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1326 Fretz Drive • Edmond OK 73003 • [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)  
Minutes for SilverHawk HOA Board Meeting, July 2019

### **Call Meeting to Order**

A Board meeting of the SilverHawk HOA was held on July 23<sup>rd</sup>, 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, and Mark Grant. Chad Hoffman and Lindsey Dowdell were not present. Quorum established with a 3/5 majority present.

There were 3 guests in attendance.

### **Approval of Agenda**

A motion to approve the agenda was made by Mark Grant and seconded by Mandy Lunsford. 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, Lindsey Dowdell, and Chad Hoffman on June 23<sup>rd</sup>, and by Mark Grant on June 25<sup>th</sup>. Autumn Harting abstained. The minutes were approved with a 4/5 majority. These minutes were posted to the website on June 28<sup>th</sup>.

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

- Mark's meeting with Kara at Neighborhood Services went well, and the Board received the monthly report prior to the Board Meeting.
- Grounds budget is currently over by around \$10,000 due to the unanticipated extra expenses for the Shift ponds. However, we are currently under-running our budget for activities and utilities.
- There is \$12,067.91 in outstanding homeowner's dues. This amount is lower compared to this time last year.
- One homeowner account is pending collections/small claims court. Another homeowner account is about to be sent to collections.
- Discussion on collections process - Delinquent accounts have a lien placed on their property. Once the account reaches \$1,000 past due, it is sent to collections. All attorney fees/collection fees/court costs are charged to the delinquent homeowner. Foreclosures/bankruptcies are difficult to collect, and are sometimes written off as "unable to collect."
- Discussion with guests on the Shift ponds – The ponds were suffering erosion every year, so the landscaper added some rip rap in several areas to help stop the erosion. A guest asked if the Developer, Michael Love, was still responsible for the neighborhood ponds – the ponds are a part of the plat

and are the property of the HOA. Is there a warranty from the Developer? – Mark will contact Michael Love about the erosion issues, and to see if there is any type of warranty on the ponds. Erosion solutions on the Phase 1 pond is on the future projects list.

### **Committee Reports**

#### **a. Architectural Committee (Mandy Lunsford):**

- No open applications/reviews at this time. Discussion with guests about how to apply for ARC approval – <http://www.silverhawkhoa.com/architectural-review-committee.html>

#### **b. Covenants Committee (Autumn Harting):**

- We have recently received 7 violation reports via the website. Violation letters are being sent via certified mail tomorrow, July 24<sup>th</sup>.
- Discussion with guests on what is considered a violation – the main issues have been trash cans being stored in front of the house/driveway instead of on the side of the house and parking issues. Guests mentioned that their realtor had directed them to a website that had SilverHawk’s governing documents for their review. However, it sounds like the documents were not the correct ones. Mandy is going to look into this, and see if we can get this corrected.

#### **c. Welcoming/Social Committee (Autumn Harting):**

- Welcoming Baskets are being worked on and will be handed out soon to the three new owners we have received over the last six weeks.

#### **d. Grounds/Improvements Committee (Chad Hoffman):**

- Chad not present – discussion in Old Business.

#### **e. Pool/Clubhouse Committee (Lindsey Dowdell):**

- Lindsey not present – discussion in Old Business.

### **Old Business**

- **Tree Replacement (First Car Accident):** The homeowner responsible for the car accident has paid the landscaper for the new tree. Chad/Autumn will check on the status of the tree – most likely waiting until the Fall to plant the new tree.
- **Possible Tree Replacement (Second Car Accident):** Chad/Autumn will check on the status of the tree – we may need to replace at same time as the first tree since it has never been staked. Chad was going to check with the OKC Police Department – Hefner Division to get the police report so we could contact the person responsible.
- **Overgrowth at NW 176<sup>th</sup> & Silverhawk Way:** It has been 5 weeks – need to follow up with the landscaper on the estimate. Discussed the overgrowth behind the pool – will add this to the list for the landscaper to start taking care of.
- **Concrete Clean Up in Shift / Rip Rap Clean Up:** Need an update from Chad – Kevin Mashburn has a contact who may be able to do the concrete clean up.

- **Clubhouse/Pool Area Maintenance Items & Furniture:**
  - Four broken chairs and four broken loungers have been thrown out. Discussed replacing all pool furniture at end of season so that everything would be matching and may also get at a discount. Discussed getting additional table/chairs sets.
  - Discussed requiring all homeowners to sign an agreement acknowledging the pool rules each year to activate their pool card – bring a copy of your utility bill or lease. Cards handing out to renters will automatically shut off at end of the lease.
  - Discussed the pool management company. A guest stated that the pool water level has been too low, and is allowing build up to form in the shallow end entrance. Discussed the amount of required chemical checks – Lindsey will ask her contact at the Health Department to see what is required for our pool. We will stay with Kidd Aquatics for the rest of the season, but will discuss other options for next year. Planning to hire a new clubhouse cleaning company in the Fall.
  - Lindsey/Autumn will check with Kidd to see if the pool cover has been ordered. Discussed the possibility of keeping the pool filled all year long, and treating once a month, instead of installing a cover. Need to find out how often the pumps would need to run.
  - We need to determine what pump room repairs need to be done this Fall during the off season.

### **New Business**

- **Prioritization of Future Capital Improvement Projects:** Discussion on what is most important to our homeowners: the way the entrances look and the pool/clubhouse appears to be number one. In no particular order, these are the projects we are going to start working on:
  - **Pool Plumbing Repair** – Lindsey/Autumn will check with Kidd to see if the flow rate is still an issue.
  - **Clubhouse Workout Room** – Lindsey has expressed a strong interest in changing out the equipment in the workout room. Mandy mentioned that we should re-do the flooring (rubber?) and add fresh paint at the same time as changing out the equipment so we won't have to move everything multiple times. Also discussed adding some mirrors to the walls.
  - **Entrance Lighting & Landscaping** – Discussed a completely new landscaping design. Would like to get the landscaping done this fall, and lighting finished in time for the holidays. Also will re-do the clubhouse flower beds.
  - **Pool Furniture** – Will purchase new furniture this fall – something that does not have black frames; they get too hot.



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- **Clubhouse Remodel** – Mandy has previously gotten quotes for updating the clubhouse. Discussed new flooring, painting the inside and outside, possibly new counters/sinks/faucets in kitchen/bathrooms, work on the door frames/doors, and trim. The new window blinds were already installed earlier this year. The clubhouse also needs a deep clean. Also discussed the hail damage to the roof/gutters. See Motion #1.

### **Main Motions**

**Motion #1:** Moved by Autumn Harting and seconded by Mandy Lunsford to move forward with filing a hail claim with State Farm. The motion carried unanimously.

### **Motions Approved Via Email Prior to July Meeting:**

**6/27/2019:** Moved by Autumn Harting and seconded by Chad Hoffman to approve the order of another box of 100 keycards for the pool/clubhouse. The motion carried with a 4/5 majority with Mandy Lunsford and Lindsey Dowdell voting in favor, and Mark Grant abstaining.

**6/29/2019:** Moved by Mandy Lunsford and seconded by Autumn Harting to approve Architectural Review Committee Application #2019-1 for the building of a pergola. The motion carried unanimously.

**Next Meeting:** Tuesday, August 27<sup>th</sup> 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](http://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 8:08pm.

## SilverHawk HOA Secretary

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**From:** HOA President <president@silverhawkhoa.com>  
**Sent:** Saturday, July 27, 2019 3:11 PM  
**To:** treasurer  
**Cc:** 'HOA Director'; secretary; vice.president  
**Subject:** Re: RE: APPROVAL NEEDED: July Board Meeting Minutes

Approve. Thank you, Mandy!

Autumn Harting  
President | SilverHawk HOA  
562.277.0784

----- On Fri, 26 Jul 2019 17:53:22 -0500 <[treasurer@silverhawkhoa.com](mailto:treasurer@silverhawkhoa.com)> wrote -----

Approved.

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**From:** HOA Director <[director@silverhawkhoa.com](mailto:director@silverhawkhoa.com)>  
**Sent:** Friday, July 26, 2019 4:54 PM  
**To:** [secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)  
**Cc:** [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com); [vice.president@silverhawkhoa.com](mailto:vice.president@silverhawkhoa.com); [treasurer@silverhawkhoa.com](mailto:treasurer@silverhawkhoa.com)  
**Subject:** Re:APPROVAL NEEDED: July Board Meeting Minutes

Approved

----- On Fri, 26 Jul 2019 08:54:04 -0700 [secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com) wrote -----

Good morning,

Attached are the minutes from the July 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](mailto:secretary@silverhawkhoa.com)