



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Board Meeting, August 30th, 2016

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on August 30th, 2016 at the SilverHawk Clubhouse. It began at 7:35 pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Voting members in attendance: Chris Painter, Lisa Slaton, Chad Hoffman, and Mandy Lunsford. Mechille Calhoun was not present. Quorum established.

Guests in attendance: Virginia Slaton and Lee Speer

Approval of Agenda

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

Invitation for Guests to Speak

Lee Speer: Spoke of her concern with the flowers the landscape company selected and planted at the 178th entrance. The breaker for that area of sprinklers had flipped, but it has been fixed and the sprinklers are now working. Chad (Grounds Committee Chair) talked about how this year, we have two different companies doing the mowing and doing the weed control. Next year, his goal is to combine this into one company to avoid some of the timing issues we have experienced this season. Lee volunteered to join the Grounds/Improvements Committee and will keep an eye on things like areas that are not getting enough water, need to be weeded, etc. She would also like to be involved in selectin the flowers that are planted at the entrances. Lee also spoke about her hopes for the New Declaration and ByLaws to pass for the community. She feels that it will better our neighborhood and help keep our property values from declining. She has lived in a neighborhood previously where this was not taken seriously, and the community started going downhill. We all want the grounds to be nice, and for SilverHawk to be a place where people want to live. Lee volunteered to help with the door-to-door campaign to get these ByLaws passed.

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford, Chad Hoffman, Lisa Slaton, and Mechille Calhoun on August 10th, and by Chris Painter on August 12th. These minutes were posted to the website on August 15th.

Treasurer's Report

The Treasurer's Report was presented by Lisa Slaton.

- **Financial Update:** An update was given on the overall budget and the Villas budget.
- **Additions to 2017 Budget:** Update the maintenance fees for the Villas if the streets stay private.

- **Saving for Pool:** Discussed opening up a money market savings account that would be for the pool only. This would help keep these savings separate from the general fund, so that no money set aside for these items would be spent on other things. See Motion #1
- **Update on Utility Usage with Phase 2 Addition:** July bill was around \$300 more to run the sprinklers in the Phase 2 area.
- Also discussed starting the process of receiving bids for next year's services. Some requirements that we will have is for all bills to be itemized, and to be notified each time a service/treatment is performed so that we can keep better track of when the grounds have been sprayed for weeds, etc.

Committee Reports

- a. Architectural Committee (Mechille Calhoun):** Not Present/No Report
- b. Legal Affairs/Compliance Committee (Chris Painter):**
 - **Resolution for Lien Filing:** Lisa will ask Kara for individual files to keep in our records for each lien/account that is past due. Chris is working on a resolution that will be a guideline for filing liens in the future.
 - **Insurance for Signage:** Concern that the new signs may not be covered by our current insurance. Insurance agent is going to check on this, and also be sure that we still have adequate coverage for the stone pillar entrance signs. Chris will send the updated cost to the Board for approval via email.
 - **Variance & Posting on NextDoor:** Violation has been resolved.
 - Also discussed holding a meeting at the clubhouse after the Information Meeting next Tuesday. This meeting will be for everyone who has volunteered to help with the door-to-door campaign to collect votes. We will discuss the plan and timing of executing the campaign. Mandy is working on the neighborhood owner list, and we will divide the neighborhood up into a minimum of 5 sections. Beginning on Saturday, September 10th, a Board Member who is a notary will be available at the clubhouse between 4:00pm to 6:00pm to notarize votes. Also talked about starting up an email newsletter, and asking everyone who would like to receive emails from the HOA to provide their email address.
- c. Welcoming/Social Committee (Lisa Slaton):** Working on welcoming 6 new neighbors.
- d. Grounds/Improvements Committee (Chad Hoffman)**
 - **Sprinklers on 176th Island & 178th Entrance:** Breaker has been reset for the sprinklers on the north side and broken heads were repaired at both entrances on Sunday.
 - **Walkways to School:** Received an email that the grass/weeds are overgrown between the sidewalk and fences along the walkways to the school. Chad will talk with the landscape company about keeping

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these areas weed-eated. Tabling the pedestrian easement issue for a future meeting.

- **Sidewalk Repair:** Some of the sidewalks on the pipelines are in need of repair/replacement. Would like to start receiving bids for this in the near future. Tabled to next meeting.
- e. **Pool Committee (Chris Painter)**
- **Clubhouse Lights/New Controller:** Outside lights on the back and side of clubhouse were not working – the controller was bad. Chris' brother fixed this. Some of the ballasts are still not working, so we need to have an electrician come out to see if the light itself needs to be repaired/replaced.
 - **Pool Invoice:** Checked against contract; invoice was correct.
 - **Clubhouse Reservations:** Lisa will be checking with Kara to be sure she has put all the clubhouse reservation money on the right line item. So far, we have had 12 reservations this year.
 - **Pest Control:** Set to spray every quarter.

Old Business: None

New Business

- **Brick Wall on Penn:** Reviewed photos that were sent in from a homeowner who's backyard backs up to the brick wall on Penn. The wall is leaning towards the east and the concrete supports are starting to crack and pull up out of the ground. Discussion about starting up a money market savings account for the repair/replacement of the wall. Lisa will ask Kara to begin getting bids and Mandy will look into alternative fence materials. See Motion #2
- **Website/Pro Upgrade Considerations:** Weebly has changed the features that are available on the free account. Discussion about upgrading to the next level so that we can have the banner on the home page again and other features that we no longer have. The cost is around \$100 per year. See Motion #3
- **Fall Garage Sale:** Fall Neighborhood Garage Sale will be September 30th through October 2nd. Mandy will ask Kara to program the Villa gates to be open from 7:00am to 7:00pm on those dates. Chad will put the garage sale banners out on Monday, September 26th.
- Discussed Joshua Slaton's Eagle Project. His project has been approved, and he has already received sponsorship for one table and one bench. He is talking to some businesses on Monday and also plans to talk to Kinko's about donating paper so he can have some fliers to hand out at the Information Meeting on Tuesday.
- Discussed the driveway that is being put in near our entrance on SilverHawk Way. Not sure where our fence panels have been taken, and also needing to check to be sure they did not damage our sprinkler lines when they dug the area out.



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- Discussed the rotation for notarizing votes on Saturdays at the clubhouse from 4:00pm to 6:00pm.
September 10th: Chris
September 17th: Chad
September 24th: Mandy
October 1st: Lisa

Main Motions

Motion #1: Moved by Chris Painter and seconded by Lisa Slaton to open up a money market savings account for the pool in the amount of \$20,000. The motion carried unanimously.

Motion #2: Moved by Chris Painter and seconded by Lisa Slaton to open up a money market savings account for the repair/replacement of the brick wall along Penn in the amount of \$10,000. The motion carried unanimously.

Motion #3: Moved by Chris Painter and seconded by Mandy Lunsford to upgrade the website. The motion carried unanimously.

Announcements

Information Meeting with HOA Attorney: September 6th at 6:30pm in the West Field Elementary Cafeteria

Door-to-Door Campaign Meeting will take place on September 6th. We will meet at the SilverHawk Clubhouse directly after the Information Meeting. Please come to this meeting if you would like to volunteer your time as a Block Captain or Notary to help collect votes. You can also email secretary@silverhawkhoa.com before this meeting so that we can have the areas divided up ahead of time.

Voting Meeting: October 4th at 6:30pm in the West Field Elementary School Cafeteria.

FALL GARAGE SALE will be held on Friday, September 30th through Sunday, October 2nd. Villas gates will be open between 7:00am and 7:00pm on those dates.

VOTING: There are many ways to submit your vote for the new Declaration and Dedicating the Private Streets of the Villas to the City of OKC.

- Mail in your ballot to:
SilverHawk HOA
1322 Fretz Dr.
Edmond, OK 73003
- Mail in or Drop Off your ballot at:
Matthew L. Winton, Esq.
3233 E. Memorial Rd., Suite 103
Edmond, OK 73013



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- Drop off your ballot at the Information Meeting on September 6th. (Notaries will be present to notarize your ballot.)
- Give your ballot to a volunteer during the door-to-door campaign (Notaries will be participating in the campaign to notarize your ballot at that time.)
- Come to the SilverHawk Clubhouse on Saturday between 4:00pm to 6:00pm to have your ballot notarized. Dates: September 10th, 17th, 24th, and October 1st.
- Drop off your ballot at the Voting Meeting on October 4th. (Notaries will be present to notarize your ballot.)

Please remember, your ballot must be received or postmarked by October 4th, 2016 to be included in the vote.

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 9:31pm.

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Wednesday, August 31, 2016 10:54 AM
To: secretary@silverhawkhoa.com
Cc: Chris Painter; Mechille Calhoun; Chad Hoffman
Subject: Re: APPROVAL NEEDED: August 30th Board Meeting Minutes

Flag Status: Flagged

Approve. Looks great.

Sent from my iPhone

On Aug 31, 2016, at 10:49 AM, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

Hello everyone,

The minutes from the HOA Board Meeting held on August 30th, 2016 are attached. Please review and reply to all with your approval or amendments if needed.

Thank you!

Mandy Lunsford

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

<20160830 Board Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: HOA Director <director@silverhawkhoa.com>
Sent: Wednesday, August 31, 2016 10:57 AM
To: HOA Treasurer
Cc: HOA Secretary; HOA President; HOA Vice President
Subject: Re: APPROVAL NEEDED: August 30th Board Meeting Minutes

Flag Status: Flagged

Approved

----- On Wed, 31 Aug 2016 08:54:00 -0700 treasurer@silverhawkhoa.com wrote -----

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Sent from my iPhone

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Thank you!

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

<20160830 Board Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: CHRISTOPHER PAINTER <president@silverhawkhoa.com>
Sent: Wednesday, August 31, 2016 11:17 AM
To: Lunsford Mandy
Cc: Mechille Calhoun; Lisa Slaton; Chad Hoffman
Subject: Re: APPROVAL NEEDED: August 30th Board Meeting Minutes

Importance: High

Flag Status: Flagged

Approve.

Chris R Painter
President | Silverhawk HOA
Mobile 405.412.5718

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