



---

1322 Fretz Drive • Edmond OK 73003 • [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)  
Minutes for SilverHawk HOA Board Meeting, March 2017

### **Call Meeting to Order**

A Board meeting of the SilverHawk HOA was held on March 6<sup>th</sup>, 2017 at the SilverHawk Clubhouse. It began at 7:32 pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

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

Voting members in attendance: Chris Painter, Mandy Lunsford, Chad Hoffman, Aubrey Metzger, and Josh Seabolt. Quorum established.

### **Approval of Agenda**

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

**Invitation for Guests to Speak:** no guests present

### **Approval of Minutes**

The annual meeting's minutes were approved through email by Mandy Lunsford, Chad Hoffman, and Josh Seabolt on March 6<sup>th</sup>, Aubrey Metzger on March 7<sup>th</sup>, and Chris Painter on March 10<sup>th</sup>. These minutes were posted to the website on March 20<sup>th</sup>.

### **Declaration Amendment Discussion & Signature**

The Declaration Amendment passed at the Annual Meeting. HOA Attorney Matthew Winton is filing the amendment with the City of OKC.

### **Treasurer Position Discussion & Vote**

A motion to appoint Josh Seabolt as the Treasurer was made by Chris Painter and seconded by Mandy Lunsford. The motion carried unanimously.

### **Architecture Committee Chair Discussion & Vote**

A motion to appoint Mandy Lunsford as the Architecture Committee Chair was made by Chris Painter and seconded by Aubrey Metzger. The motion carried unanimously.

### **Social/Welcoming Committee Chair Discussion & Vote**

A motion to appoint Aubrey Metzger as the Social/Welcoming Committee Chair was made by Chris Painter and seconded by Chad Hoffman. The motion carried unanimously.

### **Director Meeting Schedule Discussion**

Discussed the director's work/travel schedules and possibility of video conference call meetings if needed. Also discussed utilizing the committees for decisions to bring to the Board for approval.



---

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

### **Communication Procedures for New Board Members**

Each Director will have a Board specific email address. Keep all Directors in the loop by replying to all unless it only involves your specific committee. The website is the official form of communication for the neighborhood.

### **Email Addresses & Procedures**

Josh Seabolt will be assigned [treasurer@silverhawkhoa.com](mailto:treasurer@silverhawkhoa.com). Aubrey Metzger will be assigned [aubrey@silverhawkhoa.com](mailto:aubrey@silverhawkhoa.com).

### **Board Resolutions for New Directors**

Resolution #2017-02: All Board Members signed a resolution regarding the procedure of filing liens for unpaid assessments and fines. The procedure is to send notice to the owner following the due date of the assessment or fine, and a lien will be filed if the payment plus interest is not received by the 15<sup>th</sup> of the following month.

Resolution #2017-3: All Board Members signed a resolution agreeing to utilize email to discuss and approve certain motions outside of the regular board meetings. These motions will be documented and attached to the minutes of the next regular meeting.

Resolution #2017-4: All Board Members signed a resolution giving consent to the President or Treasurer to review and approve to pay contractor bills when they become due.

Resolution #2017-5: All Board Members signed a resolution giving consent to the President or Treasurer to review and approve to pay utility bills when they become due.

### **Collections for Several Homeowners**

Several homeowners are overdue by more than \$1,000. All Board Members agreed to make a resolution to send accounts to collections once they reach \$500 overdue or 2 years overdue; whichever comes first.

### **Website Upgrade**

Working to continually improve the website to make it more user friendly. Working on updating the committee pages with contact info and procedures. Discussed upgrading to the business or pro account. The upgrade would unlock more features and would provide the ability to send email campaigns. Business plan is \$25/month. Pro plan is \$18/month. See Motion #1.

### **Email List**

Working to begin an email campaign. Next year's dues notice will ask people to provide their email address to sign up for the email list.



---

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

### **Violation Letters Procedure Discussion**

Providing Neighborhood Services with templates for letters. The letter will be based on which section of the Declaration was violated. The Board will approve each letter before it is sent. Keeping record of everything with a spreadsheet and time stamped pictures to back up each violation notice.

### **Vice President Appointment**

A motion to appoint Mandy Lunsford as Vice President was made by Chris Painter and seconded by Chad Hoffman. The motion carried unanimously. As Vice President, Mandy will chair meetings in Chris' absence. Mandy will designate another member to act as secretary of any meeting that Mandy chairs.

### **Main Motions:**

**Motion #1:** Moved by Chris Painter and seconded by Mandy Lunsford to upgrade the website to either Business plan or Pro plan. The motion carried unanimously.

### **Announcements**

Spring Neighborhood Garage Sale: May 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup>. Please be sure to purchase your garage sale permit from the City of Oklahoma City. The Villas gates will be open from 7am to 7pm on all three days.

### **Adjournment**

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:34pm.

## SilverHawk HOA Secretary

---

**From:** HOA Director <director@silverhawkhoa.com>  
**Sent:** Monday, March 20, 2017 8:17 PM  
**To:** president@silverhawkhoa.com  
**Cc:** secretary@silverhawkhoa.com; aubrey@silverhawkhoa.com  
**Subject:** Re: APPROVAL NEEDED: March Board Meeting Minutes

Approved

----- On Mon, 20 Mar 2017 16:05:20 -0700 [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com) wrote -----

Approve

Chris R. Painter I President  
SilverHawk HOA  
1322 SilverHawk Dr. | Edmond, OK | 73003

On Mar 20, 2017, at 10:07, SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote:

Hello everyone,

Attached are the minutes from the March Board Meeting. Please reply to all with your approval or amendments if needed.

The business that has been conducted via email since our last meeting will be included with the minutes of our next meeting.

Thank you!

*Mandy Lunsford*

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

<20170306 Meeting Minutes.pdf>

## SilverHawk HOA Secretary

---

**From:** Chris Painter <president@silverhawkhoa.com>  
**Sent:** Monday, March 20, 2017 6:05 PM  
**To:** secretary@silverhawkhoa.com  
**Cc:** Chad Hoffman; aubrey@silverhawkhoa.com  
**Subject:** Re: APPROVAL NEEDED: March Board Meeting Minutes

Approve

Chris R. Painter | President  
SilverHawk HOA  
1322 SilverHawk Dr. | Edmond, OK | 73003

On Mar 20, 2017, at 10:07, SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote:

Hello everyone,

Attached are the minutes from the March Board Meeting. Please reply to all with your approval or amendments if needed.

The business that has been conducted via email since our last meeting will be included with the minutes of our next meeting.

Thank you!

*Mandy Lunsford*

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

<20170306 Meeting Minutes.pdf>

## SilverHawk HOA Secretary

---

**From:** Aubrey Matteson <aaa2131@live.com>  
**Sent:** Saturday, April 01, 2017 10:17 PM  
**To:** secretary@silverhawkhoa.com  
**Cc:** 'Chris Painter'; aubrey@silverhawkhoa.com; Chad Hoffman  
**Subject:** Re: FW: APPROVAL NEEDED: March Board Meeting Minutes

Approved

On Apr 1, 2017 5:09 PM, SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote:

Hi Aubrey,

Attached are the minutes from our March Board Meeting. Can you please reply to all with your approval or amendments if needed as soon as possible? I am needing to get these minutes posted to our website.

Thank you,

*Mandy Lunsford*

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

---

**From:** SilverHawk HOA Secretary [<mailto:secretary@silverhawkhoa.com>]  
**Sent:** Monday, March 27, 2017 3:37 PM  
**To:** 'HOA Director'; 'president@silverhawkhoa.com'  
**Cc:** 'aubrey@silverhawkhoa.com'  
**Subject:** RE: APPROVAL NEEDED: March Board Meeting Minutes

I have both Chris and Chad's approvals. Aubrey, can you please 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](mailto:secretary@silverhawkhoa.com)

---

**From:** HOA Director [<mailto:director@silverhawkhoa.com>]  
**Sent:** Monday, March 20, 2017 8:17 PM  
**To:** [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)  
**Cc:** [secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com); [aubrey@silverhawkhoa.com](mailto:aubrey@silverhawkhoa.com)  
**Subject:** Re: APPROVAL NEEDED: March Board Meeting Minutes

Approved

---- On Mon, 20 Mar 2017 16:05:20 -0700 [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com) wrote ----

Approve

Chris R. Painter I President  
SilverHawk HOA  
1322 SilverHawk Dr. | Edmond, OK | 73003

On Mar 20, 2017, at 10:07, SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote:

Hello everyone,

Attached are the minutes from the March Board Meeting. Please reply to all with your approval or amendments if needed.



The business that has been conducted via email since our last meeting will be included with the minutes of our next meeting.

Thank you!

*Mandy Lunsford*

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

<20170306 Meeting Minutes.pdf>