



1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Board Meeting, November 2017

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on November 28th, 2017 at the SilverHawk Clubhouse. It began at 7:04 pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Voting members in attendance: Chris Painter, Mandy Lunsford, Mark Grant, and Chad Hoffman. Autumn Harting was not present. Quorum established.

Approval of Agenda

A motion to approve the agenda was made by Chris Painter and seconded by Mark Grant. 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, Chad Hoffman, and Chris Painter on July 4th, Mark Grant on July 5th, and Autumn Harting on July 6th. These minutes were posted to the website on July 7th.

Treasurer's Report (Mark Grant):

- **2018 Projected Budget:** Discussion – Mark is making some changes, and will present to the Board for approval at December's meeting.
- **2018 Dues:** Discussed raising annual dues in lieu of special assessment for replacing/repairing the perimeter wall on Penn and replacing the pool; see Motion #1. 2018 Dues will be due on 2/15/2018; will be considered late on 3/15/2018 and interest will begin to accrue. Liens/Collections will begin on 5/15/2018. The Board is willing to work out a payment plan for anyone experiencing hardships. Please contact a Board member to discuss arrangements if needed.

Committee Reports

- Architectural Committee (Mandy Lunsford):** No Report.
- Covenants Committee (Chris Painter):** Discussed the process for handling violation reports. Discussed the lack of volunteers for committee; see Motion #2.
- Welcoming/Social Committee (Autumn Harting):** Not Present – Chris did report that Autumn is working on some Christmas decorations for the neighborhood and welcome baskets for new neighbors.
- Grounds/Improvements Committee (Chad Hoffman):**
 - **Penn Wall Replacement Discussion:** Need more quotes to compare options; discussed different fence styles from other neighborhoods. Have been told that the fence foundation needs to be completely removed and replaced. Foundation repair will only last between one

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to two years at most. Board is looking for a fence that will be durable, minimal maintenance, and light material that will work for the steep slope area. Checking with the City of OKC to see if erosion of the drainage easement along Penn is the City's responsibility, or the HOA's responsibility.

- **Landscape Company for 2018:** Tabled to December meeting. All bids have been uploaded to DropBox; Board members please review so a decision can be made at December meeting.
 - **Christmas Light Installation Discussion:** Checking with Rodney to get something scheduled – requesting for heavy duty street strips to cover extension cords along the entrances.
 - Discussed getting a street light on the island in the Shift area. Chad is checking with the City of OKC about this.
- e. **Pool/Clubhouse Committee (Chris Painter):**
- **Pool Replacement Discussion:** Reviewed bid – tabled to focus on replacing Penn wall first.

Old Business

- **Clubhouse Remodel/Improvements:** Discussed – tabled for future projects.

New Business

- **Contract with Neighborhood Services:** Discussed and signed; see Motion #3.
- **Villas Gate Requests:** Discussed – the process will be for the resident to email their request to secretary@silverhawkhoa.com at least one week prior to the day they need the gates open for their garage sale, open house, etc. The fee that is charged to open/close the gates will be charged to the Villas expense account.

Main Motions:

Motion #1: Moved by Chris Painter and seconded by Chad Hoffman to raise annual dues to \$384.00, in lieu of a special assessment, in accordance to the authority given in Article 5, Section 3 of the Declaration. The motion carried unanimously.

Motion #2: Moved by Chris Painter and seconded by Mandy Lunsford to approve the re-structuring of the Covenants Committee from volunteers to members of the Board. The motion carried unanimously.

Motion #3: Moved by Chris Painter and seconded by Mark Grant to renew the Neighborhood Services contract for 2018. The motion carried unanimously.



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Motions Approved Via Email Prior to November Meeting:

7/9/2017: Moved by Chris Painter and seconded by Mark Grant to close pool on Mondays for maintenance. The motion carried unanimously.

7/10/2017: Moved by Mark Grant and seconded by Chad Hoffman to clarify what constitutes a party and what does not, as follows:

1. Private party usage, rules, and fees are not to change.
2. The clubhouse may be used by the residents of SilverHawk without fee during the season the pool is open if they:
 - a. Do not require exclusive use.
 - b. Do not have more than 4 guests, in line with pool guest rules.
 - c. Do clean up after each use. Wipe down kitchen area and tables used, and deposit trash in receptacles.
 - d. Remove all food and dishes. The kitchen may not be used to store personal food items and dishes.
3. The board reserves the right to cancel this policy if common and casual use of the clubhouse is abused.
4. A sign will be posted in the clubhouse with these "rules of the road".

Chris Painter, HOA President, has recused himself from voting on this motion.

The motion carried with a majority approval (4 approvals, 1 abstained.)

7/11/2017: Moved by Mandy Lunsford and seconded by Chris Painter to approve Architectural Review Committee Application #2017-1. The motion carried unanimously.

7/18/2017: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve Architectural Review Committee Application #2017-2. The motion carried unanimously.

7/18/2017: Moved by Mark Grant and seconded by Chris Painter to purchase a weatherproof telephone enclosure for the pool telephone. The motion carried unanimously.

7/27/2017: Moved by Mandy Lunsford and seconded by Mark Grant to approve a clubhouse reservation request that exceeds the four hour time limit. There were no other reservations scheduled on that date. The motion carried unanimously.

7/30/2017: Moved by Mark Grant and seconded by Chad Hoffman to accept the bid received from Fence Masters, Inc. and award the repair contract not to exceed \$250 for the repair of the iron pool fence. The motion carried unanimously.

8/6/2017: Moved by Mark Grant and seconded by Chad Hoffman to provide food items for the Back to School Bash organized by the Szymanski family, not to exceed \$250. The motion carried unanimously.

8/8/2017: Moved by Chris Painter and seconded by Chad Hoffman to approve and proceed with the bid received from SRB for the Villas road repair. The motion carried unanimously.

9/1/2017: Moved by Chad Hoffman and seconded by Mark Grant to keep the pool open on Monday, September 4th and close the pool for the season on Tuesday, September 5th. The motion carried unanimously.



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9/3/2017: Moved by Mark Grant and seconded by Autumn Harting to accept the bid received from Echelawn to clean out the gully along Penn. The motion carried unanimously.

9/5/2017: Moved by Mark Grant and seconded by Autumn Harting to approve the write-off and the balances that have trailing interest charges of less than \$2.00 each. The motion carried unanimously.

9/5/2017: Moved by Autumn Harting and seconded by Mark Grant to hold the Fall Neighborhood Garage Sale on October 13th – October 15th. The motion carried unanimously.

9/10/2017: Moved by Autumn Harting and seconded by Mark Grant to reimburse Nick Szymanski \$12.79 for the materials that appear to have been used to fix the fence in the pool/playground area. The motion carried unanimously.

10/2/2017: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve a clubhouse reservation request with a later ending time than 10:00pm. The motion carried unanimously.

10/4/2017: Moved by Mark Grant and seconded by Chad Hoffman to accept the payment schedule that was requested by a homeowner who is behind on their dues. The motion carried unanimously.

10/11/2017: Moved by Mark Grant and seconded by Chris Painter to proceed with collections on seven delinquent homeowner accounts. The motion carried unanimously.

10/19/2017: Moved by Autumn Harting and seconded by Mark Grant to reserve the clubhouse for a neighborhood Christmas Party on December 2nd from 7pm-10pm; and that individual expenses are not required for Board approval up to the budgeted \$300. The motion carried unanimously.

11/1/2017: Moved by Mandy Lunsford and seconded by Chris Painter to write a \$10,000 check from the Villas account, payable to The City of Oklahoma City for the Villas street petition filing fee. The motion carried unanimously.

Announcements

The next Board meeting will be held on Tuesday, December 19th at 7:00pm at the SilverHawk Clubhouse.

Nominations for two Board member positions are open on the website at <http://www.silverhawkhoa.com/election-information.html>. The two positions will be voted on at the 2018 Annual HOA Meeting (date TBD.)

NextDoor is not actively monitored by the Board. Please use the website to contact the HOA <http://www.silverhawkhoa.com/directors.html>

To report a violation, please submit the Violation Report Form:

<http://www.silverhawkhoa.com/report-violation-covenants.html>

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 9:23pm.

SilverHawk HOA Secretary

From: HOA Director <director@silverhawkhoa.com>
Sent: Monday, December 04, 2017 6:13 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; treasurer@silverhawkhoa.com;
autumn@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED: November Board Meeting Minutes

Approve

---- On Mon, 04 Dec 2017 14:21:29 -0800 secretary@silverhawkhoa.com wrote ----

Hello everyone,

Attached are the minutes from the November 28th, 2017 HOA Board Meeting. Please reply to all with your approval or amendments if needed.

Autumn, please review the minutes, but abstain from voting since you were not present at the meeting.

Thank you,

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: Autumn Cuellar <autumn@silverhawkhoa.com>
Sent: Tuesday, December 05, 2017 7:22 PM
To: secretary@silverhawkhoa.com
Cc: 'Chris Painter'; Mark Grant; Chad Hoffman
Subject: Re: APPROVAL NEEDED: November Board Meeting Minutes

Thanks, reviewed. And yes, I'll abstain from the vote.

Autumn

----- On Mon, 04 Dec 2017 14:21:29 -0800 **SilverHawk HOA Secretary**
<secretary@silverhawkhoa.com> wrote -----

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Mandy Lunsford

Secretary

SilverHawk HOA Board

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secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Tuesday, December 05, 2017 7:26 PM
To: Autumn Cuellar
Cc: secretary@silverhawkhoa.com; 'Chris Painter'; Chad Hoffman
Subject: Re: APPROVAL NEEDED: November Board Meeting Minutes

Approve.

----- On Tue, 05 Dec 2017 17:21:59 -0800 **Autumn Cuellar** <autumn@silverhawkhoa.com> wrote -----

Thanks, reviewed. And yes, I'll abstain from the vote.

Autumn

----- On Mon, 04 Dec 2017 14:21:29 -0800 **SilverHawk HOA Secretary** <secretary@silverhawkhoa.com> wrote -----

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Secretary

SilverHawk HOA Board

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secretary@silverhawkhoa.com

Mark Grant
Treasurer
Silverhawk HOA

SilverHawk HOA Secretary

From: Chris Painter <president@silverhawkhoa.com>
Sent: Wednesday, December 06, 2017 12:22 PM
To: HOA Treasurer
Cc: Autumn Cuellar; secretary@silverhawkhoa.com; Chad Hoffman
Subject: Re: APPROVAL NEEDED: November Board Meeting Minutes

Approve

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

On Dec 5, 2017, at 18:26, HOA Treasurer <treasurer@silverhawkhoa.com> wrote:

Approve.

----- On Tue, 05 Dec 2017 17:21:59 -0800 **Autumn Cuellar**
<autumn@silverhawkhoa.com> wrote -----

Thanks, reviewed. And yes, I'll abstain from the vote.

Autumn

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Mandy Lunsford

Secretary

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secretary@silverhawkhoa.com

Mark Grant
Treasurer
Silverhawk HOA