



1326 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Board Meeting, March 2019

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on March 19th, 2019 at the SilverHawk Clubhouse. It began at 7:05 pm and was presided over by Autumn Harting, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Voting members in attendance: Autumn Harting, Mandy Lunsford, Lindsey Dowdell, Mark Grant, and Chad Hoffman. Quorum established.

There was 1 guest in attendance.

Approval of Agenda

A motion to remove Charles Woner from the agenda (at his request) and approve the agenda was made by Mandy Lunsford and seconded by Lindsey Dowdell. The motion carried unanimously.

Invitation for Guests to Speak

- Charles Woner – Proposing an Expansion of Article II, Section 11 (b) to Include All Vehicles of Any Kind: Charles withdrew his proposal prior to the meeting.

Approval of Minutes

The annual meeting's minutes were approved through email by Mandy Lunsford and Chad Hoffman on February 1st, and by Mark Grant and Autumn Harting on February 2nd. Lindsey Dowdell abstained. The minutes were approved with a majority approval of 4/5. These minutes were posted to the website on February 5th.

Treasurer's Report (Mark Grant): Mark Grant presented the Treasurer's Report.

- Have not received the February Financial Report from Neighborhood Services yet.
- Pond erosion work has been more expensive than budgeted.
- Taking a delinquent homeowner to court; as of January 31st, the homeowner owed around \$1,900 in unpaid dues.

Committee Reports

a. Architectural Committee (Mandy Lunsford):

- No open applications/reviews at this time.

b. Covenants Committee (Autumn Harting):

- No violations reported recently, other than issues that are City of OKC violations.

c. Welcoming/Social Committee (Autumn Harting):

- No home sales in January; 2 home sales in February.

- Spring Neighborhood Garage Sale is scheduled for the first weekend in May.

d. Grounds/Improvements Committee (Chad Hoffman):

- The erosion control project has been started on the north side of the south Shift pond.
- All trees have been trimmed.
- New soil is in the Shift Garden, and it is open for planting. Chad will be contacting Jeff Click about cleaning out the shed.
- New landscaping company starting soon; will be keeping an eye on them to be sure no mowing areas are missed.\
- Need to get the Christmas lights from the previous landscaper.

e. Pool/Clubhouse Committee (Lindsey Dowdell):

- **Clubhouse Maintenance – Exterior Lighting, Exterior Painting, Interior Doors, Window Caulking, Replacement Thresholds:** Discussed these maintenance items. Lindsey will get with Kara at Neighborhood Services to see if these are things their handyman can take care of. Discussed replacing exterior security lighting with LED. The handyman will check all exterior lighting and replace bulbs as needed; install new thresholds and weather-stripping at front and back doors; caulk around inside and outside of windows; use spray foam or other recommended solution to close up the hole around the kitchen sink plumbing; adjust water closet door and workout room double doors to close properly; replace broken trim pieces around workout room double doors. Discussed getting a quote for interior painting of the clubhouse.
- **Clubhouse Cameras:** Mark is meeting with an electrician this week to discuss the camera installation. Discussed the locations for the two additional cameras; installing one on each back corner of the clubhouse to have a better view of the south end of the pool/playground area, and of the northeast section of the parking lot and pool gate.
- **2019 Pool Service:** Kidd Aquatics has offered to maintain the pool for free during the period between the pool repair and opening day. Lindsey is going to confirm the 2019 pool maintenance price, to include four chemical checks per day.

Old Business

- **Pool Repair Update:** The results of the pressure test showed that we do not need to replace the pipes under the decking, so the estimate has lowered from \$53,800 to \$37,800. The repair company will be sending a material invoice to Kara to get started. Autumn will check with the company to determine the start date and estimated time of completion. Lindsey is going to ask Kidd Aquatics about the pool cover; where to purchase, when to install, where to store during pool season.

- **Penn Wall Repair Update:** The materials are here and ready to be installed. We were on Superior Concrete's schedule for the week of March 4th, but a combination of rain, ice, and freeze pushed it back; it was below freezing temperatures Tuesday thru Thursday that week. Autumn spoke to them yesterday, and was told they were having a scheduling meeting on Tuesday, and they would be calling her back to schedule the repair date. She has not heard back yet, and so will be calling them again this week to check in. After the wall has been repaired, Chad will get the landscaper scheduled to fix the landscaping. Update: After Tuesday's Board Meeting, but prior to the minutes being posted, we were contacted by Superior Concrete – the repair has been scheduled for Monday, March 25th.

New Business

- **Face Painting Event:** Received a clubhouse reservation request for a free face painting event – all attendees will be photographed for use in advertising and website. The requester wishes to reserve the clubhouse for 8 hours, but pay the 4 hour fee. Discussion about the reservation fee, liability, insurance, HOA advertising. The HOA is not hosting the event, but will approve the reservation request. See Motion #1
- **Lindsey's Bio for Website:** Lindsey will send Mandy everything sometime next week.

Main Motions

- **Motion #1:** Moved by Lindsey Dowdell and seconded by Autumn Harting to approve the 8 hour face painting clubhouse reservation, and charge a \$100 reservation fee (two 4 hour reservations at \$50 each) and \$50 cleaning deposit. The motion carried unanimously.

Motions Approved Via Email Prior to November Meeting:

3/4/2019: Moved by Autumn Harting and seconded by Mark Grant to approve the 2019 HOA Property Insurance Coverage Plan. The motion carried unanimously.

3/14/2019: Moved by Chad Hoffman and seconded by Mark Grant to approve the estimate to install rip rap erosion control on the north end of the south Shift pond. The motion carried unanimously.

Next Meeting: Tuesday, April 16th at 7:00pm in the Silverhawk Clubhouse. May's meeting will be on Tuesday, May 21st at 8:00pm in the Silverhawk Clubhouse.

Announcements

The Spring Neighborhood Garage Sale is scheduled for the first weekend in May: Friday, May 3rd through Sunday, May 5th. Please remember to purchase your garage sale permit from the City of OKC if participating in the garage sale!



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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>

Please join the HOA mailing list by visiting our website at www.silverhawkhoa.com and opting in on the mailing list pop up. Thank you!

Adjournment

Autumn Harting moved that the meeting be adjourned, and this was agreed upon at 8:00pm.

SilverHawk HOA Secretary

From: Lindsey Dowdell <vice.president@silverhawkhoa.com>
Sent: Friday, March 22, 2019 8:05 AM
To: secretary@silverhawkhoa.com
Cc: Autumn Harting; Mark Grant; Chad Hoffman
Subject: Re: APPROVAL NEEDED: March HOA Board Meeting Minutes

I approve.

Sent from my iPhone

On Mar 21, 2019, at 7:17 PM, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

Hello everyone,

Attached are the meeting minutes from the March HOA Board Meeting. 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

<20190319 HOA Board Meeting Minutes.pdf>

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Tuesday, March 26, 2019 8:18 PM
To: HOA Director
Cc: secretary; president; vice.president
Subject: Re: APPROVAL NEEDED: March HOA Board Meeting Minutes

Approve.

---- On Tue, 26 Mar 2019 09:44:09 -0500 **HOA Director** <director@silverhawkhoa.com> wrote ----

Approve

---- On Mon, 25 Mar 2019 18:11:24 -0700 secretary@silverhawkhoa.com wrote ----

Okay, I will add the additional info to the Penn Wall Repair Update before posting to the website.

I am still needing approvals/amendments from Mark and Chad.

Thank you,

Mandy Lunsford
SilverHawk HOA Secretary

Sent from my iPhone

On Mar 24, 2019, at 5:02 PM, HOA President <president@silverhawkhoa.com> wrote:

Yes, Mandy included the info in the meeting minutes. They're supposed to be out tomorrow March 25 to fix the wall.

Autumn Harting
President | SilverHawk HOA
562.277.0784

---- On Sun, 24 Mar 2019 17:01:05 -0500 **HOA Treasurer** <treasurer@silverhawkhoa.com> wrote ----

Did we ever get a new date. I think I recall you saying they were having a scheduling meeting.

Mark Grant
Treasurer
Silverhawk HOA

----- On Sun, 24 Mar 2019 10:53:02 -0500 president@silverhawkhoa.com wrote -----

Mandy,

On the Penn Wall Repair update: "We were on Superior Concrete's schedule for the week of March 4th, but the large amounts of rain pushed it back."

To clarify, it was a combination of rain and freeze that pushed it back. That was the week that had some pretty bad ice, and it was below freezing Tuesday - Thursday.

Otherwise, approve.

Thank you!

Autumn Harting
President | SilverHawk HOA
562.277.0784

----- On Thu, 21 Mar 2019 18:17:25 -0500 **SilverHawk HOA Secretary** <secretary@silverhawkhoa.com> wrote -----

Hello everyone,

Attached are the meeting minutes from the March HOA Board Meeting. 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

Mark Grant
Treasurer
Silverhawk HOA