



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com

SilverHawk HOA Board Meeting

Monday May 4th, 2015

7:00 PM - Clubhouse

Attendance: Kevin M., Ryan, Nick, Jesse, Mandy, Lisa

Absent: Kevin W., Chris

Old Business:

What did we decide to do about the improvement request from the homeowner in Phase 2? **Kevin emailed him telling him to talk to the developer; we do not have any jurisdiction over that area at this time.**

Past Assignments:

Kevin Mashburn

-Email homeowner saying No to swim team: **Done**

-Get meter for firemen from developer: **No longer needed since the pool is already filled.**

Jason Slaton

-Finish up treasurer stuff to get ready to turn over: **Done**

-Do 2014 Taxes: **Finished and filed. Neighborhood Services will handle this next year.**

Nick Szymanski

-Have guy look at fountain motor: **Replacement costs \$1,400 and comes with 3 yr warranty. We voted to move forward with this.**

-Have guy look at electricity on Penn entrance: **High voltage would cost at least \$1,000 because we would need a conduit. Low voltage LED would only need a new control box like we used to have. Suggested the possibility of OG&E pole lights similar to what is at the Sonic on Penn.**

-Have the sprinkler guys come out and look at all the sprinklers: **The sprinkler company is still in the process of completing this. We need to check the bill for this because they were seen working on the oil pump system, which Nick specifically told them not to do. We will no longer be using that system. They do need to check on the entrance at 178th since that is now completed.**

-Ask them what zone or how to tell what is being used for the community garden in Shift: **A different company installed the system in the common areas. We assume it is coming from the same meter that is in the gardens. If that is so, the SHIFT residents are responsible for that area as well. If they have an issue with that, they should take it up with the developer and builders for making the area that way.**

-Get Phase 2 mowing estimate: **Waiting to hear back on this.**

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Chris Painter: Absent from meeting

- Continue trying to get by-laws
- Email to see about getting two new board members
- Set up Dropbox: **Lisa thinks this has been done. She will share the account with the Board.**

Kevin Williams: Absent from meeting. He told Ryan via text message that he prefers to no longer be on the board, but that he will take care of sending these letters as his last act of service.

- Send letter to daycare stating approval was mistake and she doesn't have approval, never asked for approval, and concern about wear and tear on roads and gate
- Send letter to unapproved beautiful pergola stating that in future they need to ask permission

Ryan Bright

- Set up pool key card and clubhouse rental requests to go to Neighborhood Services: **Working on this.**
- Set up board member emails: **This task has been assigned to Mandy.**
- Cancel PayPal: **Link has been removed from website. Lisa will cancel PayPal once it has been 4 days since the last transaction.**
- Order signs: **Done. Will contact Nick when they have arrived.**
- Talk to builder about approving fee schedule: **Waiting to hear back. Will contact him again.**
- Put garage sale signs up: **done**

Lisa Slaton

- Email Neighborhood Services explaining why pool requests are going to them: **Done**
- Get secretary stuff in order for Mandy to take over: **Done, except is needing to email the Excel file of votes to Mandy.**

Jesse Kemp

- Continue looking into cost of private road repair (cost analysis): **Has looked at Fenwick as an example of estimated costs. Repair cracks: \$1.85 per linear foot. Re-seal: \$0.32 per square foot. To mill up road and put down new asphalt: \$5.65 per square foot. Estimates this to be at least \$1,500 to \$2,000 special assessment per house in the Villas. Jesse is going to try to get the street measurements from the developer so we can get a better idea of the overall costs of repairs and upkeep.**
- Take over NextDoor from Ryan: **Ryan has given everyone the login info. We must remember to avoid conflicts and if a conflict does arise, to ask that person to contact us directly via email, phone call, or at our meetings.**

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-Email board link about cost of paving: **Done.** <http://nacok.org/wp-content/uploads/2013/07/PrivateRoadMaintHandOut7182013.pdf>
-Paragraph for Villas Closing Letter: **Tabled to later date after we have resolved the private road vs. public road issues.**

Mandy Lunsford

-Work on welcoming committee welcome packets: **Still compiling the information needed for the packets. (see new business)**

New Business:

Discuss keeping the Villa gates open from 7am to 7pm: **We are still needing more information before we can move forward with this. We do all agree this is something we should do if we can get the City to take over the private road. We will discuss this again after we have more info.**

Website Update: Need the new mailing address and new online payment link added: **Ryan will email the login info for the website to Mandy so she can take this over.**

-Someone in the Villas has asked for the gates to be open during an Open House. We talked about the possibility of starting to charge people \$10 an hour to keep the gates open for things like this due to this needing to be taken care of by the gate company

-We talked about restructuring Chris' position on the Board to more of a legal consultant so he doesn't have to make it to every meeting. We can talk to him about this at the next meeting.

-Lisa mentioned that someone is dumping trash clippings on the pipeline area on 175th. We need to keep a look out to see who is doing this. Also, Nick posted about this on NextDoor.

Kevin Mashburn

-A homeowner who is delinquent on dues is selling their home: **They have never paid their dues since purchasing their house. They owe the HOA around \$1,800. Neighborhood Services is checking on liens on this house.**

-Cracked sidewalk: **A pool company drove heavy equipment over the sidewalk and caused some cracks where they are building a pool for a homeowner near the entrance. Keven is going to ask the homeowner about this to get the pool company to make the repairs.**

-Pool preparations: **Because the people who repaired the cracks in the pool and then filled up the pool, we now have an algae problem because we did not have the pumps going and not enough chemicals in the pool to avoid this. Taylor has been working on cleaning it without having to drain it. Taylor also has asked for a new vacuum head. He estimates it to be around \$100. The board approved this purchase. Kevin also said that we will be getting rid of the storage box and moving everything into the pump room.**

-Spring clean up: **Due to the weather forecast for this weekend, we have postponed the neighborhood BBQ to June and the planting of flowers to this Monday, May 11th at 7:00pm. Our budget for flowers this year is \$300.**



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-178th entrance: **The new entrance is completed! We will also plant flowers here on Monday evening.**

Nick Szymanski

-Entrance/landscape lighting: **(see old business)**

Lisa Slaton

-Review Budget: **Still working on the budget. Will email the Board a copy of the updated budget soon**

-Update on Unpaid: **Working with Neighborhood Services to make sure this is accurate. Lisa has found at least 8 households that have paid their dues, but they are on this list and there is no record of that money entering our account.**

-BBQ this Saturday, May 9th: **Postponed until sometime in June.**

-Information about Retirement Center: **Lisa showed us the plans and elevations for the Emerald Springs Retirement Center. Construction to begin in July and last about 6 to 8 months.**

-Ask Nick about AT&T Bills: **Lisa is going to send all the bills to Nick so he can see if there is a way to reduce them.**

Jesse Kemp

-Leaning of the exterior wall of the neighborhood on Penn, south side of entrance: **He has seen this problem get worse. Over the last 6 months or so, it has leaned another 4 to 5 inches. There is no way to externally support the wall because of the sharp drop off. Who is responsible for this wall? Kevin is going to talk to the developer about this because it is a safety hazard and can also affect people's decision about purchasing a new home in our neighborhood.**

Mandy Lunsford

-Need the clubhouse reservation emails to come to Mandy: **Ryan will have the emails go to Neighborhood Services who will check to see if they are current on their dues. Will then forward these to Mandy.**

-List of Unpaid may be incorrect: **Lisa has already discussed this.**

-Budget for Welcome Packets: **Starting out with enough packets for 20 houses. Estimating the cost to be about \$85. Mandy will pay for everything out of pocket and then send the receipts to Neighborhood Services for reimbursement. Mandy will also talk to them about adding \$5-\$10 to the administration fee at closing to help cover this cost.**

-Playground Variance Letters for Mandy and Jesse: **Mandy will work on this.**



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Next Meeting:

Monday, June 1st at 7:00pm: Kevin's house at 17301 Hawks Tree Lane in the Villas.

New Assignments:

EVERYONE: Please bring to the next meeting a list of things you would like to see done to help improve the neighborhood. We will discuss this and rank them in order to create a long term plan for the neighborhood.

Kevin Mashburn

- Contact homeowners where the pool company cracked the sidewalk
- Talk to the developer about the wall on Penn that is leaning. Who is responsible for it? It is a safety hazard and looks bad to potential home buyers.

Ryan Bright

- Send website login info to Mandy so she can take over
- Set up pool keycard requests and clubhouse rentals to go to Neighborhood Services (or Mandy can do this once she takes over the website)
- Ask builder again about the fee schedule votes
- Contact Nick when the new signs have arrived

Nick Szymanski

- Have sprinklers checked at 178th entrance
- Get flowers ordered for spring planting
- Look at our AT&T bills to see if there is a way to reduce them
- Be sure to check the bill from the sprinkler guys because they worked on the oil pump system when specifically told not to.
- Call OG&E to get estimate for pole lights at both entrances
- Call fire department to cancel for May 9th

Chris Painter

- Need to get By-Laws
- Send email to try to get more Board members: we now need 3 more if possible.

Lisa Slation

- Send excel file of fee schedule votes to Mandy
- Share DropBox with the Board
- Send all AT&T bills to Nick to see if he can find a way to reduce them
- Email fee schedule to the Board

Jesse Kemp

- Ask the developer for the street measurements for the Villas
- Keep doing research of how we can get the City to take over the street in the Villas



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- Send bio for website to Mandy

Mandy Lunsford

- Ask Neighborhood Services about adding \$5-\$10 to the administration fee at closing to cover the cost of the welcome packets
- Work on creating new board emails in Gmail
- Work on updating the website: calendar not working; is there a way for neighbors to sign up for neighborhood updates?
- Create bio for website
- Finish making welcome packets and get them printed