



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

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on November 19th, 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, Mark Grant, Chad Hoffman, and Mandy Lunsford. Quorum established.

There were 5 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

- Question about what would happen if we don't have a President, Vice President, and Secretary for the Board of Directors? – We will need to cross that bridge when we get to it, and involve the HOA attorney if we do not get enough volunteers for the Board of Directors. The governing documents require 5 people, and we need at least 3 for a quorum. The homeowners vote and approve the 5 Directors, and the Board determines what roles each Director will have. We are mailing a letter this week to all the homeowners asking for people to volunteer.
- Discussed rental properties, and how do we know how many there are and who they are? – Mark Grant is planning on making a motion with the new Board to shut off all keycards, and have all homeowners come revalidate their keycards to help verify renters. Homeowners can show their mortgage statement, and renters can show their lease. We will keep track of when leases expire, so that the keycard will shut off on the same day. At end of lease, the renter can show their new lease to turn their keycard back on. This is important to keep track of because since we currently do not know who is and who isn't a renter, there could be active keycards out there that no longer belong to someone who is living in SilverHawk.
- Discussion about Christmas lights – This is the last year we will have to deal with the extension cords at the entrances, because the electric work will be completed at the beginning of next year. Next Christmas, we can add to our lights and decorations without worrying about the power issues, and we will have brand new landscaping to decorate.
- Discussion about the roof requirements in our governing documents – The governing documents require the roof color to be Weathered Wood. You are free to choose the manufacturer, brand, style, etc., you just need to be sure the color of the shingle you choose is called Weathered Wood.

- Question about how the decisions are made for things like installing the pool cover, etc. – The homeowners elect the Board, and the Board has the authority to approve estimates/bids without requiring a neighborhood vote. The pool cover was installed to help increase the life of the new plaster on the pool. We had two estimates to look at, and the motion was submitted and voted on via email instead of waiting until a meeting, because we needed to get on the schedule as soon as possible.
- Discussion about the two black roofs that were recently installed in our neighborhood, and the guests present agreed that the Board needs to send a violation letter – don't leave it for the next Board to deal with. All homeowners sign a document at closing stating that they agree to the governing documents which state that the only allowed roof color in SilverHawk is Weathered Wood. Black is not an allowed color, and the homeowners should have checked this before installing the black roof. The Board has had other homeowners ask about installing a color other than Weathered Wood, and we have directed them to the governing documents which state Weathered Wood only. The Board does not have the authority to approve any other color than Weathered Wood. The violation letters will be sent out as soon as possible.
- Discussion about getting more people to volunteer for the Board, improving the Board's efficiency, the neighborhood improvements that were completed this year, and prioritizing projects based on the neighborhood's budget.

Approval of Minutes

The previous meeting's minutes were approved through email by Mandy Lunsford and Chad Hoffman on September 21st, by Mark Grant on September 22nd, and by Autumn Harting on September 25th. The minutes were posted to the website on September 23rd, prior to Autumn Harting's approval, with a 3/4 majority approval.

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

- Currently over-running budget by around \$14,000 due to expenses going up and unexpected repairs/maintenance items. Added \$10,000 to next year's budget. Will discuss 2020 dues on that agenda item below.

Committee Reports

a. Architectural Committee (Mandy Lunsford):

- No applications this month.
- Received an email from a homeowner who was considering installing a roof that was not Weathered Wood color. According to the CCR's all roofs must be the color of Weathered Wood, and the CCR's do not give the ARC or the Board the authority to approve any color other than Weathered Wood.
- To apply for an ARC approval, visit <http://www.silverhawkhoa.com/architectural-review-committee.html>

- b. Covenants Committee (Autumn Harting):**
 - The two black roof violation letters will be processed and sent out.
- c. Welcoming/Social Committee (Autumn Harting)**
 - Need to send the list of new homeowners to the Committee.
 - No social events planned at this time.
- d. Grounds/Improvements Committee (Chad Hoffman):**
 - **Scheduling the Landscape Redesign & Electrical/Lighting Design Projects:** The Board unanimously agreed to hire Aynes for the landscape redesign. To get a discount on the project, it will be completed during the “off” season and will be scheduled sometime in January – March. Mark is working on getting another round of bids for the electrical work, and then will connect the electrician with Aynes so that they can coordinate the project. Chad will be the contact person for Aynes. We will get a few days’ notice for the start of the project, and homeowners are free to come and take the trees/plants that Aynes will be replacing.
 - **Review 2020 Lawn Maintenance Bids: *See Motion #1***
 - **Pond Erosion – SW Side Behind Oil Wells:** Chad will contact Pure Green to see if this is something they can handle. If not, he will contact Kara to see if she has any recommendations.
- e. Pool/Clubhouse Committee (Open Chair Position):**
 - **Status of Pool Cover:** The cover was installed last week.
 - **Schedule Storing the Pool Furniture:** Discussion about throwing out the old furniture since we will be replacing it before the next pool season. Kevin volunteered to sort the furniture in the parking lot and sell the salvageable items. We also need to store the rescue rings in the pump room to keep them out of the elements. Replacing the pool furniture is included in the 2020 Budget.

Old Business

New Business

- **2020 Dues:** Expenses are going up, and we have added \$10,000 to the 2020 Budget to help with rising costs and unexpected expenses. The Board is allowed to increase the dues by 20% but discussed going up by only 4-5%. *See Motion #2.*
- **2020 Neighborhood Services Contract: *See Motion #3***
- **Date of Annual Meeting:** Tuesday, January 21st, 2020 at 7:00pm in the SilverHawk Clubhouse.
 - **Deadline for Director Applications/Nominations:** Friday, January 3rd, 2020. Mandy will prepare the ballot and proxies so that Kara can mail them to the homeowners on Monday, January 6th, 2020. The deadline to mail or email your ballot and proxy will be Friday, January 17th, 2020.



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Main Motions

- **Motion #1:** Moved by Chad Hoffman and seconded by Mark Grant to approve Pure Green's 2020 Lawn Maintenance Bid. The motion carried unanimously.
- **Motion #2:** Moved by Autumn Harting and seconded by Mark Grant to change the 2020 Annual Dues to \$410. The motion carried unanimously.
- **Motion #3:** Moved by Autumn Harting and seconded by Mark Grant to renew the 2020 Neighborhood Services Contract. The motion carried unanimously.

Motions Approved Via Email Prior to the November Meeting:

9/20/2019: Moved by Autumn Harting and seconded by Mandy Lunsford to approve the quote from Pure Green to move forward with the clean up around the pond north of the clubhouse, and along NW 178th St. The motion carried unanimously.

9/26/2019: Moved by Autumn Harting and seconded by Mark Grant to have Bold Element purchase and install the ProMesh pool cover. The motion carried unanimously.

9/27/2019: Moved by Chad Hoffman and seconded by Autumn Harting to approve the Pure Green quote for the clubhouse irrigation repair. The motion carried unanimously.

10/2/2019: Moved by Autumn Harting and seconded by Chad Hoffman to have Bold Element purchase and install the Blue SAP Mesh pool cover due to the custom size requirements of the cover. The motion carried unanimously.

10/28/2019: Moved by Autumn Harting and seconded by Mark Grant to accept the Aynes proposal for the landscape redesign project. The motion carried unanimously.

10/28/2019: Moved by Autumn Harting and seconded by Chad Hoffman to hire Salazar for bi-monthly cleaning of the clubhouse in the off season. The motion carried unanimously.

10/30/2019: Moved by Mark Grant and seconded by Chad Hoffman to replace the exterior clubhouse lights with photo sensor LED fixtures. The motion carried unanimously.

Next Meeting: HOA ANNUAL MEETING Tuesday, January 21st, 2020 at 7:00pm in the SilverHawk Clubhouse.



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Announcements

The Board of Directors is in need of volunteers for the 2020-2021 term! We need at least three people who are willing to help make our neighborhood the best that it can be! The neighborhood will vote in three Board of Directors at the HOA Annual Meeting on January 21st. January 3rd is the deadline to apply – please submit your candidacy profile at <http://www.silverhawkhoa.com/2020-election-information.html>

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 8:07pm.

SilverHawk HOA Secretary

From: HOA Treasurer <treasurer@silverhawkhoa.com>
Sent: Monday, November 25, 2019 7:18 AM
To: director@silverhawkhoa.com
Cc: president@silverhawkhoa.com; secretary@silverhawkhoa.com
Subject: Re: APPROVAL NEEDED: Minutes from November Board Meeting

Approved.

Mark Grant
Treasurer
Silverhawk HOA

---- On Sat, 23 Nov 2019 14:17:01 -0600 director@silverhawkhoa.com wrote ----

Approve

---- On Sat, 23 Nov 2019 07:56:27 -0800 president@silverhawkhoa.com wrote ----

Looks great - approve.

Autumn Harting
President | SilverHawk HOA
562.277.0784

---- On Fri, 22 Nov 2019 15:02:56 -0600 **SilverHawk HOA Secretary**
<secretary@silverhawkhoa.com> wrote ----

Hello everyone,

Attached are the minutes from the November 19th 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