



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Monthly Board Meeting, November 2015

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on November 3rd, 2015 at the SilverHawk Clubhouse. It began at 7:05pm and was presided over by Chris Painter, with Mandy Lunsford as secretary. (There was no Board meeting during the month of October due to schedule conflicts.)

Roll Call & Quorum Determination

All voting members in attendance: Chris Painter, Lisa Slaton, Jesse Kemp, Nick Szymanski, and Mandy Lunsford. Quorum established.

Guests in attendance: Virginia Slaton

Approval of Agenda

A motion to approve the agenda was made by Chris Painter and seconded by Mandy Lunsford. The motion carried unanimously.

Invitation for Guests to Speak

- a. Discussion about adjusting the bright light at the 178th St entrance. Nick Szymanski will be discussing this with OG&E.

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford, Chris Painter, and Lisa Slaton on September 28th, and approved through email by Jesse Kemp on September 30th. Nick Szymanski abstained, as he was not present at the September Board Meeting. These minutes were posted to the website on October 1st.

Treasurer's Report

The Treasurer's Report was presented by Lisa Slaton. Discussion about the proposed budget for 2016 and adding some additional categories.

- Dues for 2016: Tabled to next meeting.
- Dues Statement Letter: Tabled to next meeting.
- Collections Company: Meeting scheduled with attorney to discuss the collections process and charges.

Committee Reports

- a. **Architectural Committee (Jesse Kemp):** Continuing to work on guidelines for how neighbors should formally interact with the Board about CCR approval requests and complaints.
- b. **Legal Affairs/Compliance Committee (Chris Painter):** Meeting with the attorney on Monday, November 9th at 9:00am.
 - ByLaws Draft: Discussed and made a list of questions for attorney.
 - Memos from Attorney: Discussion about the answers to some of the Board's questions to the attorney.

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- Winton Law Invoices: \$1,267.50; for creating the ByLaws draft, going over questions about assessments and amending the CCRs.
 - Board of Directors Handbook Development Update: Tabled until document revisions are completed (see [Motion #2](#))
 - Resolution for Email Voting (We need to have a formal resolution in place for this.): [Resolution #1](#), signed by all Board members
 - CCR Issues with Annual Dues and Villas' Dues: Still in discussion with the attorney
- c. Welcoming/Social Committee (Lisa Slaton):** One big social per year; May pool opening event. Discussion about creating a quarterly memo with the Top 10 Most Violated Covenants.
- d. Grounds/Improvements Committee (Nick Szymanski):** Need to purchase heat wraps for the sprinkler system control valves.
- Common Areas in Phase 2; holding the developer and builders responsible for cleaning up all debris before HOA takes over: Nick is making a list of all areas that need attention. The Board will do its best to keep the developer and builders accountable to resolve these issues before handing everything over to the HOA.
 - Keeping Pipeline Areas Cleaned Up
- e. Pool Committee (Chris Painter):**
- Pool Gate Access Cards Update: New cards have arrived and he will be issuing them soon.
 - Camera's Recording Issues: Possible needs a new hard drive. Chris will test it and purchase a new one if that is the solution.

Old Business

Discussion on the following:

- Ordering Signs for Entrances: Nick is working on getting prices for these and plans to have them ordered by the end of the year.
- Sprinkler Repair Bill: Nick is waiting on a breakdown of repairs before approving the bill to be paid.
- Water Well: Company was notified on the Board's decision to not let them use the HOA's water well.

New Business

Discussion on the following:

- Logistics for Phase 2 Garden Electric & Water Bills (Both water and electric for the garden are on separate meters): Tabled to next meeting; discussing with attorney.
- Options for Emergency Access Road in Phase 2 (currently gravel): Chris will be contacting the City to see if this is required, and if so, is it required to be gravel?
- Clubhouse Trashcans: Board members will rotate every month during the off season.
- Service for Villa Gate Phone Line/Gate Maintenance: Lisa is checking with Neighborhood Services to see what they charge for the gate maintenance.



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Nick is going to work on switching the phone line service from Cox to AT&T (see [Motion #1](#))

- Annual Meeting
 - Meeting Location Update: January 12th, 7:00pm-9:00pm at Westfield Elementary School Cafeteria
 - Announcements on Website & NextDoor
 - CCR Revision Vote to Include Fine Schedule (Done through Attorney): Still working on this with the attorney.
 - Announcing Two Board Member Openings for the Neighborhood to Vote On: Discussion on appointing 2 members until we can vote at the annual meeting. We want there to be a transition period so the new members can be trained by the outgoing members.
- Discussion on recruiting committee members.
- Discussion on the duties and responsibilities of each committee. We want to be able to present these at the annual meeting and update the committee section of the website.
- Chris Painter (President) signed the Neighborhood Services Contract: takes affect 1/1/2016 through 12/31/2016.
- Lisa is discussing the Level III services and cost with Neighborhood Services.
- Nick is looking into consolidating pool phone lines (see [Motion #1](#))

Main Motions

Motion #1: Moved by Chris Painter and seconded by Lisa Slaton to switch the Villa gate phone line from Cox to AT&T and to consolidate the pool phone lines. The motion carried unanimously.

Motion #2: Moved by Chris Painter and seconded by Jesse Kemp to table discussion of Phase 2 improvements, neighborhood fundraisers, and the Board of Directors Handbook until after the document revisions are completed. The motion carried unanimously.

Motion #3: Moved by Chris Painter and seconded by Lisa Slaton to approve the repair of the Villas' east exit gate backup battery control unit for \$350. The motion carried unanimously.

Resolutions

Resolution #1: Formal Procedure for Email Voting by the Board; signed by all 5 Board members.

Resolution #2: President or Treasurer has the authority to approve bills from contractors to be paid; signed by all 5 Board members.

Resolution #3: President or Treasurer has the authority to approve utility bill to be paid; signed by all 5 Board members.

Announcements

Next monthly Board meeting will take place at 7:00pm on Monday, December 7th at the SilverHawk Clubhouse.



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HOA Annual Meeting will take place at 7:00pm on January 12th in the Westfield
Elementary Cafeteria.

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at
9:55pm.