



1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Board Meeting, February 2020

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on February 18th, 2020 at the SilverHawk Clubhouse. It began at 7:06 pm and was presided over by Mark Grant, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Board Members present: Mark Grant, Ashley Monroe, Courtney Zamudio, Mandy Horton, and Bhupender Pal. Quorum established.

There were 7 guests in attendance.

Approval of Agenda

A motion to approve the agenda was made by Mandy Horton and seconded by Bhupender Pal. The motion carried unanimously.

Invitation for Guests to Speak

- Question about the construction debris pile behind the bank near the 178th entrance. Discussed filing a complaint with the City of OKC to have the debris removed. The homeowner submitted the complaint online during the meeting.

Approval of Annual Meeting Minutes

The Annual Meeting Minutes were approved during the February Board Meeting; moved by Mandy Horton, seconded by Mark Grant, and approved by Ashley Monroe, Courtney Zamudio, and Bhupender Pal. These minutes were posted to the website on February 18th, 2020.

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

- Changed the format of the budget to prepare for the next Treasurer in 2021.
- Two separate accounts; Operating and Investment.
- Explained the budget to the new Board Members.
- 2020 income budget of \$151,060.00
- 2020 expenses budget of \$105,473.12
- \$54,087.00 in improvement projects has been approved, and contracts awarded.
- \$88,127.07 total available improvement project money.

Committee Reports

a. Architectural Review Committee (Ashley Monroe)

- No applications at this time – discussed what this committee is in charge of.

b. Covenants Committee (Mark Grant)

- Discussed the black roofs – HOA attorney has given us a few options. The HOA could replace the roofs, the money would come out of the HOA budget, and then the HOA would bill the homeowners. Or, the HOA could compromise with the homeowners – negotiate to replace the roof with Weathered Wood, as required in the governing documents, upon sale of the home or after the next hail storm, whichever comes first. Discussion about these options – the Board feels as though the second option would be a good compromise to be sure the problem gets taken care of.
- Discussed the in-home daycare. The HOA needs photos, witness statements, etc. before moving forward with legal action. A fine violation letter has been sent out, and the homeowner will have 10 days to refute or correct the violation. The cost of the attorney is charged back to the violating homeowner, but the HOA does have to pay these costs up front. If there are any nearby homeowners who are being affected by this in-home daycare, they can call DHS to report the situation.

c. Welcoming/Social Committee (Ashley Monroe)

- The committee is working on three new homeowners right now. Still need the list from October through January from Neighborhood Services.

d. Grounds/Improvements Committee (Mandy Horton)

- First priority item to investigate is the erosion around the oil jack pond.

e. Pool/Clubhouse Committee (Courtney Zamudio)

- First priority item is the new pool furniture. Discussed commercial grade, where to purchase, and the option of refurbishment.

Old Business

- Covered in Committee Reports

New Business

- Board Member Positions
 - President – Courtney Zamudio (See Motion #1)
 - Vice President – Bhupender Pal (See Motion #2)
 - Treasurer – Mark Grant (See Motion #3)
 - Secretary – Ashley Monroe (See Motion #4)
 - Director – Mandy Horton (See Motion #5)
- Bios for Website – Ashley has already emailed hers to Mandy; everyone else will get theirs over to Mandy asap so she can get the website updated.



1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com

Main Motions

- **Motion #1:** Moved by Mandy Horton and seconded by Mark Grant to appoint Courtney Zamudio to the position of President. The motion carried unanimously.
- **Motion #2:** Moved by Mark Grant and seconded by Ashley Monroe to appoint Bhupender Pal to the position of Vice President. The motion carried unanimously.
- **Motion #3:** Moved by Mandy Horton and seconded by Ashley Monroe to appoint Mark Grant to the position of Treasurer. The motion carried unanimously.
- **Motion #4:** Moved by Mandy Horton and seconded by Bhupender Pal to appoint Ashley Monroe to the position of Secretary. The motion carried unanimously.
- **Motion #5:** Moved by Mark Grant and seconded by Bhupender Pal to appoint Mandy Horton to the position of Director. The motion carried unanimously.

Next Meeting: March 31st, 2020 at 7:00pm in the SilverHawk Clubhouse

Adjournment

Mark Grant moved that the meeting be adjourned, and this was agreed upon at 8:09pm.

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Saturday, February 22, 2020 3:20 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; vice.president@silverhawkhoa.com;
director@silverhawkhoa.com
Subject: Re: APPROVAL NEEDED: Minutes from February Board Meeting

Minutes look accurate. Motion to approve the minutes.

Mark Grant
Treasurer
Silverhawk HOA

---- On Sat, 22 Feb 2020 14:53:47 -0600 secretary@silverhawkhoa.com wrote ----

Hello everyone,

Attached are the minutes from the February 18th HOA Board Meeting. Please reply to all with your approval or amendments if needed.

Thank you!

Mandy Lunsford

SilverHawk HOA Secretary

From: Courtney Zamudio <president@silverhawkhoa.com>
Sent: Saturday, February 22, 2020 3:21 PM
To: secretary@silverhawkhoa.com; Bhupender Pal; Mark Grant; Mandy Horton
Subject: Re: APPROVAL NEEDED: Minutes from February Board Meeting

Looks accurate. Approved. Second Mark's Motion.

From: SilverHawk HOA Secretary <secretary@silverhawkhoa.com>
Organization: SilverHawk HOA
Reply-To: <secretary@silverhawkhoa.com>
Date: Saturday, February 22, 2020 at 2:53 PM
To: SilverHawk HOA <secretary@silverhawkhoa.com>, Courtney Zamudio <president@silverhawkhoa.com>, Bhupender Pal <vice.president@silverhawkhoa.com>, Mark Grant <treasurer@silverhawkhoa.com>, Mandy Horton <director@silverhawkhoa.com>
Subject: APPROVAL NEEDED: Minutes from February Board Meeting

Hello everyone,

Attached are the minutes from the February 18th HOA Board Meeting. Please reply to all with your approval or amendments if needed.

Thank you!

Mandy Lunsford

SilverHawk HOA Secretary

From: SilverHawk HOA Director <director@silverhawkhoa.com>
Sent: Saturday, February 22, 2020 6:57 PM
To: HOA President
Cc: HOA Secretary; HOA Vice President; HOA Treasurer
Subject: Re: APPROVAL NEEDED: Minutes from February Board Meeting

Approved

Mandy Horton, Director
SilverHawk HOA

----- On Sat, 22 Feb 2020 13:21:27 -0800 Courtney Zamudio <president@silverhawkhoa.com> wrote -----

Looks accurate. Approved. Second Mark's Motion.

From: SilverHawk HOA Secretary <secretary@silverhawkhoa.com>
Organization: SilverHawk HOA
Reply-To: <secretary@silverhawkhoa.com>
Date: Saturday, February 22, 2020 at 2:53 PM
To: SilverHawk HOA <secretary@silverhawkhoa.com>, Courtney Zamudio <president@silverhawkhoa.com>, Bhupender Pal <vice.president@silverhawkhoa.com>, Mark Grant <treasurer@silverhawkhoa.com>, Mandy Horton <director@silverhawkhoa.com>
Subject: APPROVAL NEEDED: Minutes from February Board Meeting

Hello everyone,

Attached are the minutes from the February 18th HOA Board Meeting. Please reply to all with your approval or amendments if needed.

Thank you!

Mandy Lunsford

SilverHawk HOA Secretary

From: SilverHawk HOA Vice President <vice.president@silverhawkhoa.com>
Sent: Monday, February 24, 2020 9:23 AM
To: SilverHawk HOA Director
Cc: HOA President; HOA Secretary; HOA Treasurer
Subject: Re: APPROVAL NEEDED: Minutes from February Board Meeting

Approved.

Regards
BPS

----- On Sat, 22 Feb 2020 18:56:44 -0600 **SilverHawk HOA Director** <director@silverhawkhoa.com> wrote -----

Approved

Mandy Horton, Director
SilverHawk HOA

----- On Sat, 22 Feb 2020 13:21:27 -0800 Courtney Zamudio <president@silverhawkhoa.com> wrote -----

Looks accurate. Approved. Second Mark's Motion.

From: SilverHawk HOA Secretary <secretary@silverhawkhoa.com>
Organization: SilverHawk HOA
Reply-To: <secretary@silverhawkhoa.com>
Date: Saturday, February 22, 2020 at 2:53 PM
To: SilverHawk HOA <secretary@silverhawkhoa.com>, Courtney Zamudio <president@silverhawkhoa.com>, Bhupender Pal <vice.president@silverhawkhoa.com>, Mark Grant <treasurer@silverhawkhoa.com>, Mandy Horton <director@silverhawkhoa.com>
Subject: APPROVAL NEEDED: Minutes from February Board Meeting

Hello everyone,

Attached are the minutes from the February 18th HOA Board Meeting. Please reply to all with your approval or amendments if needed.

SilverHawk HOA Secretary

From: SilverHawk HOA Secretary <secretary@silverhawkhoa.com>
Sent: Tuesday, February 25, 2020 10:28 AM
To: secretary
Cc: Courtney Zamudio; Bhupender Pal; Mark Grant; Mandy Horton
Subject: Re: APPROVAL NEEDED: Minutes from February Board Meeting

Importance: High

Approved! Thanks, Mandy!

----- On Sat, 22 Feb 2020 14:53:47 -0600 **SilverHawk HOA Secretary**
<secretary@silverhawkhoa.com> wrote -----

Hello everyone,

Attached are the minutes from the February 18th HOA Board Meeting. Please reply to all with your approval or amendments if needed.

Thank you!

Mandy Lunsford