



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
SilverHawk HOA Board Meeting
Thursday June 18th, 2015
7:00 PM – Kevin Mashburn’s House

Attendance: Kevin, Chris, Mandy, Lisa

Absent: Nick, Jesse

New Business:

-Outstanding Dues: Lisa checked with Neighborhood Services about the cost of liens. It costs \$13 to file a lien and \$13 to release a lien. These fees are charged to the delinquent account. Chris mentioned that we need to send notices to the households before filing the liens. Lisa is checking with Neighborhood Services to see if the letters they sent to the delinquent homeowners told them that the next step is to file a lien and send to collections. We will begin filing liens on all homes that are not current and also send those accounts to a collection agency. According to the CCRs, households who are delinquent on their dues not only do not have access to the neighborhood amenities (pool, clubhouse), but also do not have voting rights until they are no longer delinquent.

-Board Members: Chris read through the CCR’s and it says that we should have at least 5 board members. We have talked before about having 9 board members to try and spread out the work, but we decided that we are okay with the 6 members we have right now.

-NextDoor: Discussion on the HOA board’s use of NextDoor. When we signed up for a NextDoor account in the HOA’s name, we were given rules of conduct to use the site. We are only to use it for neighborhood announcements. It is not the proper platform to field problems and complaints. We are to act as a board, not as individuals when using the SilverHawk HOA’s profile on NextDoor. Although not all board members have a personal profile on NextDoor, the use of personal profiles is allowed at the individual’s discretion. Any comments made under a board member’s personal account is that individual’s opinion, and not that of the HOA Board. The proper channel for complaints is on the HOA website complaint form. When a form is submitted, it is discussed at the next board meeting where all the board members can act together to solve the problem. All board members present voted unanimously to use the HOA’s NextDoor account for announcements only. Chris or Mandy will be posting the complaint form link on NextDoor and explain to the neighborhood the proper format to voice complaints and/or problems to the HOA so they can be reviewed and solved in a timely manner with all board members involved together as a whole.

-Documentation: Chris has been reading the HOA law book we received from the attorney. He said that we need to be sure anytime we are voting on something through email in between our monthly meetings, we need to be sure everyone responds so that it is official and documented. Chris motioned to purchase a locking

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file cabinet to put in the clubhouse closet. Kevin seconded and the motion carried. We will start keeping all HOA documents in the locking file cabinet. This will help during board member transitions and if someone is unavailable for an unexpected period of time. Chris asked that we all bring any documents we have in our possession that need to be placed in the file cabinet to the next meeting. We will also begin making digital copies of all documents to put on the DropBox account as a backup.

-Variances: After looking at the HOA law book, Chris suggested that we go through the neighborhood and find all of the architecture/construction violations for things like pergolas, playgrounds, storage sheds, etc. that were constructed without approval from the board. We need to write a letter to these households stating that they were in violation of the CCRs by not seeking approval first, but rather than have them remove the structure, we are granting them a variance. The letter will remind them that in the future, they must abide by the CCRs and apply for approval prior to construction. This will help us with future violations.

-Attorney: Chris made a motion to approve a resolution to meet with the attorney regarding the HOA. Kevin seconded and the motion carried. All board members present signed the resolution. The board discussed what items we need to consult with the attorney about:

- Ongoing CCR Violations and Remedies
- Leaning Brick Wall on Penn. Whose liability is it?
- Review CCRs. Would like to add a provision stating that if a quorum is not met at a neighborhood meeting, we can reschedule the meeting for a later date. At that rescheduled meeting, the quorum could be a smaller amount. Many neighborhoods have this provision in their CCRs. This would help the neighborhood to conduct business in a more efficient manner.
- ByLaws. Chris talked with the developer's office and Lisa searched the county records, and discovered there are no ByLaws for our neighborhood. How do we go about creating them?

-Chris and Kevin are meeting with the attorney on Monday, June 22nd.

-Our next board meeting will be on Monday, July 6th. We will hold the meeting at the clubhouse, and invite any homeowner who would like to address the board to please come to the meeting at 7:00pm.