

1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com Minutes for SilverHawk HOA Annual Meeting, January 29th, 2019

Call Meeting to Order

An annual meeting of the SilverHawk HOA was held on January 29th, 2019 at the SilverHawk Clubhouse. It began at 7:07 pm and was presided over by Autumn Harting, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Board Members present: Autumn Harting, Mandy Lunsford, Mark Grant, and Chad Hoffman. Kara Gentry from Neighborhood Services and 7 homeowners present. Quorum established.

Approval of Agenda

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

Prior to the next agenda item, Autumn spoke briefly about the annual report (see attached annual report at end of minutes.)

Introduction of Candidates (Mandy Lunsford): Three out of the four candidates were present; Autumn Harting, Mark Grant, and Chad Hoffman. Lindsey Dowdell was not present. The three present candidates introduced themselves, spoke about their experience, items they have worked on while serving on the board, and the goals for their next term. Mandy explained the ballot, and asked that all homeowners hand in their completed ballots to Kara Gentry (Inspector of Elections.)

Treasurer's Report (Mark Grant): Mark Grant presented the Treasurer's Report handout (see attached handout at end of minutes).

- The 2018 Budget and Actual were very close. The HOA recovered \$16,170 from the fence company.
- The 2018 Budget was \$148,000. The 2019 Budget is \$97,400. We have separated regular, everyday expenses to manage the neighborhood from the improvement projects.
- Also separated the clubhouse expenses from the pool expenses to determine exactly how much the pool costs to run.
- Anticipates around \$140,000 in investment account at the end of 2019.
- Discussed future investment projects.
- Questions about the budget? Email treasurer@silverhawkhoa.com

Penn Wall Repair Update (Autumn Harting):

• Superior Concrete has received our deposit for the repair (the area near the Penn entrance that was hit by a vehicle.) Superior Concrete is contacting their supplier, and will let us know sometime this week when we can schedule the repair.



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Pool Repair Update (Autumn Harting):

- There are three main problems to address very soon: pool, pool deck, flow rate.
- The HOA was told during the 2016 season, that the pool had about two seasons left before it would need to be replaced. After receiving the bids to replace (around \$200,000 \$250,000), the Board looked into this some more, and found a company that can replaster the pool.
- With the proper maintenance, replastering the pool is estimated to give us 5 to 10 more years, and possibly more, before we must replace it.
- The pool deck also needs to be replaced; (sinking in areas, already patched up some areas in the past.)
- The flow rate of the pool is under the safe minimum. This affects the chemical levels.
- The initial estimate to replaster the pool, replace the pool deck, and fix the flow rate issue was up to \$58,000, depending on what issues are discovered with the flow rate.
- The company will be coming out to conduct a flow rate/pressure test to provide a better estimate for fixing the flow rate problem.
- Pump room issues need to be fixed at a later date: crumbing sheetrock.
- The HOA will need to purchase a pool cover to protect the plaster; must keep water in the pool all year round for the long term health of the pool.
- Bold Element Custom Design; referred to the HOA by the pool management company, Kidd Aquatics, and by Neighborhood Services. Requested bids from two other companies, but they will not respond.
- One Year Warranty on the plaster.
- Questions from guests about the pool: the pool was not built correctly.
 Draining the pool every year has contributed to the problems. The replastering entails cutting out the cracked concrete areas, installing new rebar, installing new concrete, and installing new plaster. The HOA's liability insurance for the pool covers the HOA year round, and the pool is also locked during the off season.

Landscaping Update (Chad Hoffman):

- We have had M&R Landscape the last two years. We asked for bids for the 2018 season because of problems with not getting things done on time. M&R lowered their price and we decided to give them one more shot. We have had the same issues this last year, and the committee was constantly receiving complaints about things not getting done right. The HOA hired a new company for 2019.
- M&R did replace the soil in the Shift Garden (blend of vermiculate, peat moss, and manure.) This was due to the oil spill, and the oil company will be reimbursing the HOA for this expense.
- M&R will also be installing stone around the ponds in the Shift area to help with stop erosion.
- We have a bid out for erosion control for the pond by the oil pumps.



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- We are working on installing electric at both entrances no more extension cords across the streets during Christmas. This will also provide lighting year round on entrance islands.
- A guest suggested installing canisters with baggies for people who walk their dogs around the Shift walking paths. The HOA will look into this improvement.
- A guest suggested planting flowers that return every year, such as; tulips, daffodils, lilies, etc. Also discussed decorative rocks. Please email any suggestions to <u>director@silverhawkhoa.com</u>

Neighborhood Improvements (Autumn Harting): Discussed the opinion poll with anticipated future investment projects, and asked the guest to rank them by most important to least important. The Board would like to have neighbors opinions on the improvement projects. (see attached opinion poll at end of minutes – email completed poll to secretary@silverhawkhoa.com)

- Question about the clubhouse/workout area improvements: We are trying to
 make the clubhouse nicer so maybe more people can use it for their events.
 We do have the new cameras to install inside and outside the clubhouse. This
 will help protect the clubhouse/pool; we will be able to identify people and
 monitor more areas. If there is any vandalism, a police report will be filed
 and the HOA attorney will prosecute. The HOA insurance would also be
 involved.
- A guest commented on how nice the new clubhouse blinds look.
- Question about the Shift emergency access road: people have been complaining about vehicles using it for a cut through; loud trucks having a good time. We are not sure if this is people or live here, or visitors driving around. It is a nuisance to the neighbors.

Call for Volunteers (Autumn Harting): We are always looking for volunteers; people on the Board can only do as much as they can do. Example: every year, we receive numerous complaints about the holiday decorations. We have been trying to add a little bit to them every year. If there is someone with a true passion for this type of project, we'd be happy to work with them to make these improvements. If there is any committee or improvement project you'd like to be a part of, please let the Board know.

Read Director Election Vote Results (Kara Gentry): One proxy ballot was submitted prior to the meeting. All ballots were counted and the results were as follows:

Autumn Harting: 11 votes Mark Grant: 10 votes Chad Hoffman: 10 votes Lindsey Dowdell: 9 votes

No write ins.



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Autumn, Mark, and Chad will remain on the Board for a two year term. Lindsey will serve on the Board for a two year term.

Questions from Members

- Discussed renting a storage unit for off season storage of pool furniture and holiday decorations.
- Discussed the new Villas road being very nice, and neighbors are glad to move on from that project. Thanked the past and present Board, specifically Chris and Lisa, for all their hard work and dedication to the project.
- Autumn mentioned that the reason the HOA is in such a good place right now is because of the work from previous boards.
- Discussed the 2019 dues for Villas residents if a Villas resident paid their 2019 dues before the \$50 credit was issued (for those who had already paid the \$50 monthly payment for October, November, and/or December), contact Kara to discuss reimbursement options: karag@neighborhoodsplus.com and (405) 348-1436
- Discussed setting aside an emergency fund for unexpected situations. The HOA can tap into the investment fund if needed.
- Discussed the fine schedule, and if it is working. There are one or two homeowners who consistently get reported to the committee. But the majority of violations have been corrected, and violators have been paying their fines. If the violation is corrected in a timely manner, the fine is waived. For those who continue to violate the CCR's, the HOA continues to send out fines. The fines will eventually reach a balance of \$1,000 and will then go to small claims court. Overall, the fine schedule seems to be working: there are less trash cans being stored improperly. Neighbors need to remember that some things are City violations, and not HOA violations. For those matters, the police need to be called and/or a complaint filed with the City.
- To report a violation, please submit a Violations Report Form at www.silverhawkhoa.com/report-violation-covenants.html
- We have created an email newsletter list. Please subscribe by visiting the website at www.silverhawkhoa.com and opting in on the mailing list pop up.

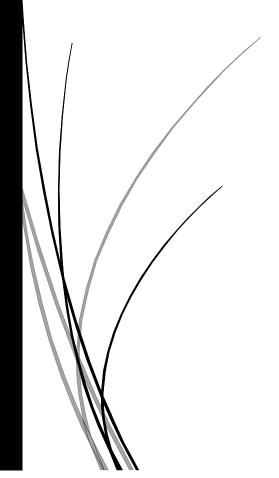
Adiournment

Autumn Harting moved that the meeting be adjourned, and this was agreed upon at 7:57pm.

2019

SilverHawk HOA

Annual Report 2019



President's Report

This is Autumn Harting, your interim President since Christopher Painter resigned in November 2018. Thanks to Chris Painter, the current Board, and previous Boards, the HOA is in a great position. Other than the pool repair, which is due to begin this Spring, the major Must Do projects are behind us, and we can now look ahead to investing in improvement projects to make our neighborhood more enjoyable for existing residents and more enticing to future residents. The improvement projects being considered can be found in the Treasurer's Report.

If I am elected to continue on the Board and chosen by the Board to continue as President, my three goals will be:

- 1. Make sure the essential tasks are completed in a timely fashion. "Essential tasks" are those primarily related to safety but can also be tasks that will become costly if not addressed in the near-term.
- 2. Improve communication between the Board and general members. A majority of the problems that arise in the neighborhood seem to stem from a lack of communication. The Board now has the infrastructure in place (blog on website, email list that neighbors can opt into) to communicate with the neighborhood. To improve communication, the Board will work on effectively using the communication channels, actively listening to members' feedback, and responding quickly and courteously to any feedback provided.
- 3. Encourage and support volunteers. We are all busy with the many obligations that life demands of us, and any neighbor who offers their efforts to maintain and improve the neighborhood is not only giving precious time to do so, they are giving it freely. So the very least we can do is gladly and thankfully accept their contributions and make their job easier by providing the necessary resources to complete the work. The more volunteers we have, the better our neighborhood can be.

If you have ideas for improving the neighborhood or if you'd like to participate in making SilverHawk better, we'd love to hear from you. <u>SilverHawkHOA.com</u> offers many options for reaching us, and you can always reach the current HOA president at president@silverhawkhoa.com.

2018 in Review ~ Accomplishments

Below is a selection of some of the accomplishments of the HOA Board and additional volunteers in 2018:

- Villas Road Conversion: The work to convert the Villas' private road to a public road maintained by the city was completed and the gates were pulled down.
- Pennsylvania Wall Repair: A committee was formed to seek out the best path forward to address the leaning concrete wall bordering the SilverHawk addition to the east. Superior Concrete was contracted to repair the wall.
- Sunoco Oil Spill: The Board served as liaison between Sunoco, the Corporation Commission, and the neighborhood to resolve the problems caused by the burst oil pipeline.

Social Events:

- 1. Pool Opening Party: On May 26th we had a neighborhood party at the pool funded by Sunoco. We celebrated the start of summer with pizza, cupcakes, a face painter, and door prizes.
- 2. Neighborhood Garage Sales: We held our biannual community garage sales in the Spring and Fall.
- Neighborhood Welcomes: A welcome committee was re-established to provide first contact with new neighbors.
- Little Free Library: A Little Free Library was donated to the neighborhood and installed in front of the clubhouse.
- Enforcement of Covenants: A system was established for processing reports of Covenants violations and enforcing the Covenants through the fine schedule defined in the Bylaws.
- Grounds: Rain/freeze sensors were installed on the sprinklers to prevent them from running in unsuitable conditions.

Looking Ahead ~ What's on the Horizon?

The projects receiving top priority are listed below. See the Treasurer's Report for improvements that are being considered after those listed below.

- Pool Repair: We are looking to address three issues with a pool repair this Spring.
 - 1. The pool has cracks through which ground water seeps in. We were told towards the end of the 2016 pool season that we could expect 2 more seasons out of the pool at most and so were preparing to replace the entire pool (a \$200,000 \$225,000 project). We have since contacted a company specializing in pool repair. They assure us that by re-plastering the pool and keeping up with plaster repairs, we can extend the life of the pool 5-10 years, which would give the neighborhood time to save for the replacement of the pool.
 - 2. The current flow rate of the pool is under the state's required minimum flow rate, which is a safety issue (flow rate is the amount of water that travels through the pool, poor flow rate affects chemical levels and health of water).
 - 3. Repair concrete decking which has sunken in places, also a safety issue.

Note: At the end of the pool season, we will also be purchasing a pool cover so that we can keep water in the pool to help protect the plater. In future we will also need to hire for repair work in the pump room where sheetrock is crumbling.

- Penn Wall Repair: Repair of the section at the entrance that was driven through. Final repairs of one leaning post and missing caps.
- Erosion at Ponds: Both in the Shift area and by the oil wells.
- Installation of New Camera System: o help with security of pool and clubhouse.

Approved: 12/20/2018

Silverhawk Annual Income/Expense Estimate

This tables below are the 2019 Silverhawk HOA Budget anticipated income and ordinary expenses. This anticipated budget is similar to the 2018 budget. The only new expense is the rental of a storage unit for off-season HOA pool furniture and other storage. The landscaping expense budget above and beyond the weekly lawn care services has been increased to cover tree removal, tree planning, and sod replacement around all of the ponds. HOA dues are unchanged from last year. The board will accelerate some languishing projects in order to increase the enjoyment of the neighborhood by the homeowners.

Silverhawk HOA Income - \$141,238

Item	Amount	Rationale
HOA Dues	\$139,008	\$384 x 362 houses. There remains 1 lot under construction and the 364 th house is the
		clubhouse.
Access Card Fees	\$600	Anticipate a total of 20 replacement cards
		being issued during the summer based on
		2018 figures.
Clubhouse Rental Income	\$700	Based on the rentals from 2018
Interest – Bank	\$30	Based on interest from 2018
Interest – Homeowners	\$900	Based on homeowner interest paid for late
		HOA dues and fees from 2018.

Silverhawk HOA Expenses - \$97,463

Item	Amount	Rationale
Administrative	\$11,948	
Management Fees	\$7,228	\$602.33/month
Filing Fees (Liens)	\$520	Anticipate 20 homeowners not paying HOA dues by 15 May. HOA pays up front. Homeowners accounts are charged for the fee.
Postage & Copies	\$1,200	Estimate based on 2018 expense
Professional Fees – Legal	\$3,000	Estimate based on anticipated need of legal services from Winton Law.
Pool	\$9,565	
Pool Management Contract	\$9,000	This is the 2019 contracted maintenance cost, including pool supplies, plus expected rate increase
Pool Phone	\$440	Based on 2018 expenses. New for 2019the pool phone will be shut off during the offseason in order to reduce cost.

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Pool Maintenance/Fees	\$150	All clubhouse and pool items were accounted
		for by pool maintenance. A new accounting
		line is being added for Clubhouse
	46.740	Maintenance. \$150 is for all pool permits.
Clubhouse	\$6,740	
Clubhouse Cleaning Contract	\$4,200	Carried 2018 cleaning contract fees into 2019.
Clubhouse Maintenance	\$1,200	General maintenance expenses that come up.
Clubhouse Supplies	\$200	General cleaning supplies.
Clubhouse Pest Control	\$396	Budget based on quarterly treatments at
		\$99/treatment
AT&T Uverse	\$744	Based on \$62/month expensed in 2018.
Grounds	\$44,760	
Mowing/Landscaping Contract	\$31,905	This amount is based on the remaining 2018
		contract Mar 31, then the new contract
		through Dec 30. Contract is Apr – Mar.
Landscaping – Other	\$8,975	This is non-contracted extras we may require,
		including pond cleanup, tree
		removal/planning, sod, etc. This is based on
		2018 actuals.
Sprinkler Repair	\$900	Based on 2018 expenses.
Entrance Decoration (Holiday)	\$700	This will be used for holiday decorations for
		the fall and Christmas holiday seasons.
Offsite Storage Facility	\$1,080	New line item for 2019 for offsite storage that
		will be used for off-season pool furniture,
		holiday lights, and other storage
		requirements.
Activities	\$1,715	
Social (Welcome)	\$300	Based on estimate from Neighborhood
		Welcome Committee.
Website/Dropbox	\$1,015	Based on 2018 expenses, plus upgrading
		Dropbox to the professional services for
		additional storage and features in 2019.
Meeting Expenses	\$400	Based on 2018 expenses.
Utilities	\$15,584	
Electric (OG&E)	\$7,539	Based on 2018 expenses.
Water	\$7,222	Based on 2018 expenses.
Gas (ONG)	\$823	Based on 2018 expenses.
Other Expenses	\$7,150	
Insurance	\$5,000	Based on 2018 expenses.
Property Taxes	\$2,000	Based on 2018 expenses.
Tax Return Fees	\$150	Based on 2018 expenses, plus adding IRS Form
		1099 filing fee for 2019.

Summary:

Board Approved	2019 Silverhawk HOA Budget	Approved: 12/20/2018
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Anticipated HOA dues income = \$141,238 Anticipated HOA 2019 expenses = \$97,463

Anticipated Investment Acct Excess = \$43,775

Silverhawk Investment Account

The HOA investment account has an anticipated available balance for projects as follows:

Revenue	Amount	Notes
Starting Balance	\$85,000	Anticipated EOY 2018 Balance
2019 HOA dues	\$43,775	Anticipated revenues from 2019 HOA dues
Villas Transfer	\$13,000	Balance of Villas Accounts
GRAND TOTAL AVAILABLE	\$140,775	Balance available for special projects/investments/upgrades

The HOA has several projects requiring funding above and beyond the annual HOA ordinary expenses. These are paid for with the excess funds collected from homeowners that are deposited into the separate investment account described above. The following investment expense projects are carried over for 2019 and documented here for future reference:

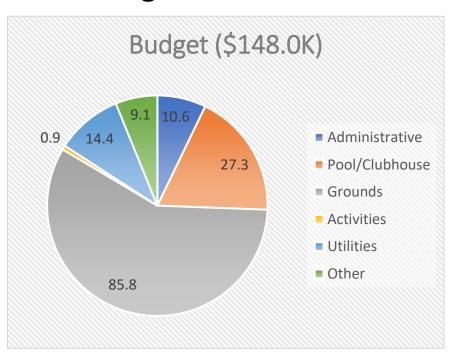
Priority	Project	Amount	Description
1	Pool Renovation	\$70,000	The HOA has
			discovered that the
			pool is reparable.
			Initial estimates range
			from \$55,000 to
			\$70,000 depending on
			the amount of work
			needed on the
			plumbing system.
2	Security Camera Installation	\$2,000	The HOA estimates an electrician will charge
			\$2,000 to install the camera system
			purchased in 2018.
3	Entrance Lighting	\$13,000	The original low-voltage lighting at the east
			and north entrances installed by the
			developer are inoperative. In addition, the
			residents of the neighborhood have
			expressed a sincere desire for better holiday
			lighting at each entrance. In 2018, the HOA
			had the low-voltage lighting components
			assessed. The estimate is based on those
			findings, the cost of boring under both
			streets, and to install outlets on each side of
			the road and islands. The obelisks and each
			side of the road will be relit year-round again.
4	Pool Furniture	\$5,000	Some of the existing furniture is worn and in
			disrepair.

5	Replace Gym Equipment	\$10,000	This will replace all gym equipment with new equipment. Existing equipment is old and worn.
6	Clubhouse Remodel	\$32,500	Fresh paint, flooring, and furniture.
7	Install Playground/Pergola at Shift Ponds	Unknown	It has been previously discussed at HOA meetings that homeowners would like playground equipment nearer the shift ponds.
8	Replace Playground at Pool	Unknown	This will be required at some point due to weathering.
9	Expand clubhouse parking lot	Unknown	This has been discussed at HOA meetings.
10	Gate for emergency road	Unknown	This is to keep through traffic off the emergency access road behind the shift ponds.
11	Erosion at pond by oil wells	Unknown	This is similar to the erosion issue at the shift ponds.
12	Pool replacement	Unknown	Repairs completed in 2019 will last approximately 10 years. The pool will need to be reassessed at that time to determine if a repair is viable or if replacement is required.

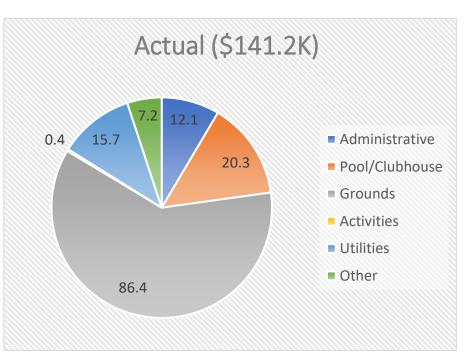
Total of the anticipated cost for priority 1-6 is \$132,500. The intent of the HOA Board is to plan each project in the priority order listed above. This will set the agenda for large expense repairs and upgrades for 2019. The HOA will work to leave \$20,000 to carry over to 2020 that can then be earmarked for a future pool replacement.

Silverhawk 2018 Budget Wrap-up

2018 Budget



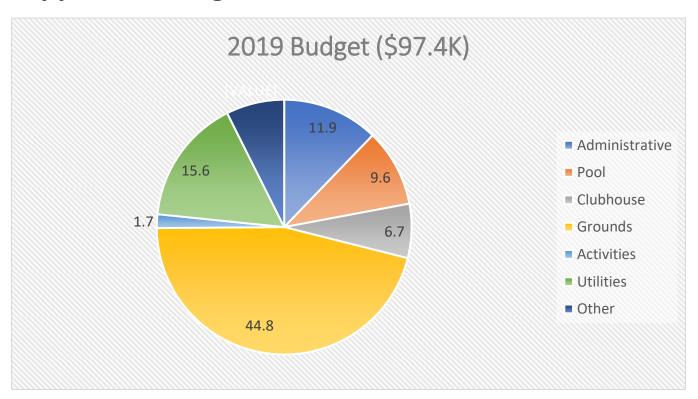
2018 Actual



Takeaways – Our budget was high due to the initial fence deposit. HOA recouped \$16,170.

Silverhawk 2019 Budget

Approved Budget



Notes

- Based on 2018 actuals
- Split pool & clubhouse exp
- Offsite storage added
- Grounds exp is volatile

New for 2019: "Budget" will only include ordinary and recurring expenses. Other expenditures will be tracked separately. Will provide a better roadmap and transparency for next board and homeowners.

Silverhawk Homeowner Opinion Poll

There are several discretionary projects that need to be accomplished. Some have known costs, others do not. Please tell us your opinion on what projects (whether priced or TBD) you feel are most important. This will give the HOA Board some idea of what is important to you, the homeowners. Leave this opinion poll at the table on your way out.

Priority	Project	Amount	Description
	Pool Renovation	\$70,000	The HOA has discovered that the pool
			is reparable. Initial estimates range
			from \$55,000 to \$70,000 depending
			on the amount of work needed on
			the plumbing system.
	Security Camera Installation	\$2,000	The HOA estimates an electrician will charge \$2,000 to
			install the camera system purchased in 2018.
	Entrance Lighting	\$13,000	The original low-voltage lighting at the east and north entrances installed by the developer are inoperative. In addition, the residents of the neighborhood have expressed a sincere desire for better holiday lighting at each entrance. In 2018, the HOA had the low-voltage lighting components assessed. The estimate is based on those findings, the cost of boring under both streets, and to install outlets on each side of the road and islands. The obelisks and each side of the road will be relit year-round again.
	Pool Furniture	\$5,000	Some of the existing furniture is worn and in disrepair.
	Replace Gym Equipment	\$10,000	This will replace all gym equipment with new equipment. Existing equipment is old and worn.
	Clubhouse Remodel	\$32,500	Fresh paint, flooring, and furniture.
	Install Playground/Pergola at Shift Ponds	Unknown	It has been previously discussed at HOA meetings that homeowners would like playground equipment nearer the shift ponds.
	Replace Playground at Pool	Unknown	This will be required at some point due to weathering.
	Expand clubhouse parking lot	Unknown	This has been discussed at HOA meetings.
	Gate for emergency road	Unknown	This is to keep through traffic off the emergency access road behind the shift ponds.
	Erosion at pond by oil wells	Unknown	This is similar to the erosion issue at the shift ponds.
	Pool replacement	Unknown	Repairs completed in 2019 will last approximately 10 years.
			The pool will need to be reassessed at that time to
			determine if a repair is viable or if replacement is required.

SilverHawk HOA Secretary

From: Sent: To: Cc: Subject:	SilverHawk HOA Secretary <secretary@silverhawkhoa.com> Monday, February 04, 2019 10:59 AM 'HOA President'; 'HOA Treasurer' 'director' RE: APPROVAL NEEDED - Annual Meeting Minutes</secretary@silverhawkhoa.com>
Okay, I will make these char	nges and get the minutes posted.
Thank you!	
Mandy Lunsford Secretary SilverHawk HOA Board Call/Text (405) 208-393 secretary@silverhawkho	
Sent: Saturday, February 02 To: HOA Treasurer Cc: director; secretary	co:president@silverhawkhoa.com] 2, 2019 8:24 PM EDED - Annual Meeting Minutes
	ould like to see a couple of corrections made to be consistent with previous or any Board member coming back to look at this information:
Pool repair update, bulled Bids to replace were \$20	
Pool repair update, bulled They estimated 5-10 year	t 3: ars and possibly more before we have to replace it.
[These numbers are from worst.] Approve with those chan	n previous Board meeting minutes, and I do want future Boards to plan for the ges.
Autumn Harting President SilverHawk H 562.277.0784	OA
On Sat, 02 Feb 2019 -	9 12:18:55 -0800 HOA Treasurer < treasurer@silverhawkhoa.com > wrote
Approve.	
 Mark Grant	

Treasurer Silverhawk HOA ---- On Fri, 01 Feb 2019 18:36:26 -0600 director@silverhawkhoa.com wrote ----Approve ---- On Fri, 01 Feb 2019 12:41:40 -0800 secretary@silverhawkhoa.com wrote ----Hello everyone, The minutes from the 2019 annual meeting are attached. 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