



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
SilverHawk HOA Board Meeting
Monday June 1st, 2015
7:00 PM – Kevin Mashburn's House

Attendance: Kevin, Chris, Nick, Mandy, Lisa

Absent: Jesse

Old Business:

Past Assignments:

Kevin Mashburn

- Contact homeowners where pool company cracked the sidewalk: **They plan to have the pool company fix the sidewalk, but we need to follow up with a formal letter for our records. This will be added to Chris' assignments.**
- Talk to the developer about the wall on Penn that is leaning: **This wall belongs to the HOA. However, there is a small section that is wooden with a brick column. Kevin plans to tell the developer that this needs to be completed to match the rest of the wall.**

Ryan Bright: Not Present; resigned from the Board at the May meeting.

- Send website login info to Mandy so she can take over: **Done**
- Set up pool keycard requests and clubhouse rentals to go to Neighborhood Services (or Mandy can do this once she takes over the website): **These will both go to Mandy for the time being. After verifying the status of dues, she will forward the pool key requests to Kevin.**
- Ask builder who has not submitted votes yet again about the fee schedule vote: **Mandy will take this over.**
- Contact Nick when the new signs have arrived: **Nick is going to check with Ryan to see if the signs have been ordered.**

Nick Szymanski

- Have sprinklers checked at 178th entrance: **Waiting to hear back from the sprinkler company.**
- Get flowers ordered for spring planting: **Done**
- Look at our AT&T bills to see if there is a way to reduce them: **Working on this. Thinks he can reduce the clubhouse phone by about \$10.**
- Be sure to check the bill from the sprinkler guys because they worked on the oil pump system when specifically told not to.: **Will do this once he receives the bill from the sprinkler company.**
- Call OG&E to get estimate for pole lights at both entrances: **Will cost \$10/month per light. He ordered one flood light for each entrance and they should be installed very soon. The cost will be added to our monthly OG&E bill. These will help light up the entrances at night that so they will be easier to see.**
- Call fire department to cancel for May 9th : **Done**

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Chris Painter

- Need to get By-Laws: **Working on this. Developer's office may have some information. If the Bylaws do not exist, we will need to write them.**
- Send email to try to get more Board members: we now need 3 more if possible.: **Received an email from a person who is interested in joining the board. We agreed that this person sounds like a good fit for the team. Also need to contact two other people who have expressed interest in joining.**

Lisa Slation

- Send excel file of fee schedule votes to Mandy: **Done**
- Share DropBox with the Board: **Chris will do this.**
- Send all AT&T bills to Nick to see if he can find a way to reduce them: **Done, and Nick is working on them.**
- Email fee schedule to the Board: **Done**

Jesse Kemp: Was not present at meeting. Will get updates next month.

- 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.
- 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: **The only way we can do this is if it is written in the CCRs or Bylaws that we can add miscellaneous administration fees. We need to have some kind of documentation to make a request of that nature.**
- Work on creating new board emails in Gmail: **Need the login info for Network Solutions, the site where our domain was purchased, to be able to prove ownership of the domain. It was suggested to contact the developer's office.**
- Work on updating the website: calendar not working; is there a way for neighbors to sign up for neighborhood updates?: **The clubhouse reservation calendar is now working. Still working on the rest of the website.**
- Create bio for website: **Need to do this. Asked if anyone would like their bios to be updated, to please send them to Mandy.**
- Finish making welcome packets and get them printed: **About ready to go print the packets. Have had 2 people volunteer to give coupons for the packets, but have not received them. Also had 2 people ask to be on the Welcoming Committee. Plan to start delivering the packets within the next few weeks.**



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New Business:

Kevin Mashburn

-Violation of CCRs/Running a Business out of the Residence: **Discussion about the violation and negative effects it has on the neighborhood. Resident did not apply for a variance prior to opening the business and did not respond well to the notice and is refusing to comply with the CCRs. We have decided to consult with an attorney to see what we should do about this. We understand that this has the potential to cause a hardship on the resident, but there is no need for an HOA or a board if we do not follow and enforce the CCRs for the neighborhood.**

-Fee Schedule Vote Count: **We need 36 more Yes votes to pass the fee schedule. There are 95 households who have not voted. Mandy will send out this list to the board and we will break it up into groups and start going door to door to get these votes.**

-Broken Sidewalk Letter: **Chris will send this.**

-July 4th Cookout: **The majority of the board will be out of town this weekend, so we decided to have a cookout on August 8th. This will be our Fall Out. Mandy will reserve the clubhouse and Nick will ask the fire department to bring out a truck.**

-HOA Fees Not Paid: **We think that the list from Neighborhood Services may still be incorrect. Some people have come forward with proof of payment who were on the list. Hopefully this will be resolved soon and it will run more smoothly next year when we are not transitioning to a new system and bank. Kevin will start deactivating pool keycards this week for those who have not paid. We will also start filing liens soon.**

Nick Szymanski

-Cookout: **Discussed previously (see notes under Kevin Mashburn)**

-Re-doing Landscape at 178th Entrance: **Since the neighborhood does not join together on landscaping days except for a few of the board members who are available, we have decided to hire a company to do this for us. Nick will get an estimate from a landscape company.**

-Entrance Lighting: **Discussed previously (see notes under Old Business, Nick Szymanski)**

-**The pond fountain is now up and running. It did cost the estimated \$1,300 but there will also be about \$800 more on the bill due to electrician fees for other issues that were encountered when turning the fountain back on.**

Lisa Slaton

-Budget Update: **Lisa gave us a printout of the updated budget. We decided to remove the Pool Management, Pool Maintenance, and Pool Misc and replace with Pool.**

-Liens: **Neighborhood Services claims that there are no liens on any of the homes in our neighborhood. Lisa is going to do some more research into this,**

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because we do not believe this to be true. We did file a lien on the property that owes the HOA around \$1,400 on 6/1/2015.

-PayPal: All PayPal links have been removed from the website. She will be transferring all the money over to the NBC account; this will take 4 days to clear. After the money is out, she will work on canceling the PayPal account. It is in the developer's name, so we may need to have that office assist with this.

-Term Limit: Talked about making term limits if there aren't already any written in the Bylaws. We will discuss this again next month.

-New Board Members: Discussed previously (see notes under Old Business, Chris Painter)

Chris Painter

-ByLaws: Discussed previously (see notes under Old Business, Chris Painter)

Mandy Lunsford

-Questions about Website Updates: Working on getting everything up to date. Will be deleting Outstanding Dues/Liens page and Pool Suspension page. Need to have the board sign up form submissions go to Lisa. Will work on uploading the budget report from the end of last year. Report an Issue form submission will now go to Chris. Need to delete the HOA voicemail hotline and Yahoo group from the Contact Us page as these are no longer operating.

-Meeting Minutes for Website and NextDoor: Need to start posting these online for the neighborhood to see.

-Facebook: Have tried in the past to become an Admin or take over the page that a resident created. They will not let us be a part of it, so Mandy will be creating a new one.

-Questions about Clubhouse Rentals: There is no rental agreement, so need to delete the reference to that on the website. Need to say on the website that no tape or push pins are allowed on the walls or ceilings. Painter's tape is acceptable. Need to make a cleaning list that is just for the clubhouse area; right now it is linking to the pool duty checklist. People who have reserved the clubhouse need to send one \$50 check to Neighborhood Services for the use fee and one \$50 check to Mandy for the cleaning deposit. Mandy will hold the cleaning deposit check until verification that the clubhouse was cleaned after the event, then Mandy will give the check back, or shred it.

-Planning Ahead: future neighborhood meeting/event dates for online calendar?: Next event is Fall Out on August 8th and we plan to have our neighborhood meeting sometime in January.

Next Meeting: Monday, July 6th at 7:00pm at Kevin's house

New Assignments:

EVERYONE: Please send Mandy a new bio for the website if you would like for it to be updated.

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Kevin Mashburn

- Talk to the developer about finishing the brick wall on Penn.
- Deactivate pool keycards for residents who are delinquent on their dues.

Nick Szymanski

- Check with Ryan to see if the signs have been ordered.
- Call fire department to schedule them for the Fall Out on August 8th.
- Get estimate to re-do the landscape at the 178th entrance.

Chris Painter

- Send formal letter about cracked sidewalk.
- Share DropBox with the board.
- Contact the 3 people who have expressed interest about joining the board.
- Contact the developer about the ByLaws.
- Contact an attorney about the CCRs violation.

Lisa Slation

- Research liens in the neighborhood.
- Work on cancelling the PayPal account.

Jesse Kemp

- Ask 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.
- Send bio for website to Mandy.

Mandy Lunsford

- Continue updating the website.
- Contact the developer about the login for Network Solutions.
- Contact the builder who has not submitted votes about fee schedule vote.
- Create new Facebook page for the HOA.
- Send list of households who have not voted to the board.
- Reserve the clubhouse for the Fall Out on August 8th.
- Print Welcome Packets and start delivering them.