



1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Board Meeting, December 2017

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on December 19th, 2017 at the SilverHawk Clubhouse. It began at 7:00 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, Mark Grant, and Chad Hoffman, and Autumn Harting. Quorum established.

Guests in attendance: Jason Slaton and Sam Slaton

Approval of Agenda

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

Invitation for Guests to Speak

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford and Chad Hoffman on December 4th, Mark Grant on December 5th, and Chris Painter on December 6th. Autumn Harting abstained. These minutes were posted to the website on December 7th.

Treasurer's Report (Mark Grant):

- **Review 2018 Final Budget:** After the landscape company for 2018 has been selected, the Grounds section of the budget will be finalized, and Board approval will be made via email.

Committee Reports

- a. Architectural Committee (Mandy Lunsford):** Discussed possible shed request; waiting on response from the applicant.
- b. Covenants Committee (Chris Painter):**
 - **Violations to Process:** Have received online reports of trash can violations and a car that has been parked in the street for an excessive period of time – preparing a report to make a motion via email.
- c. Welcoming/Social Committee (Autumn Harting):**
 - **Welcome Packet:** Reviewed updated Welcome Packet. See Motion #1. Four people are going out tomorrow to deliver the Welcome Packet and a welcome basket to the new homeowners who have moved in over the last three months. Each welcome basket cost around \$6.00 to put together.
- d. Grounds/Improvements Committee (Chad Hoffman):**
 - **Select Landscape Company for 2018:** Discussion. See Motion #2.

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- **Penn Wall/Fence:** Discussion over the estimates received. See Motion #3. Chris will be drafting a letter to send to all homeowners whose property backs up to the Penn perimeter wall, notifying them of the dates for the wall removal/replacement. The wall will be replaced with a high quality stained cedar fence with steel posts, trim, and capping. This will hold up much better close to the steep slope of the drainage area. Maintenance will be re-staining every 5 years.
 - Chad spoke with the City about adding a street light to the island in The Shift. The City requires a petition signed by all homeowners within a 300 foot radius of where the light would be positioned, giving approval for the City to install the light. There may only be one or two homes within this radius. Chad will look into this some more.
 - Discussed the low voltage wiring for lighting that used to be at both entrances. We need to check to see if this wiring still exists; also check on the conduit under the street at the 178th St entrance; check on additional wiring on islands.
- e. **Pool/Clubhouse Committee (Chris Painter):**
- Discussed looking into the cost of the pool phone line – this phone is only used for 911, so we may be able to get a lower rate for the line.

Old Business

New Business

- **Villas Road Update:** The City Clerk has submitted our application to the proper department, and the process has begun. The City Council will receive a written memo to authorize the City Engineer to prepare the full report for the Council's review. This memo should go out in mid to late January. They estimate that the full report will be received in late February to early March, and then the City Council will hold a public meeting to vote on the tax assessment district to begin the construction on the Villas streets. Ryan Haskins is our assigned Project Manager.
- **Annual Meeting:** Date to be determined.

Main Motions:

Motion #1: Moved by Chris Painter and seconded by Mandy Lunsford to approve the updated Welcome Packet. The motion carried unanimously.

Motion #2: Moved by Chad Hoffman and seconded by Chris Painter to approve the 2018 landscape contract with M&R Landscape. The motion carried unanimously.

Motion #3: Moved by Chris Painter and seconded by Mark Grant to approve the contract with First Class Fence to remove and replace the Penn wall. The motion carried unanimously.



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Motions Approved Via Email Prior to December Meeting:

12/6/2017: Moved by Mandy Lunsford and seconded by Mark Grant to approve the purchase of the key needed to diagnose and repair the Villas gate programming/codes issue. The motion carried unanimously.

12/11/2017: Moved by Chris Painter and seconded by Chad Hoffman to purchase and install cord covers on the extension cords running across the entrances for the Christmas lights. The motion carried unanimously. (Chris discovered that the cord covers will not work properly for our entrances, and he will be returning the covers.)

Announcements

The next Board meeting date is to be determined.

Nominations for two Board member positions are open on the website at <http://www.silverhawkhoa.com/election-information.html>. The two positions will be voted on at the 2018 Annual HOA Meeting (date TBD.)

NextDoor is not actively monitored by the Board. Please use the website to contact the HOA <http://www.silverhawkhoa.com/directors.html>

To report a violation, please submit the Violation Report Form:

<http://www.silverhawkhoa.com/report-violation-covenants.html>

Adjournment

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:06pm.

SilverHawk HOA Secretary

From: Chris Painter <president@silverhawkhoa.com>
Sent: Tuesday, December 26, 2017 12:57 PM
To: secretary@silverhawkhoa.com
Cc: Chad Hoffman; Mark Grant; Autumn Harting
Subject: Re: AMENDED MINUTES - APPROVAL NEEDED

Flag Status: Flagged

Approved.

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

On Dec 26, 2017, at 11:58, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

Good morning,

I hope everyone had a Merry Christmas!!!

Attached are the amended minutes from the December Board Meeting. On page 3 in the Motions Approved Via Email section, I added in that Chris will be returning the cord covers that we approved to purchase on 12/11/2017.

Please reply to all with your approval or additional amendments if needed.

Thank you!

Mandy Lunsford

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

<20171219 Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: Autumn Cuellar <autumn@silverhawkhoa.com>
Sent: Wednesday, December 27, 2017 9:40 AM
To: secretary@silverhawkhoa.com
Cc: 'Chris Painter'; Chad Hoffman; Mark Grant
Subject: Re: AMENDED MINUTES - APPROVAL NEEDED

Flag Status: Flagged

It should probably be "returning the covers" instead of "returning the cords," but I approve.

Autumn

----- On Tue, 26 Dec 2017 09:58:07 -0800 **SilverHawk HOA Secretary**
<secretary@silverhawkhoa.com> wrote -----

Good morning,

I hope everyone had a Merry Christmas!!!

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Thank you!

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Wednesday, December 27, 2017 9:41 AM
To: autumn@silverhawkhoa.com
Cc: secretary@silverhawkhoa.com; president@silverhawkhoa.com;
director@silverhawkhoa.com
Subject: Re: AMENDED MINUTES - APPROVAL NEEDED
Flag Status: Flagged

Approve.

Mark Grant
Treasurer
Silverhawk HOA

---- On Wed, 27 Dec 2017 07:39:40 -0800 autumn@silverhawkhoa.com wrote ----

It should probably be "returning the covers" instead of "returning the cords," but I approve.

Autumn

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Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: HOA Director <director@silverhawkhoa.com>
Sent: Tuesday, January 02, 2018 9:45 AM
To: HOA Treasurer
Cc: autumn@silverhawkhoa.com; secretary@silverhawkhoa.com;
president@silverhawkhoa.com
Subject: Re: AMENDED MINUTES - APPROVAL NEEDED
Flag Status: Flagged

Approve

---- On Wed, 27 Dec 2017 07:40:59 -0800 treasurer@silverhawkhoa.com wrote ----
Approve.

Mark Grant
Treasurer
Silverhawk HOA

---- On Wed, 27 Dec 2017 07:39:40 -0800 autumn@silverhawkhoa.com wrote ----

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