



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Board Meeting, June 2017

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on June 27th, 2017 at the SilverHawk Clubhouse. It began at 7:01 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, Mark Grant, and Autumn Harting. Quorum established.

Invitation for Guests to Speak: Jesse Painter is present; will speak during Pool Committee discussion.

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford, Chad Hoffman, and Chris Painter on March 20th, and Aubrey Metzger on April 1st. These minutes were posted to the website on April 3rd.

Villas Roads Update

The contractor assessed the roads on 6/12/2017; creating a report summary that will be sent to the Board and to the City of OKC within the next four weeks. The report will include an estimate. If the City of OKC accepts the report summary, they will then require a full report with an actual cost of repairs. The cost will be paid to the contractor through a bond, and paid back to the City via tax over a 10 year period. Waiting to receive estimates for the gate removal from Kara at Neighborhood Services.

Treasurer's Report (Mark Grant):

- Currently under-running expenses which could give us a greater surplus at end of year depending on what happens between now and then.
- Filing 20 new liens this month on delinquent accounts.

Committee Reports

- Architectural Committee (Mandy Lunsford):** Recently met with a homeowner about a potential project; waiting to receive official application before proceeding. Will be posting on NextDoor for volunteers to join the committee.
- Legal Affairs/Compliance Committee (Chris Painter):** Merging the Legal Affairs Committee into the Covenants Committee. Autumn volunteered to fill last position on the committee. Discussed the process for handling violations and issuing fines.
- Welcoming/Social Committee (Autumn Harting):** Pricing out branded whisk for welcoming gift. Hoping to plan two events per year; possibly one at end of Summer and one around Christmas.

d. Grounds/Improvements Committee (Chad Hoffman):

- The GFI plug and the sprinklers have been fixed at the 178th St entrance.
- There was a timing issue with mowing because of the rain – Rodney did not want to create ruts in our lawn with it being so wet.
- Rodney is working on getting the pond areas brush hogged and will clean up the concrete wash out area in the Shift if the builder does not clean it up himself. Rodney will finish the landscaping on the east side of the 178th St entrance after the water line is connected from the development across the street.
- Checking with OG&E about meters on the islands for Christmas lights.
- Discussed solar lighting and solar panels for landscape lighting and Christmas lights.
- Discussed installing a bridge to the fishing pond on the east side of the 178th St entrance – tabled to future meeting.

e. Pool/Clubhouse Committee (Chris Painter):

- Jesse Painter is the new CPO for our pool.
- Discussed issues discovered in pump room: sand filters, pressure gauge and flow meters need some work. Also need to change out some lines; working on getting quotes. Flow meter replacement is needed immediately (See Motion #1)
- Discussed the violation notices received last pool season and missing testing sheets.
- Discussed purchasing “Pool Closed – Unsafe Conditions” signs for both gates, clubhouse front door, and clubhouse back door leading to the pool area. Also discussed purchasing bike locks for the gates to physically lock the pool gates when the pool needs to be closed down. (See Motion #2)
- Having issues with glass at pool, unattended children, and clubhouse/bathroom vandalism. Discussed contacting pool company about a lifeguard.
- Received new state license for the pool. Working on getting the new county license. Discussed ordering chemical signs for fire department, frames for licenses, and a pool phone box to protect the phone from the elements.
- Blue Haven stood us up on our meeting. Looking for some other companies for the pool replacement. Biggest expense will be the tear down and removal of current pool. Discussed possible pool designs and moving the playground to a different location to create more room for a larger pool area.
- New clubhouse locks have been installed – smart key system to make it easy to rekey in future if needed. Front door no longer has a handle deadbolt to prevent further damage happening to the doorframe and door.

- Neighborhood Services ordered the incorrect keycards for the pool. They have ordered the correct ones and will begin contacting anyone who received an incorrect keycard.
- Discussed upgrading the security camera system at the clubhouse to a high resolution system that will cover more areas. Estimated \$2-3K to upgrade to a high resolution with 16 cameras. (See Motion #3)
- Working on getting quotes to replace the blinds in the clubhouse, repairing the broken trim, replacing the tile, new paint, and soap dispensers & paper towel dispensers for the bathrooms.
- Discussed leasing commercial workout equipment for the workout room and installing some fans and TV with cable.

Penn Wall: Ground/Improvements Committee taking over this project. Need to work on getting more quotes to repair/replace the wall.

Website Update: Working on design of the site; did upgrade to enable the email campaign feature.

NextDoor: Discussed making a board member(s) Leads on the NextDoor site. Looking into how to accomplish this.

Resolutions:

Resolution #2017-06: All Board Members signed a resolution regarding the procedure to collect on past due accounts. The procedure is to send notice to the owner once the account reaches a past due amount of \$500 or two years past due, whichever comes first. At that point, the account will be turned over to the Association's attorney to begin the collections process.

Main Motions:

Motion #1: Moved by Chris Painter and seconded by Mark Grant to approve the pool pump repair project. The motion carried unanimously.

Motion #2: Moved by Chris Painter and seconded by Mark Grant to approve the purchase of bicycle locks for the pool gates. The motion carried unanimously.

Motion #3: Moved by Chris Painter and seconded by Mandy Lunsford to purchase a camera system with maximum budget of \$3,000. The motion carried unanimously.

Motion #4: Moved by Chris Painter and seconded by Autumn Harting to appoint Mark Grant as Treasurer. The motion carried unanimously.

Motion #5: Moved by Chris Painter and seconded by Chad Hoffman to appoint Mandy Lunsford as Secretary. The motion carried unanimously.

Motion #6: Moved by Mandy Lunsford and seconded by Autumn Harting to appoint Chris Painter as President. The motion carried unanimously.



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Motions Approved Via Email Prior to June Meeting:

3/9/2017: Moved by Chris Painter and seconded by Chad Hoffman to reimburse Chris for notary supplies expense. The motion carried unanimously.

3/19/2017: Moved by Chris Painter and seconded by Chad Hoffman to appoint Mark Grant as Treasurer for the remainder of Josh Seabolt's term (Josh resigned on 3/15/2017.) The motion carried unanimously.

4/9/2017: Moved by Chris Painter and seconded by Mandy Lunsford to get a debit card for the HOA. The motion carried with a majority approval (4 approvals, 1 abstained.)

4/16/2017: Moved by Chris Painter and seconded by Mark Grant to appoint Autumn Harting to the Board for the remainder of Aubrey Metzger's term (Aubrey resigned on 4/13/2017.) The motion carried unanimously.

4/24/2017: Moved by Chris Painter and seconded by Mark Grant to dispose of the left over fencing materials in the pool area using M&R Landscape. The motion carried unanimously.

5/2/2017: Moved by Mark Grant and seconded by Chad Hoffman to approve invoiced received from Winton Law, M&R Landscape, Neighborhood Services, and the Oklahoma State Health Department. The motion carried unanimously.

5/24/2017 (1): Moved by Chris Painter and seconded by Chad Hoffman to approve the violation letter template. The motion carried unanimously.

5/24/2017 (2): Moved by Chris Painter and seconded by Chad Hoffman to approve the letter to members regarding the utilization of the fine schedule beginning 6/15/2017. The motion carried unanimously.

5/25/2017: Moved by Chris Painter and seconded by Chad Hoffman to approve the contract to evaluate the Villas streets and prepare a written report that will be used by the HOA and the City of OKC to move forward with the street dedication project. The motion carried unanimously.

5/26/2017: Moved by Chris Painter and seconded by Mandy Lunsford to approve the reorder of the pool keycards. The motion carried with a majority approval (4 approvals, 1 abstained.)

5/28/2017 (1): Moved by Chris Painter and seconded by Mark Grant to approve the use of the HOA debit card for the \$25 expense of the certified pool operator class that is required by the Health Department. The motion carried unanimously.

5/28/2017 (2): Moved by Chris Painter and seconded by Chad Hoffman to use the HOA debit card for the website upgrade as approved during the 3/6/2017 Board Meeting. The motion carried unanimously.

5/28/2017 (3): Moved by Chris Painter and seconded by Mark Grant to approve the use of the HOA debit card to purchase new locks for the clubhouse. The motion carried unanimously.

5/29/2017: Moved by Chris Painter and seconded by Mark Grant to approve the letter of approval for the Darah Henley home daycare. The motion carried unanimously.

6/25/2017: Moved by Chris Painter and seconded by Mark Grant to approve the purchase of a pool test kit. The motion carried unanimously.



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Announcements

September Board Meeting date and time to be determined.

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 9:01pm.

SilverHawk HOA Secretary

From: Chris Painter <president@silverhawkhoa.com>
Sent: Tuesday, July 04, 2017 5:24 PM
To: secretary@silverhawkhoa.com
Cc: Mark Grant; Chad Hoffman; Autumn Harting
Subject: Re: APPROVAL NEEDED: June HOA Board Meeting Minutes

Approved with one exception. The date the roads were assessed was 6/12/2017.

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

On Jul 4, 2017, at 16:33, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

Hello everyone,

Attached is the meeting minutes from the June 27th Board Meeting. These minutes also include motions made via email prior to the meeting. Please reply to all with your approval or amendments if needed.

I hope everyone is having a wonderful 4th of July!!!

Thank you,

Mandy Lunsford

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

<20170627 Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: HOA Director <director@silverhawkhoa.com>
Sent: Tuesday, July 04, 2017 6:00 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; treasurer@silverhawkhoa.com;
autumn@silverhawkhoa.com
Subject: Re:RE: APPROVAL NEEDED: June HOA Board Meeting Minutes

Approve

---- On Tue, 04 Jul 2017 15:28:46 -0700 secretary@silverhawkhoa.com wrote ----

Chris,

Thank you for catching that typo! Here is the amended minutes with the correct date. Please reply to all with your approval or any additional amendments if needed.

Thank you,

Mandy Lunsford

Secretary

SilverHawk HOA Board

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Secretary

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Call/Text (405) 208-3939

secretary@silverhawkhoa.com

<20170627 Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: Chris Painter <president@silverhawkhoa.com>
Sent: Tuesday, July 04, 2017 7:17 PM
To: HOA Director
Cc: secretary@silverhawkhoa.com; treasurer@silverhawkhoa.com; autumn@silverhawkhoa.com
Subject: Re: APPROVAL NEEDED: June HOA Board Meeting Minutes

Approved

Chris R. Painter | President
SilverHawk HOA
405-412-5718

On Jul 4, 2017, at 17:00, HOA Director <director@silverhawkhoa.com> wrote:

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secretary@silverhawkhoa.com

<20170627 Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Wednesday, July 05, 2017 9:05 PM
To: secretary@silverhawkhoa.com
Cc: 'Chris Painter'; Chad Hoffman; Autumn Harting
Subject: Re: APPROVAL NEEDED: June HOA Board Meeting Minutes

Approved.

----- On Tue, 04 Jul 2017 14:33:35 -0700 **SilverHawk HOA Secretary**
<secretary@silverhawkhoa.com> wrote -----

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Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

Mark Grant
Treasurer
Silverhawk HOA

SilverHawk HOA Secretary

From: Autumn Cuellar <autumn@silverhawkhoa.com>
Sent: Thursday, July 06, 2017 1:18 PM
To: secretary@silverhawkhoa.com
Cc: 'Chris Painter'; Mark Grant; Chad Hoffman
Subject: Re: APPROVAL NEEDED: June HOA Board Meeting Minutes

Approved. And this being the first meeting I've sat in on, I'm mucho impressed by how concisely you captured the minutes, Mandy!

Autumn

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<secretary@silverhawkhoa.com> wrote -----

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