



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

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on August 27th, 2019 at the SilverHawk Clubhouse. It began at 7:23 pm and was presided over by Mark Grant, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Voting members in attendance: Mark Grant, Chad Hoffman, and Mandy Lunsford. Autumn Harting and Lindsey Dowdell were not present. Quorum established with a 3/5 majority present.

There was 1 guest in attendance.

Approval of Agenda

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

Invitation for Guests to Speak

- See Update on Entrance Landscaping Project below

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford, Chad Hoffman, and Mark Grant on July 26th, and by Autumn Harting on July 27th. Lindsey Dowdell abstained. The minutes were approved with a 4/5 majority. These minutes were posted to the website on July 29th.

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

- Down to just over \$8,000 in outstanding HOA dues.
- Plan to maintain at least a 3 month reserve in the Emergency Reserve.

Committee Reports

a. Architectural Committee (Mandy Lunsford):

- The Committee approved two applications this month. To apply for ARC approval, visit <http://www.silverhawkhoa.com/architectural-review-committee.html>

b. Covenants Committee (Autumn Harting): Autumn not present – no report.

c. Welcoming/Social Committee (Autumn Harting): Autumn not present – no report.

d. Grounds/Improvements Committee (Chad Hoffman):

- **Updates on Entrance Landscaping Project:** A neighbor has volunteered to help gather estimates/landscape designs for the Penn entrance, 178th entrance, and clubhouse. She met with 4 contractors, and moved forward with estimates/designs from 2 of them. She presented the first estimate/design, and discussed with the Board. We are still waiting on the second estimate/design. Once this has been

received, the Board would like to invite both contractors to a meeting where they can explain their designs in better detail.

- **Updates on Tree Replacement Plan, Overgrowth, & Concrete/Rip Rap Clean Up:** Chad will try contacting Rodney one more time about the trees. If he still does not have an answer from Rodney by the next Board Meeting, we will hire someone else to take care of the trees (See Motion #1.) Chad will ask Landon about the overgrowth cleanup timeline. The concrete has been cleaned up and the dirt leveled. The rip rap is still there, and needs to be added to the erosion areas.
- e. **Pool/Clubhouse Committee (Lindsey Dowdell):** Lindsey not present.
 - **Pool Cover**
 - **Clubhouse Cleaning**
 - **New Pool Furniture:** Need to decide how many loungers, tables, and chairs we need to purchase. Discussed refinishing the 6 small tables we currently have, and purchasing 12 new chairs for these tables. Discussed purchasing 2 big tables with chairs, or a large picnic table, and discussed purchasing 32 new loungers. Also discussed ways to shade the patio area on the west side of the pool.
 - **Closing Down Pool/Storing Furniture:** The pool will be open for Labor Day Weekend (including Monday) and will close for the season on Wednesday, September 4th. We will not need to store the current pool furniture if we decide to replace everything; we do still have the storage unit to store the new furniture once purchased.
 - **Clubhouse Repairs:** Reviewed estimate to fix interior doors in the clubhouse, and adding a lock to the mop closet. The roof/gutters will be replaced next week, after the pool has shut down for the season, if weather permits. Also discussed the A/C power repair in the attic.

Old Business

New Business

- Discussed using GroupMe app instead of group text messaging, as some members are not receiving all the text messages.

Main Motions

Motion #1: Moved by Mandy Lunsford and seconded by Mark Grant to hire someone else to take care of the damaged trees if we do not have a response from Rodney by the next Board Meeting. The motion carried unanimously.

Motions Approved Via Email Prior to July Meeting:

7/31/2019: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve Architectural Review Committee Application #2019-2 for construction of a backyard shed. The motion carried unanimously.



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8/1/2019: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve Architectural Review Committee Application #2019-3 to replace an existing fence that is falling down. The motion carried unanimously.

8/11/2019: Moved by Autumn Harting and seconded by Chad Hoffman to waive the violation fee for a first time trash can violation that was remedied in the required timeframe. The motion carried unanimously.

8/24/2019: Moved by Autumn Harting and seconded by Chad Hoffman to refund the clubhouse reservation fee due to the A/C not working during the party. The motion carried unanimously.

Next Meeting: Tuesday, September 17th at 7:00pm in the SilverHawk Clubhouse.

Announcements

Pool hours are 10:00am to 10:00pm Tuesday through Sunday. The pool will be open for the entire Labor Day Weekend, including Monday, September 2nd, and will close for the season on Wednesday, September 4th.

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

Mark Grant moved that the meeting be adjourned, and this was agreed upon at 7:52pm.

SilverHawk HOA Secretary

From: Lindsey Dowdell <vice.president@silverhawkhoa.com>
Sent: Saturday, August 31, 2019 12:06 PM
To: HOA Director
Cc: secretary@silverhawkhoa.com; president@silverhawkhoa.com;
treasurer@silverhawkhoa.com
Subject: Re: APPROVAL NEEDED: August Board Meeting Minutes

Approve

Sent from my iPhone

On Aug 31, 2019, at 12:04 PM, HOA Director <director@silverhawkhoa.com> wrote:

Approved

---- On Sat, 31 Aug 2019 09:54:13 -0700 secretary@silverhawkhoa.com wrote ----

It would help if I attached the document!

Thank you,

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

From: SilverHawk HOA Secretary [mailto:secretary@silverhawkhoa.com]
Sent: Saturday, August 31, 2019 11:53 AM
To: Autumn Harting (president@silverhawkhoa.com); Lindsey Dowdell
(vice.president@silverhawkhoa.com); Mark Grant (treasurer@silverhawkhoa.com); Chad Hoffman
(director@silverhawkhoa.com)
Subject: APPROVAL NEEDED: August Board Meeting Minutes
Importance: High

Hello everyone,

Attached are the minutes from the August 27th meeting. Please reply to all with your approval or amendments if needed.

Thank you, and Happy Labor Day Weekend!!!

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Tuesday, September 03, 2019 7:41 PM
To: secretary@silverhawkhoa.com
Cc: president@silverhawkhoa.com; vice.president@silverhawkhoa.com;
director@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED: August Board Meeting Minutes

Approved.

Mark Grant
Treasurer
Silverhawk HOA

---- On Sat, 31 Aug 2019 11:53:14 -0500 secretary@silverhawkhoa.com wrote ----

Hello everyone,

Attached are the minutes from the August 27th meeting. Please reply to all with your approval or amendments if needed.

Thank you, and Happy Labor Day Weekend!!!

Mandy Lunsford

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

secretary@silverhawkhoa.com