



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Monthly Board Meeting, August 2016

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on August 2nd, 2016 at the 2421 NW 173rd St. It began at 7:10 pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Voting members in attendance: Chris Painter, Mechille Calhoun, Lisa Slaton, Chad Hoffman, and Mandy Lunsford. Quorum established.

Guests in attendance: Virginia Slaton and Diana Elston

Approval of Agenda

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

Invitation for Guests to Speak

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford on June 8th, Chad Hoffman and Lisa Slaton on June 9th, Chris Painter on June 16th, and Mechille Calhoun on June 27th. These minutes were posted to the website on June 29th.

Treasurer's Report

The Treasurer's Report was presented by Lisa Slaton. An update was given on the overall budget and the Villas budget. Currently have about \$15,000 in outstanding dues. All liens have been filed except for those with new \$50 balances due to timing issue with Neighborhood Services on the statement mailings. The issue should be corrected, and liens for the outstanding \$50 monthly Villas fee will begin August 16th.

Committee Reports

a. Architectural Committee (Mechille Calhoun):

- **Fence Request:** Have reached an agreement with the homeowner on location and stain color of fence.

b. Legal Affairs/Compliance Committee (Chris Painter):

- **Declaration Amendment**
 - **Process and Timeline:** Reviewed and approved ballots to be printed. \$1,700 for Winton to process and mail the packets to all of Phase 1 and Phase 2. See Motion #1. Checking with Winton on cover letter. Information Meeting with Winton: September 6th at 6:30pm. Voting Meeting: October 4th at 6:30pm. Both meetings to be held at Westfield Cafeteria. Date of information meeting to date of voting meeting is the

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timeframe and deadline to receive all votes. Have not received any volunteers for notaries or block captains. Virginia Slaton volunteered during the meeting. Discussed a few other neighbors who may be willing to volunteer.

- **Notary:** See Motion #2
- Also discussed some street parking violations, mowing violations, and City of OKC leash law violations.

c. Welcoming/Social Committee (Lisa Slaton): Still trying to catch a few new neighbors to deliver the welcome packet and banana bread to.

d. Grounds/Improvements Committee (Chad Hoffman)

- **178th Entrance:** Weeds in flower beds at 178th entrance. It is in the contract with the mowing company to take care of this when they are here to mow. Chad is checking on this, as well as the status of getting the Phase 2 area cleaned up on the south side.
- Also discussed the idea of gating the emergency access road in the future. Some sprinkler heads have popped off along Penn; Chad will get this checked and repaired. The sprinkler leak at Penn has been repaired.
- Last meeting, Joshua Slaton presented his Eagle Scout Project ideas to the Board. He will be presenting his idea to the Eagle Scout Board for approval on 8/16/2016, and hopes to get started in September or October. The Board will take part in the placements of the improvements. Joshua will have a table set up at the 9/6/2016 Information Meeting to talk to neighbors about his plan and ask for donations. See Motion #3.

e. Pool Committee (Chris Painter)

- **Pool:** Have been told by pool operators that we can expect maybe 1 or 2 more seasons out of the pool. Ground water is seeping in and also loosing water through the cracks that we have repaired many times. It is time to start thinking about replacing the pool. In the near future, we need to begin asking for bids for a new and possibly larger pool for the growing neighborhood. Discussion about the possibility of moving the playground to a different location to give the pool area more room.
- Also discussed needing to replace some burned out lights in the clubhouse. May need to look into hiring a cleaning service for the clubhouse and pool deck area.
- Violations in pool area: broken glass in pool, people swimming at 12:30am, etc. Discussion about improving the security cameras with better quality and more angles. Maybe something we do next season; keep an eye out for deals on Amazon, etc.
- Discussion about replacing the locks on the clubhouse doors. Discussed previously in the spring meetings. Plan to have this done before next pool season.

Old Business: None

New Business

- **Roads Update:** Lisa attended the Neighborhood Alliance workshop on HOA maintained private roads. She learned that there will be free classes taught by Winton about HOA legal issues in August and September. Neighborhood Alliance also holds new Board Officer trainings the 1st Tuesday of the month from 6-8pm. This class is also free. She will be registering our neighborhood with the PCR officer so that we will start getting monthly reports on crime and disturbances in our neighborhood. Received the contact info for the person in charge of the decision process for if the City of OKC takes over the private streets. Received a manual that the City uses to examine the takeover of the streets. They will walk through our private streets with us and let us what the best options are when it comes to repairing the roads. If we use a contractor that is pre-approved with the City, a City Engineer will be out there the entire time monitoring the repairs to make sure it is fixed correctly so the City can take it over. The City will also work with drainage for us. The City plans to begin placing special signs marking private streets sometime in the future.
- **Villas Monthly Payment:** Neighborhood Services has hopefully cleared up the timing issue of when the statements are mailed out. Have not heard about any continuing problems from Villas homeowners.
- **Vehicles Parking Overnight at Clubhouse:** There has been a boat, trailer, camper, and trucks parked overnight at the Clubhouse. The Clubhouse parking lot is not for overnight parking, and is for neighbors who are enjoying the clubhouse and pool area.
- **Google Fiber:** Google Fiber has contacted the HOA to get a Right of Entry to enter the gated area of the Villas. Google Fiber is studying many communities throughout OKC to determine whether or not they want to provide their service in this area. See Motion #4.

Main Motions

Motion #1: Moved by Chris Painter and seconded by Lisa Slaton to use Winton Law Firm to process and mail the voting packet to Phase 1 and Phase 2 of SilverHawk. The motion carried unanimously.

Motion #2: Moved by Lisa Slaton and seconded by Mandy Lunsford to reimburse the directors for their costs to become a notary. The motion carried unanimously.

Motion #3: Moved by Chris Painter and seconded by Mechille Calhoun to allow Joshua Slaton to set up a table at the Information Meeting to show neighbors his Eagle Scout Project for SilverHawk and ask for donations. The motion carried unanimously.

Motion #4: Moved by Chris Painter and seconded by Mandy Lunsford to sign Right of Entry Agreement for Google Fiber. The motion carried unanimously.



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Motions Approved Via Email Prior to August Meeting

6/14/2016: Moved by Chris Painter and seconded by Chad Hoffman to give approval to spend up to \$100 to replace the shower curtains in the clubhouse bathrooms. The motion carried with a majority approval (4 approvals, 1 abstained.)

6/18/2016: Moved by Chris Painter and seconded by Chad Hoffman to approve a request to hold a movie night at the pool. The motion carried with a majority approval (4 approvals, 1 abstained.)

6/27/2016: Moved by Chris Painter and seconded by Mandy Lunsford to approve the Final Draft of the Amended Declaration. The motion carried unanimously.

7/5/2016: Moved by Chris Painter and seconded by Mandy Lunsford to approve the repair of the multiport valve on the pool pump for around \$300 parts and labor. The motion carried unanimously.

7/20/2016: Moved by Chris Painter and seconded by Chad Hoffman to give approval to a resident in the Shift to install a horse shoe pit in Phase 2. The motion carried unanimously.

7/22/2016: Moved by Chris Painter and seconded by Chad Hoffman to approve the fence request for a resident in Phase 2. The motion carried unanimously.

Announcements

The next Board meeting will be scheduled after the voting mailing packets have been received.

Information Meeting with HOA Attorney: September 6th at 6:30pm in the West Field Elementary Cafeteria

Voting Meeting: October 4th at 6:30pm in the West Field Elementary School Cafeteria.

We still need volunteers to be Block Captains to help with the door-to-door voting campaign on the New Declaration and making the private streets of the Villas public. This door-to-door campaign will begin after the September 6th Information Meeting. Email secretary@silverhawkhoa.com to volunteer.

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:55pm.

SilverHawk HOA Secretary

From: HOA Director <director@silverhawkhoa.com>
Sent: Wednesday, August 10, 2016 12:55 PM
To: HOA Secretary
Cc: HOA President; HOA Vice President; HOA Treasurer
Subject: Re:APPROVAL NEEDED: August Board Meeting Minutes

Approved

---- On Wed, 10 Aug 2016 10:37:16 -0700 secretary@silverhawkhoa.com wrote ----

Attached are the minutes from the August 2nd, 2016 Board Meeting with the corrected information meeting date. Please review and reply to all with your approval or any amendments if needed.

Thank you!

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Wednesday, August 10, 2016 1:10 PM
To: HOA Director
Cc: HOA Secretary; HOA President; HOA Vice President
Subject: Re: APPROVAL NEEDED: August Board Meeting Minutes

Approve

Sent from my iPhone

On Aug 10, 2016, at 12:54 PM, HOA Director <director@silverhawkhoa.com> wrote:

Approved

----- On Wed, 10 Aug 2016 10:37:16 -0700 secretary@silverhawkhoa.com wrote

Attached are the minutes from the August 2nd, 2016 Board Meeting with the corrected information meeting date. Please review and reply to all with your approval or any amendments if needed.

Thank you!

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: HOA Vice President <vice.president@silverhawkhoa.com>
Sent: Wednesday, August 10, 2016 2:39 PM
To: HOA Secretary
Cc: HOA President; HOA Treasurer; HOA Director
Subject: Re: APPROVAL NEEDED: August Board Meeting Minutes

Approved

---- On Wed, 10 Aug 2016 10:37:16 -0700 SilverHawk HOA Secretary<secretary@silverhawkhoa.com> wrote ----

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Thank you!

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: Chris Painter <president@silverhawkhoa.com>
Sent: Friday, August 12, 2016 12:36 PM
To: secretary@silverhawkhoa.com
Cc: Mechille Calhoun; Lisa Slaton; Chad Hoffman
Subject: Re: APPROVAL NEEDED: August Board Meeting Minutes

Approve

Chris R. Painter | President
SilverHawk HOA
405-412-5718

On Aug 10, 2016, at 12:37, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

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Thank you!

Mandy Lunsford

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

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