



---

1322 Fretz Drive • Edmond OK 73003 • [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)  
Minutes for SilverHawk HOA Annual Meeting, January 12<sup>th</sup> 2016

### **Call Meeting to Order**

A annual meeting of the SilverHawk HOA was held on January 12<sup>th</sup>, 2016 at the Westfield Elementary School Cafeteria. It began at 7:05pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

### **Roll Call & Quorum Determination**

45 Households Represented; no quorum established. Popular vote will be used for approval of the 2016 Budget and election of two new Board Members.

### **Approval of Agenda**

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

### **President's Introduction (Chris Painter)**

The neighbors present were thanked and welcomed and each Board Member was introduced.

### **Neighborhood Services Corporation Report (Kara Gentry)**

Explained what NSC does to help out the HOA Board: process and collect dues, manage finances, visit the property quarterly, collect 3 bids for each service the HOA is needing and presents the Board, in charge of pool keys and gate clickers, etc. Lisa Slaton also spoke about why we are using NSC and how they help streamline the process for the Board and HOA. Cost is only about \$20 per year per household to use NSC.

### **Introduction of Candidates**

#### **(Michelle Calhoun, Autumn Harting, & Chad Hoffman)**

Autumn and Chad introduced themselves and spoke briefly on why they want to join the Board. Michelle was not present due to recovering from shoulder surgery. Her bio from the website was read to those present.

### **Treasurer's Report (Lisa Slaton)**

The Treasurer's Report was presented by Lisa Slaton: On track to have about \$75,000 in the rainy day fund at end of 2016. Big expenses coming up are pool repair/replacement and repairing the brick wall on Penn. Recommended having a separate meeting with The Villas about how to cover their costs for the gate and road maintenance.

### **Phase 2 Discussion (Mandy Lunsford)**

Presented issues that have been discovered in Phase 2 from research with the City of Oklahoma City Public Works Department, and the Official Plats filed with the Oklahoma County Court Clerk (missing sidewalks in Common Areas, barbed wire fence on Common Area, left over construction debris and gravel road mess across the Private Access Easement in Common Area, etc.) Asked residents to let the Board

1322 Fretz Drive • Edmond OK 73003 • [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)  
know about any other issues they have seen so the developer can address all issues before turning over Phase 2 to the HOA. Also presented issues discovered in Phase 1 (missing Pedestrian Easement, cracking sidewalks, possible Private Streets other than The Villas.)

### **Committees & Involvement Opportunities for Members (Jesse Kemp)**

Described each committee and what they are responsible for, communication efforts, other ways to help out without being on the Board or a committee (helping with neighborhood clean-up and planting days, researching topics for the HOA, talking with your neighbors about what is going on in the neighborhood, etc.)

### **CCR's Revision & Bylaws Adoption (Chris Painter)**

The developer never wrote any Bylaws for the neighborhood, and there are numerous errors throughout the CCR's. The Board is currently working with an attorney who specializes in HOAs Chris explained the importance of each document and the current progress of this task. We will have an information meeting with the attorney when the documents are completed. Volunteers from each area of the neighborhood will be needed to create a special committee to help go door to door to explain the documents and get neighbors to vote. At least 80% of the households are required to vote to make these documents official.

### **Board Member Handbook (Chris Painter)**

This handbook has explanations of all the procedures for each Board Member. This will help with turnover, and help everything to stay organized and run smoothly.

### **Information Signs (Chris Painter)**

One information sign will be placed at both entrances to the neighborhood. These signs will have important announcements on them and direct neighbors to the HOA website for more details.

### **Website Enhancements (Mandy Lunsford)**

Described the work that has been done and is continuing to be done to the HOA website: fixing broken links, deleted repetitive pages, posting monthly agendas and minutes, more announcements, new Facebook page, created new calendar for clubhouse reservations, new pool duty sign up page, fixed content errors and created new content, etc. Still a work in progress; always looking to improve and add more content.

### **Board Member Election & Budget Approval**

Chad Hoffman and Michelle Calhoun were elected as the two new Board Members. The 2016 Budget was approved.

### **Questions from Members**

The following items were discussed among the members:

- Perception of the Board; What Can We Do Better?
- Concerns of the Low Amount of Households Attending the Meeting



---

1322 Fretz Drive • Edmond OK 73003 • [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)

- Concerns of Previous Turnover in the Board
- Challenges of Cleaning Up the Developer's Mistakes
- Appreciation from the Members to the Board
- Concern About the Steepness of 178<sup>th</sup> Entrance
- Pedestrian Easements to School
- Process of How to Reclassify Private Streets to Public Streets with the City of OKC
- Issues in Phase 2
- Beautification of Common Areas in Phase 1 & Phase 2
- Pool Problems
- Phase 2 Garden
- Possible Option of Electronically Voting Online in the Future

**Adjournment**

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:35pm.

## SilverHawk HOA Secretary

---

**From:** HOA Treasurer <treasurer@silverhawkhoa.com>  
**Sent:** Friday, January 15, 2016 1:04 PM  
**To:** secretary@silverhawkhoa.com  
**Cc:** Chris Painter; Jesse Kemp  
**Subject:** Re: Approval Needed: Annual Meeting Minutes

Approve.

Sent from my iPhone

On Jan 15, 2016, at 12:49 PM, SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote:

Hello everyone,

I have attached the minutes from the 2016 Annual HOA Meeting. Please look them over and reply to all with your approval or any amendments if needed.

Jesse, I included you in this email instead of the two new Board Members because at the time of this meeting, you were still a voting member and they were not. Also, Michelle Calhoun was not present at this meeting.

Thank you,

*Mandy Lunsford*

Secretary  
SilverHawk HOA Board  
Call/Text (405) 208-3939  
[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

<20160112 Annual HOA Meeting Minutes.pdf>

## SilverHawk HOA Secretary

---

**From:** Jesse Kemp <jkemp831@hotmail.com>  
**Sent:** Friday, January 15, 2016 1:54 PM  
**To:** 'Chris Painter'; Lisa Slaton; secretary@silverhawkhoa.com  
**Subject:** Re: Approval Needed: Annual Meeting Minutes

Approve.

---

**From:** SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)>  
**Sent:** Friday, January 15, 2016 12:49 PM  
**To:** 'Chris Painter'; Lisa Slaton; 'Jesse Kemp'  
**Subject:** Approval Needed: Annual Meeting Minutes

Hello everyone,

I have attached the minutes from the 2016 Annual HOA Meeting. Please look them over and reply to all with your approval or any amendments if needed.

Jesse, I included you in this email instead of the two new Board Members because at the time of this meeting, you were still a voting member and they were not. Also, Michelle Calhoun was not present at this meeting.

Thank you,

*Mandy Lunsford*

Secretary  
SilverHawk HOA Board  
Call/Text (405) 208-3939  
[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

## SilverHawk HOA Secretary

---

**From:** Chris Painter <president@silverhawkhoa.com>  
**Sent:** Sunday, January 17, 2016 2:29 PM  
**To:** secretary@silverhawkhoa.com  
**Cc:** Lisa Slaton; Jesse Kemp  
**Subject:** Re: Approval Needed: Annual Meeting Minutes

Approve

Sent from my iPhone

On Jan 15, 2016, at 10:49, SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote:

Hello everyone,

I have attached the minutes from the 2016 Annual HOA Meeting. Please look them over and reply to all with your approval or any amendments if needed.

Jesse, I included you in this email instead of the two new Board Members because at the time of this meeting, you were still a voting member and they were not. Also, Michelle Calhoun was not present at this meeting.

Thank you,

*Mandy Lunsford*

Secretary  
SilverHawk HOA Board  
Call/Text (405) 208-3939  
[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

<20160112 Annual HOA Meeting Minutes.pdf>