



1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Board Meeting, August 2018

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on August 27th, 2018 at the SilverHawk Clubhouse. It began at 7:00 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, Chad Hoffman, and Autumn Harting. Quorum established.

There were 8 guests in attendance.

Approval of Agenda

Mandy Lunsford removed an item from the agenda under Invitation for Guests to Speak, Taylor Upchurch – Villas Gate & Monthly Dues. Taylor was unable to make it to the meeting due to a school meeting. A motion to approve the agenda was made by Chris Painter and seconded by Mandy Lunsford. The motion carried unanimously.

Invitation for Guests to Speak

Approval of Minutes

The March 1st Board Meeting minutes were approved through email by Mandy Lunsford on March 8th, and by Chad Hoffman, Mark Grant, Chris Painter, and Autumn Harting on March 9th. These minutes were posted to the website on March 9th.

The Annual HOA Meeting Minutes were approved through email by Mandy Lunsford, Chad Hoffman, and Mark Grant on April 2nd, by Chris Painter on April 3rd, and by Autumn Harting on April 4th. These minutes were posted to the website on April 4th.

The HOA Meeting with Attorneys minutes (regarding the oil spill) were approved through email by Mandy Lunsford, Chris Painter, Chad Hoffman, Mark Grant, and Autumn Harting on May 16th. These minutes were posted to the website on May 16th.

The HOA Meeting with the Oklahoma Corporation Commission minutes (regarding the oil spill) were approved through email by Mandy Lunsford, Chris Painter, Chad Hoffman, Mark Grant, and Autumn Harting on May 17th. These minutes were posted to the website on May 17th.

Treasurer's Report (Mark Grant): Mark Grant presented the Treasurer's Report.

- Currently underrunning expenses by \$6,400.
- Underrunning income by \$6,800 due to homeowners not paying their HOA dues.
- **Collections Update:** A foreclosed property with an outstanding balance of about \$3,000 was written off due to the homeowner disappearing. The HOA

wrote off the debt instead of spending money to find him, and possibly never being reimbursed for the attorney fees, etc. Two small claims court cases – one was set up on a payment plan agreement between the homeowner and the HOA, the other homeowner did not show up to the court hearing. The absent homeowner was sent a demand from the court; if they do not respond, the court will issue an arrest warrant. There will be more small claims court cases coming up in November.

Committee Reports

a. Architectural Committee (Mandy Lunsford):

- A homeowner who's application is currently in process brought in composite fencing samples to present to the Board. After reviewing the samples and discussing the benefits of the composite fence, ARC Application #2018-5 was approved.
- A homeowner has contacted the committee to get permission to spray paint stencils on the school walkway sidewalk to help prevent people from walking on the grass. Because the sidewalk is not HOA property, and is the City of OKC's property, the Board recommended the homeowner to contact the City for permission.
- After discussing the signs for the school walkway, some guests who were present discussed how unsafe the situation can be at some times. People park in front of driveways and mailboxes and are speeding up and down the street while kids are trying to walk to and from the school. One homeowner stated that she is unable to leave her house at times because a car is completely blocking her driveway. She has contacted the Police Department, and they will start issuing citations and monitoring the area more closely during the before and after school hours.

b. Covenants Committee (Chris Painter):

- **Fine Processing** – Looked into software to track violations; it doesn't really seem to help in our situation. The current process flows smoothly, but it is difficult for one person to manage. Discussed the process and made a decision to issue the bill at the same time as the violation letter is sent out. (See Motion #1.) Two guests present at the meeting volunteered to join the Covenants Committee. The Committee is in control of the process and does not need the Board's approval. However; any contests go to the Board.
- **Shift Area Violations** – The City of OKC issued three violations at the Shift garden area: weeds, fence is in disrepair, and the shed needs paint. The weeds have been removed. Rodney is getting a quote put together for removing all the soil in the garden and replacing with new soil. The HOA will be reimbursed by Sunoco for this expense. Jeff Click agreed to repair the fence and paint the shed by the September 14th deadline given by the City of OKC.

- c. **Welcoming/Social Committee (Autumn Harting):** The committee has been working on monthly welcomes. Planned on 36 new neighbors based on 2017 numbers, but are already at 26 new neighbors this year. Considering another social event for the Fall/Winter. The pool party at the beginning of the summer was a big hit.
- d. **Grounds/Improvements Committee (Chad Hoffman):**
- **Penn Ditch Clean-Out** – Chad will check with Rodney to see when this has been scheduled.
 - **Outlets on Island Light Poles** – This still needs to be researched. Discussed several companies to get a bid from for boring under the entrances to get power over to the entrance islands. Mark is going to work on getting quotes.
 - **Pond Erosion Project Development** – Rodney has stated that it is getting close to the right time to replace the four dead trees in the Shift pond area, as well as add sod to the pond areas. Discussed fill dirt or rocks to help with the erosion. Also discussed the possibility of flattening out the areas around the ponds. Need to research this further with companies who specialize in pond erosion prevention/retaining walls.
 - **Emergency Access Gate** – People are still driving through the emergency access area. Discussed purchasing swing gates with fire department locks. Chris is working on this.
- e. **Pool/Clubhouse Committee (Chris Painter):**
- **Pool Closure** – Discussed keeping the pool open for Labor Day and shutting down the next day. Edmond Public Schools are also out on the Tuesday after Labor Day. One of the Pool Committee members who is our CPO (Certified Pool Operator) is donating his time to keep the pool open one more day. The pool will close for the season at 10:00pm on Tuesday, September 4th.
 - **Pool Heavy Maintenance vs. Replace** – Have been discussing with Kidd Aquatics; in their professional opinion, if we re-plaster the pool, we could get another 5 to 10 years use. If we keep up with the maintenance of the plaster, it could last even longer. The items that need to be addressed are: strip the plaster, chip back rust stains and cracks, re-concrete those areas, install an additional return line so that the pool can get the proper flow rate, add a non-slip surface in the shallow end to cover and protect the plaster, and make repairs to the decking where the concrete is sinking down due to previous repairs not being anchored. The plumbing room also needs work – need to remove the sheetrock and replace with concrete board to prevent mold, backflush drain needs work, sand in sand filters needs replacing (the sand is good for 7 to 10 years, and we are pushing 10 years). Estimating around \$20,000 to \$30,000 for these repairs. The goal is to have all repairs finished prior to the opening of the 2019 season. Also discussed converting to a salt water pool. The chlorine has a stabilizer

in it, and when we are nearing the end of the season, our stabilizer numbers are getting too high due to the amount of chlorine our pool needs. Salt would eliminate this issue. It would take about 20 bags of salt to establish the salt water pool, and then about one bag per week. Bags of salt are \$4 per bag. We would be using less chemicals in the pool; it is not as expensive to convert the pool from chlorine to salt as the committee had originally been told. Also discussed a pool cover that would screw into the deck. This would be purchased for the end of the 2019 season. Covering the pool during the off season eliminates the need to drain the pool and this will help extend the life of the plaster.

- **Clubhouse Camera Project** – Jesse is finalizing the specs and will be ordering the system soon. Looking at an 8 camera, 4K system with variable focus lenses. Jesse along with another homeowner have volunteered their time to install the system. Also discussed the exterior lighting on the clubhouse and the possibility of changing to photo-sensors. Jesse will try out new timer switches before looking into changing out the fixtures.

Old Business

- **Penn Wall Update** – The majority of the wall has been repaired, but there are some caps that are missing or broken. One panel on the south side is still leaning due to a shed being up against the fence. Neighborhood Services will be sending a letter to the homeowner to ask about moving the shed so the last panel can be repaired. The committee plans to have the caps installed/replaced at the same time the last panel is repaired, and then the project will be complete.
- **First Class Fence Case** – First Class Fence is refusing to give us the full refund. The contract states there is a 25% cancellation fee, but the company wants to charge us the 25% plus expenses for prepping and staining the panels. The HOA sent a demand letter and received no response. The HOA's attorney advised that the HOA has three options: #1: Accept the \$3,000 that First Class Fence has agreed to give back, and write off the remaining amount of \$13,000. #2: Go to small claims court with a limit of \$10,000. We do not need an attorney for this and can represent ourselves; however, First Class Fence could choose option #3: Take it to District Court which requires legal discovery and can be very expensive. If we win, they pay our legal fees plus our proper refund, but if we lose, we pay their legal fees. After a discussion, the Board decided to have Winton send a demand letter to see if that will get a response. First Class Fence is the company the Board originally signed a contract with to replace the wall. The contract was signed and the deposit was paid because the Board was made aware of the wall issue and had discussed it at several meetings. The Board looked at brick wall vs. wood fence and also met with

Power Lift. The Board was acting in good faith to make the best decision for the neighborhood. They made a decision to move forward and contracted with First Class Fence. Once the letters were received by the homeowners along the wall, many complaints were received. Legally, the Board could have moved forward with the project, but they decided to form a committee and halt the project. The Board will always take inputs from homeowners on big decisions. We agreed as a Board that if a project affects the look of the neighborhood, we will ask for input via surveys on the website, promoting through NextDoor. In this situation, money wise, we came out better than expected, and we got to keep our wall.

- **Villas Road Conversion Project** – The process has been moving slower than expected because our assigned project manager no longer works for the City, so we have been assigned a new one. On September 11th, the City Council will be creating the special assessment district. After that has been done, the City will allow the Project Manager to move several steps concurrently since he is behind schedule. He is estimating a 60 day construction period to begin in October. The gates on both ends will be locked open during this time. After construction is complete, the City will formally take over the streets as “public.” Once this happens, the Villas monthly maintenance fee will no longer be billed.

New Business

- **Quotes for Villas Gate Removal** – Chris and Kara are working on this.
- **Change of Address for Shift Common Area** – Chris has also discovered other parts of the neighborhood that have the incorrect addresses; Neighborhood Services is working on correcting this.
- Discussed how some homeowners are having problems with the Villas gate. There is an error reset timer after entering in a wrong code. The timer resets each time an incorrect code is entered, locking out anyone for the next 5 to 10 minutes. This has been causing some people problems because they are driving up and entering their code when the keypad is still in lock-out mode.
- Discussed repairs to the sprinkler system – replaced an entire unit and installed frost/water sensors to the sprinklers.
- A homeowner mentioned that the mowing is not going very well this year. People have noticed that the weed-eating and edging is not being done, as well as blowing off the sidewalks after mowing. Chad will talk to Rodney about this.
- Jesse mentioned that there is flooding in an area on the south side of the clubhouse. There are two French drains that are possibly clogged and need to be cleaned out for the area to drain property.

- Discussed purchasing a plastic pool deck chest for toys and other items that get left behind in the pool area.
- Discussed clubhouse cleaning during the off season. Asking for bids for cleaning the clubhouse every two weeks. The company must be insured and bonded. If anyone in the Neighborhood is interested, contact autumn@silverhawkhoa.com by September 12th.

Main Motions

Motion #1: Moved by Chris Painter and seconded by Autumn Harting to have Kara at Neighborhood Services send the bill for the violation fine with the notice of violation letter. The Board will deal with any contest to the violation afterwards. The motion carried unanimously.

Motions Approved Via Email Prior to August Meeting:

3/15/2018: Moved by Autumn Harting and seconded by Mandy Lunsford to approve the Little Free Library project for the clubhouse/playground area. The motion carried unanimously.

4/4/2018: Moved by Chris Painter and seconded by Mark Grant to approve the pool management contract with Kidd Aquatics for the 2018 pool season. The motion carried unanimously.

4/11/2018: Moved by Chris Painter and seconded by Autumn Harting to send out violation letters and citations for fifty violations and to dismiss two violations. The motion carried unanimously.

4/16/2018: Moved by Mandy Lunsford and seconded by Mark Grant to approve ARC Application #2018-2. The motion carried unanimously.

4/16/2018: Moved by Mark Grant and seconded by Autumn Harting to approve Chris Painter to continue serving as HOA President for a two-year term, and approve Mandy Lunsford to continue serving as HOA Secretary for a two year term. Chad Hoffman approved, Chris Painter and Mandy Lunsford abstained. The motion carried with a majority approval of 3/5.

4/18/2018: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve ARC Application #2018-3. The motion carried unanimously.

4/20/2018: Moved by Autumn Harting and seconded by Mark Grant to dismiss a violation report that was submitted without an address. Mandy Lunsford and Chad Hoffman approved; Chris Painter abstained. The motion carried with a majority approval of 4/5.

4/23/2018: Moved by Autumn Harting and seconded by Chris Painter to waive the fine for two violations that were corrected within the 10 day period. Mark Grant approved. The motion carried with a majority approval of 3/5.

4/25/2018: Moved by Autumn Harting and seconded by Mark Grant to waive the fine for a violation that was corrected within the 10 day period. Chad Hoffman and Chris Painter approved. The motion carried with a majority approval of 4/5.

4/30/2018: Moved by Chris Painter and seconded by Chad Hoffman to approve the amended contract with Kidd Aquatics to include clubhouse cleaning. Mark Grant and Mandy Lunsford approved. The motion carried with a majority approval of 4/5.



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5/1/2018: Moved by Chris Painter and seconded by Mark Grant to have Kidd Aquatics complete an acid wash prior to opening the pool. The motion carried unanimously.

5/1/2018: Moved by Autumn Harting and seconded by Chad Hoffman to install rain/freeze sensors on the sprinkler systems for \$640. Chris Painter approved. The motion carried with a majority approval of 3/5.

5/6/2018: Moved by Autumn Harting and seconded by Mark Grant to waive the fine for three violations that were corrected within the 10 day period. Chad Hoffman and Mandy Lunsford approved. The motion carried with a majority approval of 4/5.

5/7/2018: Moved by Autumn Harting and seconded by Mark Grant to waive the fine for two violations that were corrected within the 10 day period. Chad Hoffman and Mandy Lunsford approved. The motion carried with a majority approval of 4/5.

5/8/2018: Moved by Autumn Harting and seconded by Chad Hoffman to waive the fine for a violation that was corrected within the 10 day period. Mark Grant and Mandy Lunsford approved. The motion carried with a majority approval of 4/5.

5/14/2018: Moved by Chris Painter and seconded by Autumn Harting to engage the services of an attorney to represent the HOA in the oil spill incident. Discussion led to the following motion...

5/16/2018: Moved by Chris Painter and seconded by Autumn Harting to table the previous motion until Winton has reviewed the contingency agreements. The motion carried unanimously.

5/16/2018: Moved by Autumn Harting and seconded by Mark Grant to reserve the clubhouse for a Pool Grand Re-Opening Party on Saturday, May 26th from 11:00am to 1:00pm. The motion carried unanimously.

5/16/2018: Moved by Chris Painter and seconded by Chad Hoffman to approve the replacement of the playground mulch with playground rated wood chips pending the results of the soil samples from underneath the playground. The motion carried unanimously.

5/19/2018: Moved by Chris Painter and seconded by Mark Grant to approve the pool pump room repairs for \$1,130. The motion carried unanimously.

6/20/2018: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve ARC Application #2018-4. The motion carried unanimously.

7/10/2018: Moved by Autumn Harting and seconded by Chad Hoffman to approve a request to open the Villas gates for a weekend garage sale. Mark Grant and Mandy Lunsford approved. The motion carried with a majority approval of 4/5.

7/21/2018: Moved by Mark Grant and seconded by Chris Painter to write off a debt for a property that underwent a sheriff's sale and the homeowner personally responsible for the debt was unable to be located and served. The motion carried unanimously.

7/29/2018: Moved by Mark Grant and seconded by Autumn Harting to dismiss a violation report that is not an HOA issue, but rather a City of OKC issue. Chad Hoffman and Chris Painter approved. The motion carried with a majority approval of 4/5.



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8/2/201: Moved by Autumn Harting and seconded by Chris Painter to approve an additional \$2,655.31 to complete the work on the Penn wall. Mark Grant and Chad Hoffman approved. The motion carried with a majority approval of 4/5.

Announcements

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>

Please join the HOA mailing list by visiting our website at www.silverhawkhoa.com and opting in on the mailing list pop up. Thank you!

The next HOA Board Meeting is TBD... will be announced on the website, NextDoor, and Facebook once scheduled.

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 9:11pm.

SilverHawk HOA Secretary

From: Autumn Cuellar <autumn@silverhawkhoa.com>
Sent: Sunday, September 02, 2018 7:00 PM
To: secretary@silverhawkhoa.com
Cc: 'Chris Painter'; Chad Hoffman; Mark Grant
Subject: Re: APPROVAL NEEDED - Minutes from 8/27 Board Meeting

Approve.

Autumn

----- On Sat, 01 Sep 2018 20:06:20 -0700 **SilverHawk HOA Secretary**
<secretary@silverhawkhoa.com> wrote -----

Hello everyone,

Attached is the minutes from the August 27th, 2018 HOA Board Meeting. Please reply to all with your 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 Director <director@silverhawkhoa.com>
Sent: Sunday, September 02, 2018 7:08 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; autumn@silverhawkhoa.com;
treasurer@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED - Minutes from 8/27 Board Meeting

Approve

----- On Sat, 01 Sep 2018 20:06:20 -0700 secretary@silverhawkhoa.com wrote -----

Hello everyone,

Attached is the minutes from the August 27th, 2018 HOA Board Meeting. Please reply to all with your 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: Chris Painter <president@silverhawkhoa.com>
Sent: Monday, September 03, 2018 3:05 PM
To: secretary@silverhawkhoa.com
Cc: Chad Hoffman; Autumn Harting; Mark Grant
Subject: Re: APPROVAL NEEDED - Minutes from 8/27 Board Meeting

Approve

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

On Sep 1, 2018, at 23:06, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

Hello everyone,

Attached is the minutes from the August 27th, 2018 HOA Board Meeting. Please reply to all with your approval or amendments if needed.

Thank you,

Mandy Lunsford

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

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