



1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Annual Meeting, March 26th, 2018

Call Meeting to Order

An annual meeting of the SilverHawk HOA was held on March 26th, 2018 at the SilverHawk Clubhouse. It began at 7:01 pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Board Members present: Chris Painter, Mandy Lunsford, Mark Grant, Autumn Harting, and Chad Hoffman. 17 guests present. Quorum established.

Approval of Agenda

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

President's Introduction (Chris Painter)

The neighbors present were thanked and welcomed. Chris briefly went over the meeting's topics, and asked that questions be held until the end.

Treasurer's Report (Mark Grant): Mark Grant presented the Treasurer's Report handout (see attached handout at end of minutes).

- There was a surplus of \$27,205.10 left over from 2017. This surplus is being deposited into the capital investment account.
- The Monthly Aged Account Summary represents dues that have not yet been paid. The HOA has started taking legal action against delinquent accounts, and is aggressively going after homeowners who are not paying on time. The HOA has collected around \$20,000 in unpaid dues; one account was unpaid for 7 years and they paid the day before the scheduled court date.
- The Board receives monthly reports from Neighborhood Services. All payments are received through a 3rd party payment processor; no Board member ever touches any HOA payments.
- Looking at the 2018 Budget vs. Actual Expenses graph, we are on track so far with expenses.
- Looking at the 2018 Budget Cumulative Monthly graph, the difference between collected and expensed is the amount anticipated as surplus at the end of 2018. This surplus will be transferred to the capital investment account at the beginning of 2019.
- During the meeting, an item was added to the SilverHawk HOA Long-Term Projects List: retaining wall along east pond to combat erosion.
- This is an expensive neighborhood to run. We have lots of greenbelt areas that require watering and mowing. We have worked to reduce costs and are squeezing the budget as much as we can. When raising the dues for 2018, the Board did discuss bringing the dues back down after getting enough money to complete the wall and pool projects.
- A guest mentioned that \$175 per week for clubhouse cleaning seems high. We have paid \$50 per week in the past. When we lost Kevin's services, we

asked Neighborhood Services for bids. We were presented with two options. The 1st option quit without notice, and we are now using the second option. The Board will look into other companies for a bid.

- For 2018 Landscaping, we received about a dozen bids through Neighborhood Services. Bids ranged from \$16,000 to \$56,000. The Board felt that the cheaper bids did not realize what we were requiring from them. We selected the same contractor as last year. They lowered their bid \$6,000 to \$30,000. End of contract is March 2019. The landscape company handles all mowing, brush hogging, tree trimming, weed control, fertilizing, and flower beds. Chad is meeting with the landscaper on Friday, March 30th to discuss our expectations for 2018.

Introduction of Candidates (Chad Hoffman)

Chad introduced the three candidates, Chris Painter, Mandy Lunsford, and Mary Newman, who then gave a brief summary of their experience and why they want to continue serving on the board/join the board. Ballots were handed out. Results will be read at the end of the meeting.

Pool Update (Chris Painter): The pool is in disrepair because of the way it was built. It must be replaced or filled, which would decrease the home values in SilverHawk.

- The person who built the pool served time in jail for fraudulent services to multiple people. The pool was not built according to the plans; the pump is too small for the size of pool and goes out multiple times a year. The base of the pool keeps cracking and needs patching almost every year. There has been rebar sticking out; we have had to cut out part of the deck to make plumbing repairs. We keep patching it, but someday it will need to be shut down.
- We have received two bids so far to rip out and replace with the same size pool as what we have now. The bids have both been around \$240,000. If we installed a pool any larger than what we currently have, it would require a guttering system, and would add about \$50,000 to the cost. We are looking at replacing as is with some design improvements.
- A guest asked what the estimated special assessment amount would be if we wanting to replace the pool immediately: the special assessment would be about \$769 per house.
- The Board increased the dues in 2018 to raise capital for these projects. This Board does not want this to be a permanent increase. We want to bring the dues back down after the projects have been completed.
- A guest asked if it was an option to build a pool in a different location. Michael Love, the developer, had been asked to give a lot in Phase 2 to the HOA for a second neighborhood pool, and he refused. The majority of our common areas are pipelines or wetlands, and we cannot build any permanent structures in those areas.

- Also discussed purchasing new pool furniture. We have added \$7,500 to the budget for this expense. Looking into industrial grade chairs and umbrellas like what are used at hotels.

Penn Wall Update (Autumn Harting): Autumn discussed the wall committee update handout (see attached handout at end of minutes).

- Harry Lill, member of the Penn Wall Committee, spoke about the bid he received from Superior Concrete Products, which is the company who manufactured the panels. Superior Concrete came out to inspect the wall. They said that the wall is in great shape; some of the posts are cracking, but many of the panels are re-usable.
- Superior Concrete wants to dig a 12-18" diameter hole around each post and pour concrete 20" deep to add support to the wall. They believe this repair should last between 10-15 years. They have a one year warranty on the labor. The total estimated cost is \$29,089.19. This price could go up depending on what they discover when they start digging. The new panels may stand out because the old panels are weathered.
- A guest asked why we put a deposit of \$32,000 on a wood fence. Autumn answered saying that the Board agrees we had a mistake in communication. The Board thought they were making a good decision for the neighborhood, and signed the contract with First Class Fence. First Class had already prepped the panels and did not want to give us our deposit back. The Board is going to work on getting the money back. Also discussed if we are unable to get the money back, can we get the materials and use them elsewhere, like possibly around the Shift Garden.
- Discussed replacing all panels instead of only the 12 that must be replaced. No motion was made to move forward with this idea.
- **MOTION** made by Autumn Harting to approve the \$29,089.19 estimate from Superior Concrete Products to repair the entire wall, and to try to recover 100% of the deposit made to First Class Fence. If we can't recover the entire deposit, we will try to get the materials. Also as part of this motion, the HOA members approve the Board to make the decision to cover the cost difference of the Superior Concrete Products estimate if they discover additional damage during the project. The motion was approved unanimously by all people in attendance.

Villas Road Update (Chris Painter): A City Engineer came out to assess the roads, and the report was sent to the City of OKC. The next step is for a letter to be sent to the City Council. The person who was in charge of this department has changed departments, and the new person is in training. As soon as he sends the letter to the City Council, they will get a full engineering report completed. Once the council has approved the tax assessment, the project will begin and the gates will be locked open. Once the project is complete and the roads have been dedicated to the City of



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OKC as public, the \$50 monthly fee will stop. Projected completion date is by the end of this year.

Committee Development (Chris Painter): We are trying to get more people involved. The Welcoming Committee and Landscape Committee is open to volunteers. We will also be forming a special committee in the future to help with the design of the new pool. You can find all the committees on the website and you can submit claims, issues, and suggestions using the website.

- A guest asked about creating a Neighborhood Watch. We tried to get support for this in the past. We need volunteers who are willing to patrol the neighborhood, and we didn't feel like we had that support in the past. We will try to form a Neighborhood Watch again, maybe start out with Block Captains. Please call 911 if you see anything suspicious.
- Still on the topic of security, discussed pointing a camera at the 178th entrance when adding more high resolution cameras to the clubhouse. The Board also discussed having a lifeguard at the pool to help enforce the rules; but this would be very expensive and limit the pool hours of operation. We are able to track people by linking them to their keycards when they enter the clubhouse or pool area, and this has helped identify violators in the past.

Neighborhood Improvements (Chris Painter): Discussed making the clubhouse nicer, renting professional equipment for the exercise room. A benefit of the equipment rental is that it comes with a service plan. Also discussed adding a streetlight to the island in the Shift entrance. Chad is working on getting the paperwork from the City of OKC for the petition for the street light.

Read Director Election Vote Results (Chad Hoffman): The ballots were counted and the results were as follows:

Mandy Lunsford: 12 votes

Chris Painter: 11 votes

Mary Newman: 7 votes

Mandy and Chris will remain on the Board for a two year term.

Questions from Members

- A guest asked the Board to consider handling the votes differently in the future. Shouldn't be open ballots; could influence people's votes. The Board will look into handling this differently, such as verifying homeowners as they enter the meeting, and handing them a ballot at that time.
- A guest asked if the Board had received any information from Westfield about the chain locked gates on the pedestrian easements from the neighborhood to the school. The Board has not received anything from the school. The gate has been attached to our perimeter fence, and a neighborhood was confronted for walking through the gate one morning before school had started. We would like to know what the rules of use are

for the SilverHawk residents. Are we restricted to use this area during certain times? The Board will reach out to the school to obtain this information.

- A guest mentioned wanting better Christmas decorations. Every neighborhood is different, and has different things the money goes to. The Board hears things like this once a year, and would appreciate more feedback through emails, and volunteers on the committees that are in charge of the things you would like to improve or change. The Board is also trying to save money for looming items like replacing the pool and the Penn wall repair; it is not smart to spend extra money on items that are not as dire as the major repair items we have in front of us. Once these projects are completed, we can start concentrating on the smaller things like more Christmas lights, more flowers, etc.
- Chad mentioned that the landscaper is purchasing lights every year. So every year, we will be getting more and more Christmas lights. It is a work in progress. He is also looking into running a line through the culvert to give power to both entrance islands. The conduit on the 178th entrance was inaccessible last year due to the construction. Chad is also working on getting solar panels for the entrance islands for additional landscape lighting. Please utilize the landscape committee form on the website if you see any issues or have any suggestions for the committee.
- Discussed issuing a survey to neighbors about what neighborhood issues are important to them. We can build a survey on the website (this does not cost any additional money) and post the link to NextDoor. We listen to everyone, and take everything to heart. We want to make the neighborhood better.
- A guest asked about the HOA insurance in regards to the wall being a liability. The insurance does not cover negligence on a known hazard.
- A guest asked what all do the Neighborhood Services management fees cover: they handle the HOA dues, take complaints, pay bills, handle the accounting for the neighborhood, send the Board a monthly finance report, issue closing letters, help with collections and liens, represent us in court for collections, handle bid packages, HOA mailings, HOA taxes, and auditing of the HOA. A former SilverHawk HOA Treasurer said that the amount of time spent before vs after hiring Neighborhood Services was night and day. Before having Neighborhood Services, the Treasurer was spending at least 5 hours a week (20 hours a month) working on these things that Neighborhood Services has taken over.
- A guest mentioned that the CCR's were re-done a year ago; why haven't the trash can storage rules been enforced? We are trying to figure out how to make the system more efficient. The Board has not received any trash can violation reports. This is everyone's community, and we have built a framework for the community to pitch in. If you see a violation, snap a picture and submit a violation report on the website with the date of violation, description of violation, and photo. The violation report is
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anonymous. Once the report is received, the Board will review and determine if there is a violation or not. Violations that are received will be dealt with. Trash cans cannot be stored in front of the house/garage, and must be stored on the side of the house on pavers/concrete pad. Trash cans cannot be stored on grass.

- To report a violation, please submit a Violations Report Form at www.silverhawkhoa.com/report-violation-covenants.html
- We have created an email newsletter list. Please subscribe by visiting the website at www.silverhawkhoa.com and opting in on the mailing list pop up.

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:57pm.

Motions Made After Official Adjournment

Moved by Mark Grant and seconded by Chad Hoffman to approve the purchase of 100 pens with the SilverHawk website on them. These pens will be used in the welcoming baskets. The motion carried unanimously.

Moved by Chris Painter and seconded by Mark Grant to approve the \$29,089.19 estimate from Superior Concrete Products in accordance to the motion approved by the homeowners present at the annual meeting. The motion carried unanimously.

2018 Annual HOA Meeting
Treasurers Report

- 2017 Final Report
- February 2018 Monthly Treasurer's Report
- 2018 Budget Report
- Future Capital Investment Projects/Funding

Silverhawk HOA Final 2017 Treasurer's Report

I. Annual Budget vs. Actuals

A. VILLAS

	BUDGET	ACTUAL
Monthly Maintenance Income	\$ 18,000.00	\$ 15,094.20
Villas Expenses	\$ (4,050.00)	\$ (1,601.61)
SURPLUS/(DEFICIT)	\$ 13,950.00	\$ 13,492.59

B. SILVERHAWK HOA

	BUDGET	ACTUAL
HOA Dues	\$ 115,840.00	\$ 114,781.68
Other Income	\$ 750.00	\$ 1,593.31
TOTAL INCOME	\$ 116,590.00	\$ 116,374.99

	BUDGET	ACTUAL
Administrative	(\$14,600.00)	(\$28,598.93)
Pool/Clubhouse	(\$12,400.00)	(\$13,370.28)
Maintenance	(\$2,500.00)	(\$1,454.48)
Activities	(\$900.00)	(\$416.19)
Grounds	(\$36,840.00)	(\$38,085.48)
Utilities	(\$15,250.00)	(\$16,330.91)
Other	(\$8,934.00)	\$9,086.38
Miscellaneous	\$0.00	\$0.00
TOTAL EXPENSES	(\$91,424.00)	(\$89,169.89)
SURPLUS/(DEFICIT)	\$25,166.00	\$27,205.10

II. YEAR-END AGED ACCOUNT SUMMARY

Description	Previous Amount	Current	Over 30	Total
Homeowners Dues	\$ 6,147.78	\$ 132.88	\$ 6,147.78	\$ 6,280.66
Villas Dues	\$ 90.00	\$ -	\$ 90.00	\$ 90.00
Villas Maintenance	\$ 2,035.16	\$ -	\$ 2,958.95	\$ 2,958.95
Lien Filing Fees	\$ 488.00	\$ -	\$ 488.00	\$ 488.00
Interest Income - Owners	\$ 660.50	\$ -	\$ 660.50	\$ 660.50
Attorney Fees	\$ 2,058.64	\$ 912.14	\$ 1,300.00	\$ 2,212.14
TOTAL AGED ACCOUNTS	\$ 11,480.08	\$ 1,045.02	\$ 11,645.23	\$ 12,690.25

The HOA finished the year in a strong financial position. A total of \$27,000 is being declared excess for 2017 and will be transferred to the capital investments account.

Submitted by:
Mark R. Grant, Treasurer

Monthly Treasurers Report
February 2018

I. MONTHLY INCOME AND EXPENSE ACTUALS

ACCOUNTS/FUNDS		
Operating Account	\$	121,911.93
Money Mart Account - Villas	\$	8,703.61
Capital Investment Account	\$	47,668.97
TOTAL ACCOUNTS/FUNDS		<u><u>\$ 178,284.51</u></u>
INCOME/RECEIPTS		
Homeowner Dues	\$	57,496.41
Txfrs To/From Capital Inv Account	\$	-
Access Card Fees	\$	-
Interest - Bank	\$	1.82
Interest - Owners	\$	-
Clubhouse Rental Income	\$	-
Villa Fees	\$	1,066.00
Villas Gate Opener Sales	\$	-
Other	\$	-
TOTAL INCOME/RECEIPTS		<u><u>\$ 58,564.23</u></u>
EXPENSES		
Administrative	\$	816.83
Pool/Clubhouse	\$	298.73
Grounds	\$	3,000.00
Activities	\$	-
Utilities	\$	784.54
Other	\$	-
Villas Gate Phone	\$	110.80
Villas Gate Maintenance/Repair	\$	-
Villas Gate Maintenance Contract	\$	-
Villas Gate Operations (Open/Close)	\$	-
TOTAL EXPENSES		<u><u>\$ 5,010.90</u></u>

II. MONTHLY AGED ACCOUNT SUMMARY

Description	Previous Amount	Current	Over 30	Total
Homeowners Dues	\$ 6,054.00	\$ 41,709.37	\$ 6,139.04	\$ 47,848.41
Villas Dues	\$ 90.00	\$ -	\$ 90.00	\$ 90.00
Villas Maintenance	\$ 3,206.71	\$ 754.45	\$ 2,503.39	\$ 3,257.84
Lien Filing Fees	\$ 462.00	\$ -	\$ 462.00	\$ 462.00
Interest Income - Owners	\$ 649.68	\$ -	\$ 649.68	\$ 649.68
Attorney Fees	\$ 2,212.14	\$ -	\$ 2,212.14	\$ 2,212.14
TOTAL AGED ACCOUNTS	<u><u>\$ 12,674.53</u></u>	<u><u>\$ 42,463.82</u></u>	<u><u>\$ 12,056.25</u></u>	<u><u>\$ 54,520.07</u></u>

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Monthly Treasurers Report
February 2018

III. BUDGET SUMMARY

A. VILLAS

	Total Budget	YTD Budget	YTD Actuals	YTD Variance
Monthly Fees	\$ 18,000.00	\$ 3,000.00	\$ 2,716.00	\$ (284.00)
Gate Opener Sales	\$ 210.00	\$ 35.00	\$ -	\$ (35.00)
INCOME TOTALS	\$ 18,210.00	\$ 3,035.00	\$ 2,716.00	\$ (319.00)
Gate Phone	\$ 1,380.00	\$ 230.00	\$ 266.72	\$ 36.72
Gate Maintenance/Repair	\$ 1,800.00	\$ 300.00	\$ -	\$ (300.00)
Villas Gate Maintenance Contract	\$ 600.00	\$ 600.00	\$ -	\$ (600.00)
Villas Gate Operations (Open/Close)	\$ 150.00	\$ -	\$ 284.53	\$ 284.53
EXPENSE TOTALS	\$ 3,930.00	\$ 1,130.00	\$ 551.25	\$ (578.75)

B. SILVERHAWK HOA

	Total Budget	YTD Budget	YTD Actuals	YTD Variance
Homeowner Dues	\$ 139,776.00	\$ 139,776.00	\$ 93,611.40	\$ (46,164.60)
Txfrs To/From Capital Inv Acct	\$ 32,341.50	\$ 32,341.50	\$ 32,341.50	\$ -
Access Card Fees	\$ 250.00	\$ -	\$ 25.00	\$ 25.00
Interest - Bank	\$ 5.04	\$ 0.84	\$ 3.28	\$ 2.44
Interest - Owners	\$ 1,050.76	\$ 1.78	\$ 10.82	\$ 9.04
Clubhouse Rental Income	\$ 600.00	\$ 100.00	\$ -	\$ (100.00)
INCOME TOTALS	\$ 174,023.30	\$ 172,220.12	\$ 125,992.00	\$ (46,228.12)
Administrative	\$ 10,620.00	\$ 1,516.68	\$ 1,437.16	\$ (79.52)
Pool/Clubhouse	\$ 25,026.00	\$ 629.00	\$ 1,044.22	\$ 415.22
Grounds	\$ 70,181.50	\$ 38,541.50	\$ 39,016.50	\$ 475.00
Activities	\$ 865.16	\$ 400.00	\$ -	\$ (400.00)
Utilities	\$ 14,420.00	\$ 1,410.00	\$ 1,581.89	\$ 171.89
Other	\$ 9,100.00	\$ -	\$ -	\$ -
EXPENSE TOTALS	\$ 130,212.66	\$ 42,497.18	\$ 43,079.77	\$ 582.59

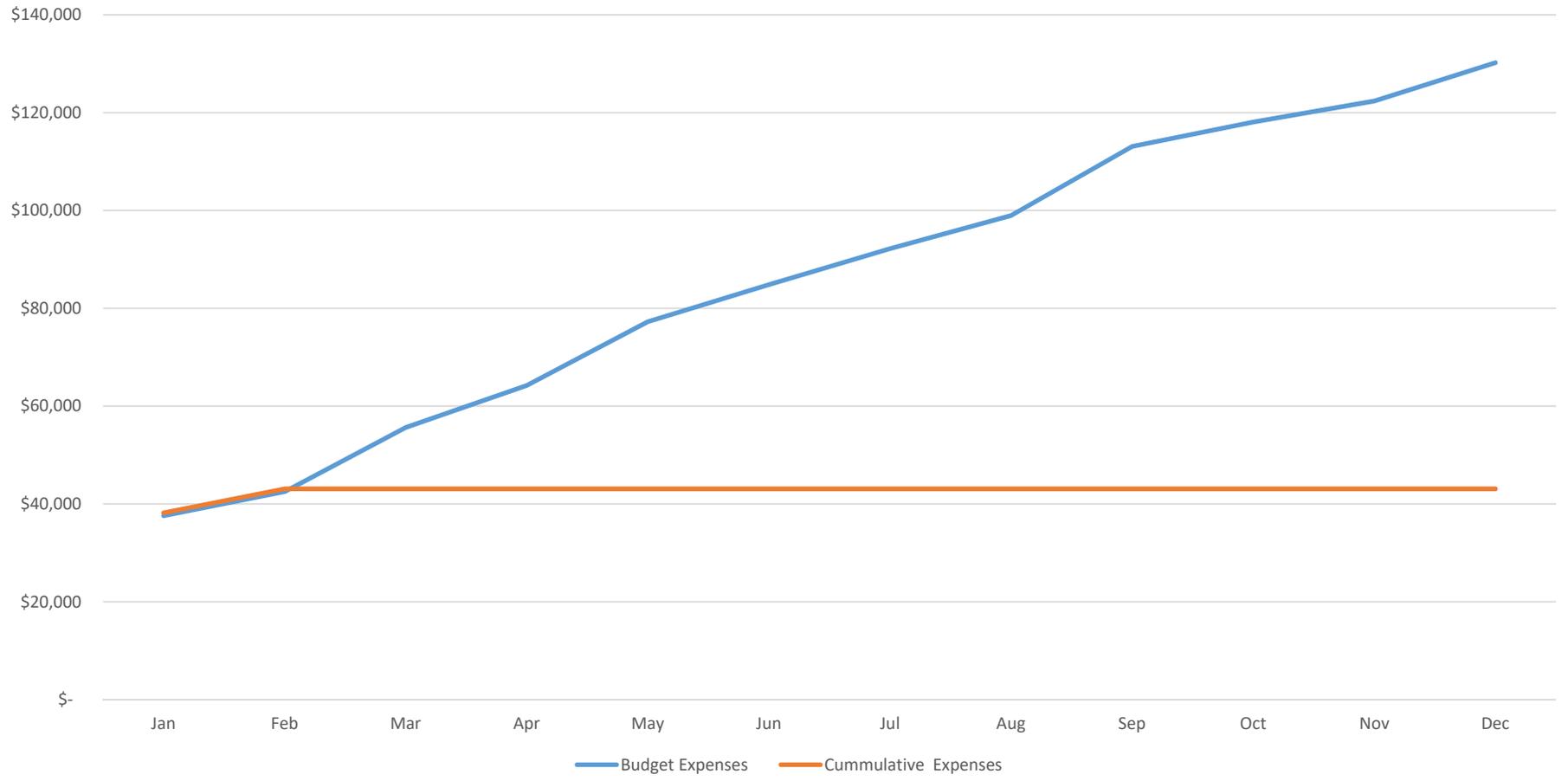
IV. TREASURER'S COMMENTS

Fiscal year 2017 has closed out and we have \$27,000 in excess to transfer to the capital investment account. This was \$7,000 above estimate. We are well on our way to completing our HOA dues collection for 2018. A total of 66% of the owners have paid so far. Those who have not paid by March 16 will be flagged as delinquent.

The Penn wall still stands as a looming expense awaiting the fence committee's recommendation and the final selection of a solution.

Submitted by:
Mark R. Grant, Treasurer

2018 Budget vs. Actual Expenses



SILVERHAWK HOA (NON-VILLAS BUDGET)

This is the draft 2018 Silverhawk HOA Budget. Management reserve for 2018 is anticipated to be \$20,514, plus \$20,736 (2018 dues increase) going straight into the investment fund. This will make the total deposit into the capital investment account \$43,810.64 for 2018. Unused management reserve, after all expenses have been accounted for, will be transferred to the capital investment account (combined wall/pool accounts) in March 2019. Anticipated 2017 management reserve is \$19,800 and will be deposited into the capital investment account in March 2018. These amounts may vary depending on actuals and unexpected expenses.

Silverhawk HOA Income - \$141,681

<i>Item</i>	<i>Amount</i>	<i>Rationale</i>
HOA Dues	\$139,776	\$384 x 364 houses. There remains 1 empty lot in Shift
Access Card Fees	\$250	Anticipate a total of 10 replacement cards being issued during the summer.
Clubhouse Rental Income	\$600	Based on the rentals from 2017
Interest – Bank	\$5.04	Based on interest from 2017
Interest – Homeowners	\$1050.76	Based on homeowner interest paid for late HOA dues and fees. This will likely be much lower due to the more aggressive collections being pursued by the committee. Can be fully absorbed in the Management Reserve.

Silverhawk HOA Expenses - \$94,881.16

<i>Item</i>	<i>Amount</i>	<i>Rationale</i>
Administrative	\$10,620	
Management Fees	\$7,600	\$633.35/month
Filing Fees (Liens)	\$520	Anticipate 20 homeowners not paying HOA dues by 15 May. HOA pays up front. Homeowners accounts are charged for the fee.
Postage & Copies	\$1,500	Estimate based on 2017 requirement
Professional Fees – Legal	\$1,000	Estimate based on anticipated need of legal services from Winton Law.
Pool/Clubhouse	\$25,026	
Pool Management Contract	\$7,100	This is the 2017 contracted maintenance cost, including pool supplies.
Pool Phone	\$540	Based on 2017 expenses.
Pool Maintenance/Fees	\$150	All clubhouse and pool items were accounted for by pool maintenance. A new accounting line is being added for Clubhouse Maintenance. \$150 is for all pool permits.
Pool Furniture	\$7,500	Some furniture must be replaced in 2018.

Clubhouse Cleaning Contract	\$4,200	Carried 2017 cleaning contract fees into 2018. Cost is \$175 per cleaning. Schedule is weekly during pool season and monthly during off months.
Clubhouse Maintenance	\$400	General maintenance expenses that come up.
Clubhouse Supplies	\$200	General cleaning supplies.
Clubhouse Furniture	\$0	The board decided to delay new furniture purchase until clubhouse renovations are completed.
Clubhouse Pest Control	\$396	Budget based on quarterly treatments at \$99/treatment
AT&T Uverse	\$540	Based on \$45/month expensed in 2017.
Security System Install/Maint	\$4,000	This requirement was approved by the board in 2017 but never purchased/funded. This line is to create a permanent install/maintenance accounting line for the system for 2018 and beyond.
Grounds	\$37,840	
Mowing/Landscaping Contract	\$32,040	This amount is based on the remaining 2017 contract of \$3,000/month through Mar 31, then the new contract amount of \$2,560/month through Dec 30. Contract is Apr – Mar.
Landscaping – Other	\$4,000	This line is new to separate the contracted work from the non-contracted extra we may require, including pond cleanup and entrance holiday lights. Anticipate \$1,000/quarter based on 2017 extra work charged.
Sprinkler Repair	\$1,100	Based on 2017 expenses.
Entrance Decoration (Holiday)	\$700	This will be used for holiday decorations for the fall and Christmas holiday seasons.
Activities	\$565.16	
Social (Welcome)	\$300	Based on estimate from Neighborhood Welcome Committee.
Website	\$265.16	Based on 2017 expenses. Part of this expense may be the domain name that was purchased for an extended number of years.
Meeting Expenses	\$300	Based on 2017 expenses.
Utilities	\$14,420	
Electric (OG&E)	\$6,670	Based on 2017 expenses.
Water	\$6,945	Based on 2017 expenses.
Gas (ONG)	\$805	Based on 2017 expenses.
Other Expenses	\$9,100	
Insurance	\$7,000	Based on 2017 expenses.
Property Taxes	\$2,000	Based on 2017 expenses.
Tax Return Fees	\$100	Based on 2017 expenses.

SILVERHAWK HOA VILLAS FEES/EXPENSES

This is the 2018 Villa-specific fees and expenses. Management reserve for 2018 is expected to be \$14,280.00 based on the following budget. All management reserve for 2017 has been expensed on filing fees for turning the streets public. It is anticipated that sometime in the 4th quarter of 2018, the Villa's will become public roads. Any management reserve remaining at that time will be used to remove the gates/control systems.

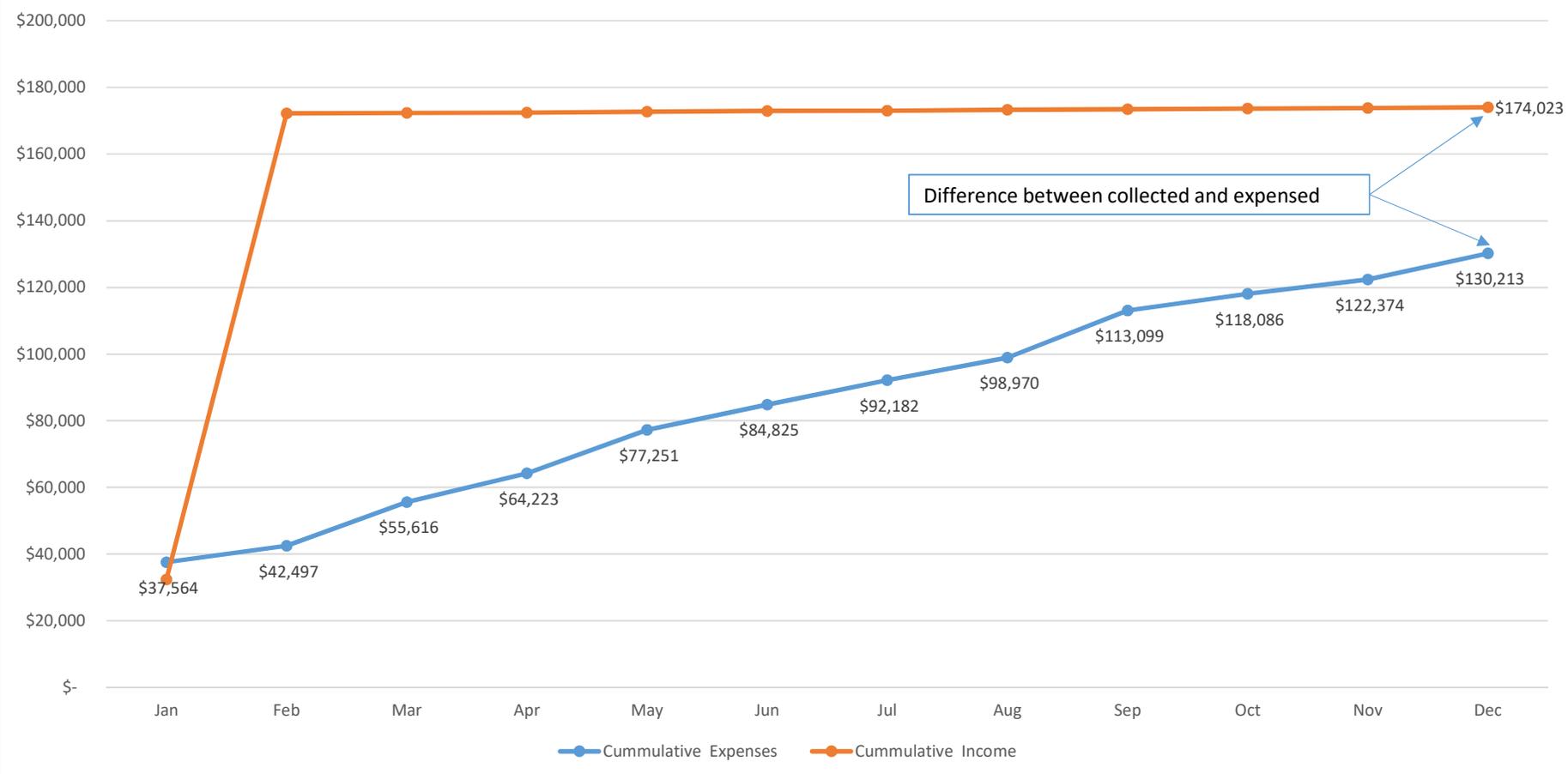
Villas Fees Income - \$18,210.00

<i>Item</i>	<i>Amount</i>	<i>Rationale</i>
Monthly Villas Fees	\$18,000	Based on \$50/month from 30 homeowners.
Gate Opener Sales	\$210	Anticipate 6 openers to be replaced in 2018.

Villas Expenses - \$3,930.00

<i>Item</i>	<i>Amount</i>	<i>Rationale</i>
Gate Phone	\$1,380	Based on 2017 expenses.
Gate Maintenance Contract	\$600.00	Based on notice from Neighborhood Services
Gate Maintenance/Repair	\$1,800	Based on 2017 expenses.
Gate Operations (Open/Close)	\$150	Based on 2 open/closes for the spring and fall garage sales.

2018 Budget Cumulative Monthly



Silverhawk HOA Long-term Projects List

Project	Estimated Cost
Replace Pool	\$240,000
Extend Clubhouse Parking Lot North	Unknown
Replace Penn Wall	\$65,000 - \$250,000
Build Foot Bridge to Pont	Unknown
Install Playground Equipment at Phase II Ponds	Unknown
Refresh Fill Material at Clubhouse Playground	Unknown
Renovate Clubhouse/Gym	\$10,000
Replace Gym Equipment	\$8,000 – \$12,000

Silverhawk Capital Investment Funds

General	2015	2016	2017	2018
Pre Incr Dues: \$116,000 Annual Exp: \$96,000	Op Acct Surplus: \$60,000 	Op Acct Surplus: \$20,000 	Op Acct Surplus: \$27,000 	Increase Dues: \$23,000 Op Acct Surplus: \$20,000 Wall Down Pmt: (-\$32,000) 
Post Incr Dues: \$140,000 2018 Annual Exp: \$97,000	Open Wall Account: \$10,000 Open Pool Acct: \$50,000	Wall Acct Balance: \$10,000 Pool Acct Balance: \$70,000	Capital Inv Acct: \$107,000 Combine both wall and pool accounts into single account. Renamed to Capital Investment Account.	Capital Inv Acct: \$118,000 Expect approximately \$43,000/year increase 2019+

PENN WALL COMMITTEE UPDATE

What we know: Penn wall is leaning. Everyone seems to agree that the cement wall panels between the posts are fine, and that it's the posts that are leaning.

What we don't know: We've heard different reasons for why the posts might be leaning, including:

- ground shift due to
 - ditch erosion
 - digging near the wall
 - standard expansion and shrinking of the clay near a ditch
- posts not designed to handle wind load

We could get a structural engineer's report to determine the cause. That report would cost the neighborhood \$300-400. We are holding off on this expense until we determine feasible paths for addressing this issue. In other words, if all cement/brick fixes/replacements are well beyond what the neighborhood can afford at this time, a structural engineer's report may be a waste of money.

Entity Consulted	Solution Proposed	Expected Cost	Notes
OKC			If ditch is eroding, it's SilverHawk's responsibility to fix.
PowerLift	Solution would depend on engineer's report.	\$300-400 for engineer's report + ??	
Superior	Replace posts, re-use cement panels.	\$165,000	Estimated to be a 2-3 year fix.
First Class Fence	7' brick wall	\$231,500	
Lifetime Fence Co.	8' composite fence	\$94,905.30	No warping, rotting, or need to stain. Materials have a 10-25 year warranty. Does not include tear down of existing (~\$13,000).
Eric Cantrell DBA Outdoor Services	6' vinyl fence	~\$36,008	Price varies depending on style/color, low grade? Tear down?
Fence Pro	7' med. grade vinyl fence	\$61,140.00	
First Class Fence	8' wood fence with brick columns every 40'	\$187,102.00	Capped and Trimmed with cedar stain
First Class Fence	8' wood fence (no brick columns)	\$113,520.00	Capped and Trimmed with cedar stain
First Class Fence	6' wood fence (no brick columns)*	\$64,683.00	Capped and Trimmed with cedar stain

* This was the solution the Board had previously decided on. Half was paid as a down payment. Still TBD whether we can be refunded any of that down payment should the neighborhood decide on another sol'n.



SUPERIOR CONCRETE PRODUCTS

1203 Raider Drive, Euless, TX 76040
Phone: (817)277-9255 Fax: 817-261-0194

ESTIMATE

DATE: March 22, 2018

PROJECT NAME: Silverhook Bid #3 (Combined)
PROJECT LOCATION: NW 178th and Pennsylvania Ave
Oklahoma City, OK 73012

CELL: 405-543-7210
EMAIL: hdlstn1@yahoo.com

CONTACT: Harry Lill

COMPANY:

PRODUCT: Superior Brick **COLOR:** Taupe

SCOPE: Material & Labor as noted

<u>MATERIAL</u>	<u>QTY</u>	<u>UNITS</u>		<u>PRICE</u>
Superior Post(s) 9':	34	each	\$185.00	\$6,290.00
Superior Panel(s):	12	each	\$40.00	\$480.00
Superior Post Cap(s)	4	each	\$15.00	\$60.00
Realign Fence 7' of SB	390'	LF	\$49.00	\$19,110.00
Delivery		LS	\$450.00	\$450.00
Haul Off		LS	\$450.00	\$450.00
<i>Subtotal</i>				<i>\$26,840.00</i>
<i>Sales Tax</i>			8.38%	<i>\$2,249.19</i>

TOTAL PRICE: **\$29,089.19**

Payment Terms: 50% Due upon Signing \$14,544.60
50% Due upon Invoicing \$14,544.60

Kyle Wilson/mc
Kyle Wilson
Sr. Vice President - Operations

Date: March 22, 2018

Name

Date: _____

Signature and Title

I acknowledge that all information on this bid is correct and that I have read and understand all **General Notes** and **Bid** information. (Sign, then Print Name and Title)



SUPERIOR CONCRETE PRODUCTS

1203 Raider Dr. Euless, TX 76040
Phone: (817)277-9255 Fax: 817-261-0194

General Notes:

1. Material will take four to six weeks after receipt of order and deposits if required.
2. Existing components exposed to weather, sun light and other environmental changes may fade or retain dirt; therefore, new parts will have a similar color to the existing, but will not match exactly (Color will be matched as close to the wall as possible.)
3. Bid needs to be signed and faxed back to Shana Grave @ 817-261-0194 or email to: Sgraves@concretefence.com
Material will not be ordered until we have received a signed bid and any required payments are received.
4. SUPERIOR-STONE[®], SUPERIOR-BRICK[®], SUPERIOR-FENCE[®], SUPERIOR-WOOD[®]
and SUPERIOR-RAIL[®] are licensed trademarks of Superior Concrete Products, Inc.
5. Product made in the USA by a NPCA Certified Plant.
6. Bid estimates are good for 30 days from date executed.
7. Check or credit cards will be accepted. Please make checks payable to
Superior Concrete Fence & Supply.

Installation Notes:

1. Clear access to fence line to be provided prior to repair work with a clearance of 5' on either side of the fence including anything up against the fence line, landscape and irrigation.
2. Spoils from excavation around existing footings to be spread along fence line.
3. SCP not responsible for replacement of existing vegetation or sod.

SilverHawk HOA Secretary

From: HOA Director <director@silverhawkhoa.com>
Sent: Monday, April 02, 2018 7:34 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; treasurer@silverhawkhoa.com;
autumn@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED: 2018 Annual HOA Meeting Minutes

Approve

----- On Mon, 02 Apr 2018 10:32:40 -0700 secretary@silverhawkhoa.com wrote -----

Hello everyone,

Attached are the minutes from the 2018 Annual HOA Meeting. Please reply to all with you approval or 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: Monday, April 02, 2018 7:34 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; director@silverhawkhoa.com;
autumn@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED: 2018 Annual HOA Meeting Minutes

Approve.

Mark Grant
Treasurer
Silverhawk HOA

---- On Mon, 02 Apr 2018 10:32:40 -0700 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: Tuesday, April 03, 2018 2:04 PM
To: secretary@silverhawkhoa.com
Cc: Mark Grant; Chad Hoffman; Autumn Harting
Subject: Re: APPROVAL NEEDED: 2018 Annual HOA Meeting Minutes

Approve

Chris R. Painter | President
SilverHawk HOA
1322 SilverHawk Dr. | Edmond, OK | 73003

On Apr 2, 2018, at 12:32, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

Hello everyone,

Attached are the minutes from the 2018 Annual HOA Meeting. Please reply to all with you approval or amendments if needed.

Thank you,

Mandy Lunsford

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

<20180326 Annual HOA Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: Autumn Cuellar <autumn@silverhawkhoa.com>
Sent: Wednesday, April 04, 2018 2:23 PM
To: Chris Painter
Cc: secretary@silverhawkhoa.com; Mark Grant; Chad Hoffman
Subject: Re: APPROVAL NEEDED: 2018 Annual HOA Meeting Minutes

Approve.

Phew! A lot was covered in 2 hrs - nice recap, Mandy.

Autumn

----- On Tue, 03 Apr 2018 12:04:08 -0700 **Chris Painter** <president@silverhawkhoa.com> wrote -----

Approve

Chris R. Painter I President
SilverHawk HOA
1322 SilverHawk Dr. | Edmond, OK | 73003

On Apr 2, 2018, at 12:32, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

<20180326 Annual HOA Meeting Minutes.pdf>

Hello everyone,

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Thank you,

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

