



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

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on June 18th, 2019 at the SilverHawk Clubhouse. It began at 7:00 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, Mark Grant, Chad Hoffman, and Lindsey Dowdell. Quorum established.

There were 4 guests in attendance.

Approval of Agenda

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

Invitation for Guests to Speak

- No guests wished to speak

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford, Chad Hoffman, Lindsey Dowdell, and Autumn Harting on May 27th, and by Mark Grant on May 30th. These minutes were posted to the website on May 31st.

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

- Currently waiting on the monthly report from Neighborhood Services – Mark plans to ask Kara about the delay in the monthly financial report – may need to schedule our monthly Board meetings for the last Tuesday of the month if Neighborhood Services cannot get the report out quicker.
- Neighborhood Services has filed liens on all the homeowners who have not paid the 2019 HOA Dues.
- Mark plans to review the budget and work on a better projected budget for the rest of the year – Landscaping/Grounds budget has been higher than expected due to the rip rap/pond erosion project and clearing out the gully/drainage areas.

Committee Reports

a. Architectural Committee (Mandy Lunsford):

- No open applications/reviews at this time. We may have two applications coming in soon for review.

b. Covenants Committee (Autumn Harting):

- We have not received any violation reports this past month.

c. Welcoming/Social Committee (Autumn Harting):

- Welcoming Baskets are currently being delivered to the past month's new residents. We should get this month's new homeowner's report in a couple weeks. No social events planned at this time.

d. Grounds/Improvements Committee (Chad Hoffman):

- **Jeff Click Shift Garden & Dump Site Update:** The garden is finished. The sail has come off two times; Chad has secured it with zip ties to see if that will help keep the wind from blowing the sail down. The garden fence may be a continuous maintenance item; there seems to be some slats that need to be fixed, and the fence will need regular painting. Jeff Click stated that he has removed all of his concrete, and the rest is not from him. It is on the other side, and may be from storm shelter installations. Chad has contacted Rodney to get the rest of the concrete cleaned up. Jeff Click donated some tools to be kept in the garden shed; Chad will label them as HOA Property. Homeowners are free to use these tools in the garden area.
- **Overgrowth at NW 176th & Silverhawk Way:** Still waiting on a quote – the contractor stated they are about 5 weeks behind due to rain. Lindsey met with the contractor and discussed removing the weeds/brush and trimming the trees to look pretty, rather than cutting the entire area down. The contractor agreed, and said he will take care of what he can get to because there is a lot of water in the drainage/creek areas. Discussed how the cattails help to prevent erosion, oxygenates the water for fish, and attracts birds.
- Discussion on Rodney still needing to come clean up the leftover rip rap.
- Discussion on the new mowing company, and how everything is going well so far. There are some areas near the Shift ponds that are still too wet to mow. May discuss the install of French drains in the future?

e. Pool/Clubhouse Committee (Lindsey Dowdell):

- The HVAC filters need to be replaced. This is on Steve's list of things to do at the clubhouse.
- The electrician came out on Monday, June 17th, and fixed the wiring issues in the clubhouse.
- Lindsey has noticed some pool furniture that needs to be replaced – one small chair and two lounge chairs are broken. She plans to get rid of them on the next bulk trash day. Mark mentioned that we do have a budget for pool furniture – furniture was purchased at Academy last year. Also discussed looking at Walmart, Sam's and Costco.
- Discussed the umbrella holders. No longer have umbrellas because they kept breaking when people would leave them open when windy. We have left the holders in the pool area for homeowners to bring their own umbrellas if they'd like. Discussed possibly installing some sturdy sails on one end, near the sitting area, for some shade.

- Rain water is keeping the pool cold – it has not been hot enough for enough consecutive days to warm up the pool.
- There are some exterior lights that seem to not be working – Two in the parking lot, and two that face the pool. These might be working now that the electrician has fixed some of the electrical issues in the clubhouse – we need to check these lights again at night and see if they are working or not.
- Mark will look into re-certifying the fire extinguishers.
- Discussed the workout area being trashed. Have discussed replacing the equipment in the future, but it will be a big price tag, and people need to take care of what they are using, not just throw it around the room.
- Ice maker in fridge is missing the shelf that helps the ice maker to know when to stop making ice. We have turned this off until we can find a replacement shelf.
- Water fountain is not working. The closet door with the cleaning supplies needs a locking knob. Need new door to gym. Need taller ladder to access the attic. Rubber mats needs to be moved from the bathrooms to the hallway near the pool door.

Old Business

- **Tree Replacement (First Car Accident):** Still waiting on Rodney for the replacement.
- **Second Car Accident – Will the Tree Survive?:** Haven't heard back from the arborist. In process of trying to get the police report from the accident so we can charge the person responsible for a new tree if this one won't survive. Discussed contacting the Hefner Police Division. Traffic, from people who do not live here, keeps cutting through our neighborhood, and people who do live here keep speeding through the main street. Considering installing speed bumps if people do not slow down and pay attention.

New Business

- **Review Contract with Neighborhood Services:** Lindsey stated that Kara's recommended handyman has not gotten to our list that we sent him back in March. Recommended electrician was very slow to respond. Discussed contacting different handyman to get things done faster; we just need to make sure they have a W-9, a certificate of general liability insurance, and a certificate of worker's comp insurance so Neighborhood Services can pay them. Talked about the fees charged to pay the HOA dues online, and discussed what services Neighborhood Services provides to the HOA – we may need to clear our expectations about timelines, invoicing, and accounts. Mark plans to discuss with Kara.

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- Also discussed the stagnant water on the south side of the clubhouse near the pool fence. The French drains may be clogged – Chad will contact someone to check these out.
- Discussed cleaning up the flower beds at the clubhouse.
- Discussed the new lawn maintenance company – it is around \$500 per week. We did get about 18 bids this year. Our cost went up a little bit from last year, but people haven't been complaining and seem to be a lot happier with this year's lawn maintenance company.
- Discussed teens being caught in the pool after hours – trespassing. Currently, the rules are after the first violation, your pool card is shut off for three days. Second violation, pool card is shut off for 7-10 days. Third violation, pool card is shut off for rest of the pool season. Nuisance violation charge of \$25 to the homeowner. Discussed calling the police for trespassing if seen in live time. Discussed more harsh consequences for trespassing and underage drinking/smoking.

Motions Approved Via Email Prior to May Meeting:

6/1/2019: Moved by Mandy Lunsford and seconded by Autumn Harting to approve the refund of a homeowner's clubhouse reservation payment due to the malfunctioning clubhouse A/C during the reservation. The motion carried unanimously.

6/10/2019: Moved by Autumn Harting and seconded by Mark Grant to approve the current fence and pergola at 17400 Hawks Tree Lane, with the reminder that any new structures in the future (including a pergola, a new fence or refinishing of the current fence) will require approval from the Architectural Review Committee. The motion carried unanimously.

Next Meeting: Tuesday, July 23rd at 7:00pm in the SilverHawk Clubhouse.

Announcements

Pool hours are 10:00am to 10:00pm Tuesday through Sunday. The pool will be closed every Monday for routine maintenance. Please visit <http://www.silverhawkhoa.com/pool-access-and-rules.html> to review the SilverHawk HOA Pool Rules, and to request your keycard to the pool/clubhouse.

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!



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Adjournment

Autumn Harting moved that the meeting be adjourned, and this was agreed upon at 7:59pm.

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Tuesday, June 25, 2019 6:33 AM
To: director@silverhawkhoa.com
Cc: secretary@silverhawkhoa.com; vice.president@silverhawkhoa.com
Subject: Re: APPROVAL NEEDED: June Board Meeting Minutes

Approve.

Mark Grant
Treasurer
Silverhawk HOA

---- On Sun, 23 Jun 2019 15:52:58 -0500 director@silverhawkhoa.com wrote ----

Good to know... Thanks

---- On Sun, 23 Jun 2019 12:31:42 -0700 secretary@silverhawkhoa.com wrote ----

Yes, that is the division Kevin Mashburn said for us to contact. The Hefner Division is a part of the OKC Department. I think that is where our neighborhood resource officer, Sgt. Skalla, is based out of.

Mandy Lunsford
SilverHawk HOA Secretary

Sent from my iPhone

On Jun 23, 2019, at 2:29 PM, HOA Director <director@silverhawkhoa.com> wrote:

Approved. It shows Hefner police department not OKC.

---- On Sun, 23 Jun 2019 08:23:38 -0700 vice.president@silverhawkhoa.com wrote ----

Approve

Sent from my iPhone

On Jun 23, 2019, at 10:22 AM, SilverHawk HOA Secretary <secretary@silverhawkhoa.com> wrote:

Hello everyone,

Attached are the minutes from the June 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

<20190618 HOA Board Meeting Minutes.pdf>