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1322 Fretz Drive • Edmond OK 73003 • [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)  
Minutes for SilverHawk HOA Board Meeting, February 2017

### **Call Meeting to Order**

A Board meeting of the SilverHawk HOA was held on February 6<sup>th</sup>, 2017 at the SilverHawk Clubhouse. It began at 6:34 pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

### **Roll Call & Quorum Determination**

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

### **Approval of Agenda**

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

**Invitation for Guests to Speak:** no guests present

### **Approval of Minutes**

The previous meeting's minutes were approved through email by Mandy Lunsford on December 6<sup>th</sup>, Chris Painter and Chad Hoffman on December 7<sup>th</sup>, and Lisa Slaton on December 9<sup>th</sup>. Mechille Calhoun abstained. These minutes were posted to the website on December 10<sup>th</sup>.

### **Treasurer's Report**

- **2016 Profit/Loss:** will be available for all members at the annual meeting
- **2016 Dues Breakdown:** will be available for all members at the annual meeting
- **2017 Budget:** Reviewed; see Motion #1
- **Pool Fund:** Lisa would like to transfer money to the pool savings fund. We will look at this again after February 15<sup>th</sup> when we can see how many HOA dues are outstanding.
- Discussed the interest rate for liens is now 18%. Lisa will communicate with Neighborhood Services to let them know to update their records.

### **Committee Reports**

#### **a. Architectural Committee (OPEN)**

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

- **Declaration Filing:** Chris will be uploading the document to the website soon; working on making it an electronic document that can be searched.
- **Violation Letters & Fines (Tracking):** Creating letter templates for certain violations – one letter per violation. Creating spreadsheet to track everything – warnings & notices, etc. Once a fine has been issued, a letter and bill will be sent for the fine.
- **Resolutions:** All board members present signed a resolution for the formation of a Declaration Amendment Committee.

- c. **Welcoming/Social Committee (Lisa Slaton):** No report
- d. **Grounds/Improvements Committee (Chad Hoffman):**
  - Accepted bids for 2017 landscape/mow/fertilize/weed control. Re-doing flower beds at both entrances; trimmed trees on the islands; will finish the sod in the phase 2 area in March.
  - Discussed the possibility of a committee clean-up day around the pond.
  - Discussed contacting the City of OKC about speed limit signs, stop signs, children playing signs, and extra street lamps.
- e. **Pool Committee (Chris Painter):**
  - Waiting on the pool contract renewal for the 2017 season.
  - Still looking for a replacement for the clubhouse cleaning. Would like the clubhouse cleaned once a month, and once a week during the pool season.

#### **Old Business:**

- **Update on Eagle Project:** Everything has arrived; waiting on Jeff Click to pour the concrete. Josh Slaton will be giving an update at the annual meeting.
- **Update on Villas Roads:** Still looking for someone from the Villas to take over this project. Lisa has been in touch with several different engineers and has all the information ready to hand over to a Villas homeowner as soon as possible.
- **New Committees:** Discussion about some possible new committees in the future.

#### **New Business:**

- **Elections:** Two open positions; two candidates so far.
- **Preparation for Annual Meeting:** Send agenda items to Mandy. Will post on website before the meeting.
- **Annual Report:** Chris will send out a draft prior to posting.
- **Lisa Slaton Resignation Date:** 2/28/2017
- **Lisa's Transition (passwords, documents, etc.):** Everything is uploaded to DropBox. Lisa will be available to work one-on-one with new treasurer as needed. Process handbook with step by step of duties.
- **Vice President Email:** change password for new VP
- **Website:** Working on updating the Contact Us page to have a dedicated committee page where you can submit your issue/comment directly to the appropriate committee chair.
- **Spring Garage Sale:** See Motion #2

#### **Main Motions:**

**Motion #1:** Moved by Chris Painter and seconded by Mandy Lunsford to approve the 2017 Budget. The motion carried unanimously.



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**Motion #2:** Moved by Mandy Lunsford and seconded by Lisa Slaton to schedule the Spring Garage Sale for May 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup>. The motion carried unanimously.

**Announcements**

The Annual HOA Meeting will be held in the SilverHawk Clubhouse at 7:00pm on Tuesday, February 28th.

Spring Neighborhood Garage Sale: May 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup>. Please be sure to purchase your garage sale permit from the City of Oklahoma City. If applicable, the Villas gates will be open from 7am to 7pm on all three days.

**Adjournment**

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:01pm.