



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

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on September 17th, 2019 at the SilverHawk Clubhouse. It began at 7:01 pm and was presided over by Autumn Harting, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

Voting members in attendance: Autumn Harting, Mark Grant, Chad Hoffman, and Mandy Lunsford. Lindsey Dowdell resigned from the Board earlier that afternoon. Quorum established.

There were 7 guests in attendance.

Approval of Agenda

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

Invitation for Guests to Speak

- No guests wished to speak individually at this time; but did join in on the discussions throughout the rest of the meeting.

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford, Chad Hoffman, and Lindsey Dowdell on August 31st, and by Mark Grant on September 3rd. Autumn Harting abstained. The minutes were approved with a 4/5 majority. These minutes were posted to the website on September 3rd.

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

- Down to just over \$6,000 in outstanding HOA dues.
- Discussion about people who still owe HOA dues – What are we doing to collect these dues? – Liens have been filed on all delinquent accounts, and the accounts are accruing interest; once the account reaches \$1,000 it is sent to collections/small claims court. The Board has also offered payment plans for people who are in a hardship. The Board has been more aggressive in collecting dues, and the outstanding amount has been greatly reduced compared to years past. A guest mentioned she would be willing to knock on these homeowner's doors and ask them about getting their delinquent account paid.
- Mark mentioned that we are needing to get a bid to fix the erosion on the southwest side of the pond behind the oil wells (sprinkler system/water piping is exposed) Need fill dirt and sod – Chad will work on getting bids for this project.

Committee Reports

a. Architectural Committee (Mandy Lunsford):

- No applications this month.
- Received an email from a homeowner who wanted to install a black roof. According to the CCR's all roofs must be the color of Weathered Wood, and the CCR's do not give the ARC the authority to approve any color other than Weathered Wood.
- A guest asked that the Board post a reminder about the CCR's and required roof color on NextDoor.
- To apply for an ARC approval, visit <http://www.silverhawkhoa.com/architectural-review-committee.html>

b. Covenants Committee (Autumn Harting):

- There are a few outstanding violations that need to be sent out.
- The committee has received violation reports on two properties that have installed black roofs, and a rental property that has a hole in their fence. The property with the hole in the fence has an aggressive dog, and the violation reporter is worried the dog will get out and hurt someone. They have tried talking with the occupants, and have also contacted the City of OKC, but the issue has not been resolved. The City of OKC said they could not issue a warning at the time of their inspection, because trash cans were blocking the fence, and the Inspector would have needed to enter the property to investigate the hole. The committee has discovered who owns the property, and will be contacting the owner about having the fence repaired.

c. Welcoming/Social Committee (Autumn Harting)

- No new homeowners last month.
- Delivered the welcome baskets to three new homeowners from previous months this evening.
- Discussed mailing out a Welcome Packet instead of going door to door with a basket. Decided to continue with the baskets at this time.
- Discussed delivering Welcome Baskets to new renters. Unfortunately, Neighborhood Services/SilverHawk HOA does not get notified each time a new renter moves in. We only get notified about new homeowners.
- No social events planned at this time.

d. Grounds/Improvements Committee (Chad Hoffman):

- **Updates on Entrance Landscaping Project:** Aynes was scheduled to present their design at tonight's meeting, but unfortunately had to cancel due to a family death. Will reschedule with Aynes and announce on NextDoor.
 - Discussed other design/bid from Maxwell. Need to ask Maxwell about their warranty, and ask both companies for referrals so we can see the neighborhood entrances and other projects that they have done recently.

- Approved budget of \$20,000 but the bids have been coming in higher than that.
- A guest mentioned that she has a friend who is a landscape architect, and she would be willing to work with her on a design and hire someone for install. Suggested we go with someone who will warranty the plants for one year, similar to what Lowes, Home Depot, and TLC does. They will ensure everything is planted correctly for the best survivability of the plants.
- The landscapers have mentioned wanting to coordinate with the electrician on the landscaping lighting, and work together to accomplish the new landscape design and lighting design at the same time.
- Discussed the schedule for current landscaping projects: Next week is the 3rd fertilizer treatment. 2nd week of October is the 3rd pre/post emergent treatment. Overgrowth is being taken care of in a week or two. Will be coming out later this week to diagnose all sprinkler system boxes and give bid for error areas, fix the two leaky sprinkler heads near the Shift pond, and replace the missing valve cover near the oil well on Silverhawk Way. Landon is looking at the hit tree to see if it can be salvaged – still no response from Rodney on the tree replacement and remaining rip rap.
- A guest presented an idea for walking paths and trees/ornamental grasses along the edges of the pipeline easements (177th, 176th, 175th, 174th, and 173rd Streets) that would connect with the sidewalk around the Shift pond. Discussed needing a sprinkler system installed in the area; getting permission from the pipeline company to plant trees and install the sidewalks and sprinkler system, and making the sidewalks out of concrete or pea gravel that would be lined with metal edging or stone. Discussed installing soccer goals in one of the sections. Also discussed installing one section at a time to keep from spending such a large amount at once on the project. The Board likes the idea, but realizes that it will be an expensive project, and tables it for future improvement considerations.
- Discussed sending reminder letters to the homeowners who live along the concrete drainage easements, reminding them that they are responsible for maintaining these areas.
- Discussed the violation that was sent from the City of OKC for the tall grass/weeds near the north pond along NW 178th St. Will have Kara forward to landscaping company to get it on their schedule immediately. Working on making a new marked plat for the 2020 lawn bid package – to include the drainage area between the Villages and the houses on Silverhawk Way to be mowed every other week. Discussed this drainage area – goal is to keep it looking nice, but not completely cut down.

e. Pool/Clubhouse Committee (Open Chair Position):

- **Pool Cover:** Bold Element has ordered the pool cover and will be installing it soon.
- **Clubhouse Cleaning:** Waiting on the bids from Neighborhood Services.
- **New Pool Furniture/Storing Furniture:** Discussed storing what we currently have, and purchasing new furniture in the Spring. Need to schedule a UHaul and UHaul helpers to move the furniture to our storage rental. A guest volunteered to supervise this project.
- New roof and gutters have been installed, interior trim and doors have been replaced/repared, and a shelf has been installed in the cleaning supply closet - Autumn cleaned and organized the cleaning supply closet.

Old Business

New Business

- **Date for Fall Neighborhood Garage Sale:** Chad is contacting the surrounding neighborhoods to see when theirs is scheduled; otherwise we will go with the weekend of October 18th as requested by several homeowners on NextDoor.
- Discussed forming the Election Committee at the next meeting. There is currently one open position on the Board, and will be two more positions open in January at the Annual HOA Meeting.

Motions Approved Via Email Prior to September Meeting:

9/5/2019: Moved by Mandy Lunsford and seconded by Mark Grant to direct Kara to have the contractor add “installing a shelf in the mop closet”, and remove “installing the lock on the mop closet”, from the Interior Doors/Trim Repair Estimate. The motion carried unanimously.

9/10/2019: Moved by Mandy Lunsford and seconded by Chad Hoffman to approve the updated estimate of \$776.00 for interior doors/trim repair. The motion carried with a 4/5 majority, with Lindsey Dowdell abstaining.

9/11/2019: Moved by Chad Hoffman and seconded by Mandy Lunsford to approve the bid of \$960.00 to clean up the overgrowth area near NW 176th and SilverHawk Way. The motion carried unanimously.

9/11/2019: Moved by Mandy Lunsford and seconded by Lindsey Dowdell to replace the damaged 6’ pigtail for the clubhouse air conditioner. The motion carried unanimously.



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9/11/2019: Moved by Mark Grant and seconded by Chad Hoffman to approve the bid of \$2,554.00 to replace the pond fountain motor and cable pigtail, and replace/trench 60' of cable and install into a conduit. The motion carried with a 4/5 majority, with Lindsey Dowdell abstaining.

Next Meeting: Tuesday, October 22nd at 7:00pm in the SilverHawk Clubhouse.

Announcements

POOL IS NOW CLOSED UNTIL NEXT SEASON – Memorial Weekend 2020

Ayers Landscaping Design Presentation has been rescheduled for Tuesday, September 24th at 6:00pm. We are meeting at the clubhouse.

FALL NEIGHBORHOOD GARAGE SALE: Weekend of October 18th, 19th, and 20th. If you choose to participate in the garage sale, don't forget to purchase your garage sale permit from the City of OKC! <https://www.okc.gov/departments/development-services/business-licensing/garage-sale-permit>

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 8:25pm.

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Sunday, September 22, 2019 7:24 AM
To: director@silverhawkhoa.com
Cc: secretary@silverhawkhoa.com; president@silverhawkhoa.com
Subject: Re:APPROVAL NEEDED: September Board Meeting Minutes
Attachments: 20190917 HOA Board Meeting Minutes.pdf

Approve.

Mark Grant
Treasurer
Silverhawk HOA

---- On Sat, 21 Sep 2019 22:22:33 -0500 director@silverhawkhoa.com wrote ----

Approve

---- On Sat, 21 Sep 2019 17:00:50 -0700 secretary@silverhawkhoa.com wrote ----

Hello everyone,

Attached are the minutes from the September 17th 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