 2015 at 6:01 PM
To: Mandy Lunsford secretary@silverhawkhoa.com
Cc: Lisa Slaton lisa.slaton@silverhawkhoa.com, Nick Szymanski nick.szymanski@silverhawkhoa.com, Jesse Kemp jkemp831@hotmail.com

Approve.

Chris R Painter
President | Silverhawk HOA
Mobile [405.412.5718](tel:405.412.5718)

On Sep 28, 2015, at 16:16, Mandy Lunsford <secretary@silverhawkhoa.com> wrote:

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Thank you,

Mandy Lunsford
Secretary
SilverHawk HOA Board
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secretary@silverhawkhoa.com

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