



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

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on November 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 14 guests in attendance.

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

- Kevin Mashburn – chose to wait to speak until the New Business – Villas Account section of the meeting.

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford on September 1st, by Chad Hoffman and Autumn Harting on September 2nd, and by Chris Painter on September 3rd. Mark Grant abstained. The minutes were approved with a majority approval of 4/5. These minutes were posted to the website on September 5th.

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

- **2019 Budget** – will be presented at the Annual Meeting: 1/29/2019
- **2019 Annual HOA Dues** – Considering reducing the annual dues next year because the wall repair is finished and the pool situation has changed. Will be able to recommend the amount for 2019 dues after reviewing the upcoming projects and expenses; Board will vote on the amount before the end of the year.
- Should be receiving around \$10,000 in bills for November and December
- There will be around \$116,000 remaining in the capital investment account at the end of 2018.
- Discovered some Neighborhood Services accounting errors regarding the Villas expenses. Around \$6,000 was charged to the general HOA account instead of the Villas account. Mark will be discussing the anomalies with Kara at Neighborhood Services.
- Neighborhood Services is starting collections for past due accounts of \$1,000 or more.

Committee Reports

- a. **Architectural Committee (Mandy Lunsford):**
 - No open applications/reviews at this time.
- b. **Covenants Committee (Chris Painter):**
 - **Violation Processing Update & Information Regarding Dropbox Account** – An individual outside of the Board is processing the reports as they come in. Opened a new Dropbox account for violations processing. An individual outside the Board does not need to have access to all information on the main Dropbox account.
 - **Consider Upgrading to Dropbox Professional to Isolate Access for Certain Parts** – Need to look into the monthly cost. This would allow certain users access to certain areas of the account as needed.
 - Another report has been filed about a trailer parked in the streets in the Villas area. A previous violation has been processed, and the attorney will eventually get involved because the fines will go to collections if the issue is not resolved and the fines are not paid by the deadline. Affected residents need to keep reporting the violation with time-stamped photos if possible. Filing a report with the City of OKC will help the situation as well.
- c. **Welcoming/Social Committee (Autumn Harting):** The committee is up to date on welcoming new owners. May look into ordering house type gift items, such as cutting boards, knives, etc. No social events are being planned at this time.
- d. **Grounds/Improvements Committee (Chad Hoffman):**
 - **Sod on Shift Ponds** – This project should be complete within the next two weeks. The sod is being placed to help with erosion.
 - **Entrance Power** – Received two estimates; one for around \$11,000 and the other for around \$7,800. Would like to get another quote before making a decision on which company to move forward with. There will be no sawing of the roadways to install power; the company chosen will bore under the road.
 - Penn gully should be cleaned out next week. Other items that will be taken care of very soon are: trimming the trees on the islands, cleaning out the drainage area near the Villages, and replacing the soil in the Shift garden. The work in the garden will be paid for by Sunoco; having trouble getting a response from the oil company but still working on it.
 - Discussion on possibly replacing the trees in the islands with something smaller that will not grow up over the streetlights.
 - Waiting on the bid packages from Neighborhood Services for the 2019 landscape company contract. Mark has received calls from several companies who are asking questions about our requirements, and seem interested in the work. Should be able to vote on this soon.

e. Pool/Clubhouse Committee (Chris Painter):

- **Pool Update** – Received one bid for the pool renovation; the Board asked for two more bids. Met with two more companies; neither has submitted their bids and are not returning phone calls. If we do not hear back soon, we will move forward with the first estimate and get on the schedule so everything will be completed before the next pool season. Worst case scenario for the pool is \$70,000. If no hidden issues/ damage is discovered during the renovation, the total will be closer to \$50,000.
- **Storage Garage Off-Site for Pool Chairs (Seasonal if Available)** – During the off season, the pool furniture is brought inside the clubhouse to prevent rust. The furniture is stacked in the clubhouse bathrooms. We received a complaint about this being a nuisance during a party reservation in the clubhouse. Discussion on where the pool furniture could be stored; cost of renting storage vs. income from party reservations; looking into options and costs before moving forward.
- **Clubhouse Pest Problem** – This has been a repeated problem. Contacted A+ Pest Control, who pointed out many entry points into the clubhouse where the bugs come in and then die because of the pest control spray. Suggested we hire a contractor to seal all entry points to help prevent this continuing issue (caulking, foaming, new weather-strips to seal cracks around doors, windows, sinks, etc. Autumn will contact Neighborhood Services for a handyman recommendation.
- The new camera system has arrived. See Motion #1.

Old Business

- **Penn Wall Repairs Update – Car Accident & Storage Building** – The quote to repair the damage from the car accident is \$2,880.53. The amount to repair one more post and the missing caps is \$2,100 – pending moving a homeowner’s storage shed from against the wall so the remaining work can be completed. Superior Concrete stated they will not do the repairs until the spring due to the ground being too cold to properly set the posts during the repair. Discussion about this issue; a homeowner asked for the Board to request a document from Superior Concrete stating the reason why the work cannot be completed right now. Discussion on the homeowner’s storage shed against the wall, and how to proceed with asking/requiring them to move the shed so the repair can be completed.

New Business

- **2019 Elections** – Three positions are up for re-election: Chad Hoffman, Mark Grant, and Autumn Harting. Discussion on forming the Election Committee to solicit candidates on the website. Autumn stated she would not be running for re-election, so she will head the Election Committee. Discussion about if homeowners could vote for other officer positions that aren't up for re-election, and if a position can be removed by the neighborhood: the neighborhood votes in people to the Board, and it is a function of the Board to assign the positions those people hold. It requires 2/3 of the neighborhood to vote a Board Member out.
- Chris Painter resigned as President as of the end of the November 27th meeting. See [Motion #2](#).
- **Villas Account** – Discussion among guests present and the Board:
 - Why did the Board decide to start charging the \$50 monthly fee? – The governing documents required a monthly charge of \$125 for maintenance of the road, gate, painting, and mowing; however, this fee was never enforced. Instead, an additional \$90 per year was charged. The rest of the neighborhood has been paying for the Villas expenses from the very beginning. When the Board discovered that charging a monthly fee was a legal obligation of the Board, the Board met with the Villas homeowners. After much discussion, the \$50 monthly fee was agreed on. The fee would go toward the road and gate maintenance; it was agreed that no mowing or painting would be done. The \$50 monthly fee was the only way to ensure that there would be a way to pay for the Villas road if the City turned down our petition.
 - How is the Villas road being paid for? – Because the City accepted our petition and created a tax assessment district, the road is being paid for with an annual tax for each Villas homeowner.
 - What expenses have been paid for with the Villas account? – Gate operations, utilities, City of OKC filing fee, engineering report, removing the gates.
 - Discussion about how the expenses are paid. The Board is elected to take care of this for the homeowners. Neighborhood Services receives the bills for everything, and keeps copies of the bills. Neighborhood Services does charge an hourly rate to produce the documents. Homeowners have the right to request the documents, and are responsible for the fees to produce the documents. You can make a request on the HOA website. Kara said it would cost around \$50-\$60 to process a request.

- Why didn't we keep the gates? – This was part of the negotiated contract to help keep the price down.
- What happens if we already paid our \$50 monthly fee for October thru December? – Anything paid after September will be credited towards 2019 annual dues. Kara at Neighborhood Services should have sent out a letter in September explaining this.
- Discussion about the money left over in the Villas account. This money will be transferred over to the capital investment account. Kara pays everything out of the general HOA account and then does a quarterly transfer. She has not done the 4th quarter transfer yet for the Villas account.
- Who is Kara? – Kara is our account manager at Neighborhood Services. She is the one to contact with any accounting questions.
- Can the Board have an outside audit to help put people's minds to ease? – Neighborhood Services does conduct audits on a regular basis. There are controls – any money to be expended and any executed contracts must have a minimum of two Board members to sign. The Board has no access to the money directly. The President and Treasurer have a debit card for small purchases that must be approved by a majority of the Board.
- Why does the leftover Villas money have to go into the capital investment account? Why can't it go to the City to help pay for the street bill or be refunded to the homeowners? – According to the governing documents, the Board does not have the authority to issue refunds of assessments. The Board does have the authority to move any surplus to other areas. The remaining money is from current and previous homeowners. People have moved in and out, and if the Board did have the authority to try to pro-rate the dues, the accounting fees and legal fees would eat up half if not more of the balance in the Villas account. The City cannot accept any payment because of the tax assessment district.
- Why is there money left over? Was the budget set too high? – The \$50 monthly assessment was designed to pay for the road if the City would not agree to take it over.
- Discussion about the tax assessment district. Information is on the HOA website. It's around \$400 per year for 10 years. You can pay if off early.
- Discussion about the Board positions and having a Board, and thanking Chris for all the work he has done as President. We are all neighbors. It has been a learning process. The first Board took over

from the developer. There has to be a Board to tell Neighborhood Services what to do. The Board positions are legal positions required by the State. According to the governing documents, there must be no less and no more than five Board members. Every committee has to be chaired by a Board member. There will be 4-5 positions open at the annual meeting.

- Discussion about annual dues. 2018 annual dues were \$384 for all homeowners. No dues are pro-rated back. Looking at possibly lowering the dues to \$350 next year. We would still have around a \$20,000 surplus. We would have around a \$40,000 surplus if we keep the dues at \$384. The surplus can help with other neighborhood improvements such as fixing up the clubhouse and entrances, and building a bridge to the north pond for fishing.

Main Motions

Motion #1: Moved by Chris Painter and seconded by Chad Hoffman to hire a licensed & insured electrician to install the new camera system. The motion carried unanimously.

Motion #2: Moved by Chris Painter and seconded by Mandy Lunsford to appoint Autumn Harting as Interim President until the 2019 Elections. The motion carried unanimously.

Motions Approved Via Email Prior to November Meeting:

8/31/2018: Moved by Mandy Lunsford and seconded by Mark Grant to approve the estimate from Legacy Window Fashions for \$388.00 for the new clubhouse blinds, and move forward with the installation. The motion carried unanimously.

9/25/2018: Moved by Mark Grant and seconded by Chris Painter to proceed with filing a Hearing on Assets to attempt to collect a debt on a past due account. The motion carried unanimously.

10/1/2018: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve ARC Application #2018-6. The motion carried unanimously.

10/5/2018: Moved by Chris Painter and seconded by Mandy Lunsford to approve the contract with Kidd for \$200.00 per month for a continued clubhouse maintenance program for the winter season. Mark Grant abstained. The motion carried with a majority approval of 4/5.

10/18/2018: Moved by Mandy Lunsford and seconded by Autumn Harting to approve a website post to give Villas homeowners a chance to voice their opinion before removing the column and islands. The motion carried unanimously.

10/19/2018: Moved by Mark Grant and seconded by Chad Hoffman to approve payment of \$450.00 to Performance Electric to troubleshoot the entrances lighting and determine a way forward with relighting. The motion carried unanimously.

10/21/2018: Moved by Autumn Harting and seconded by Chad Hoffman to move forward with the removal of the Villas column and islands in addition to the gates. The motion carried unanimously.



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Announcements

The 2019 Annual HOA Meeting will be held on Tuesday, January 29th at 7:00pm at the SilverHawk Clubhouse. There will be elections for at least four Board members at this meeting.

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!

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:35pm.

SilverHawk HOA Secretary

From: HOA Director <director@silverhawkhoa.com>
Sent: Sunday, December 02, 2018 3:59 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; treasurer@silverhawkhoa.com;
autumn@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED: Minutes from 11/27 Board Meeting

Approved

----- On Sat, 01 Dec 2018 21:44:22 -0800 secretary@silverhawkhoa.com wrote -----

Hello everyone,

I have attached the minutes from the November 27th 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: Autumn Cuellar <autumn@silverhawkhoa.com>
Sent: Sunday, December 02, 2018 4:32 PM
To: secretary@silverhawkhoa.com
Cc: 'Chris Painter'; Mark Grant; Chad Hoffman
Subject: Re: APPROVAL NEEDED: Minutes from 11/27 Board Meeting

Approve.

Autumn

----- On Sat, 01 Dec 2018 21:44:22 -0800 **SilverHawk HOA Secretary**
<secretary@silverhawkhoa.com> wrote -----

Hello everyone,

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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, December 03, 2018 9:28 AM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; director@silverhawkhoa.com;
autumn@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED: Minutes from 11/27 Board Meeting

Approve.

Mark Grant
Treasurer
Silverhawk HOA

---- On Sat, 01 Dec 2018 23:44:22 -0600 secretary@silverhawkhoa.com wrote ----

Hello everyone,

I have attached the minutes from the November 27th HOA Board Meeting. Please reply to all with your approval or amendments if needed.

Thank you,

Mandy Lunsford

Secretary

SilverHawk HOA Board

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