



1322 Fretz Drive • Edmond OK 73003 • president@silverhawkhoa.com
Minutes for SilverHawk HOA Monthly Board Meeting, July 2015

Call Meeting to Order

A Board meeting of the SilverHawk HOA was held on July 6th, 2015 at the SilverHawk Clubhouse. It began at 7:04pm and was presided over by Chris Painter, with Mandy Lunsford as secretary.

Roll Call & Quorum Determination

All voting members were in attendance: Kevin Mashburn, Chris Painter, Lisa Slaton, Nick Syzmanski, Jesse Kemp, and Mandy Lunsford.

Guests in attendance included: Jonathan & Emily Hernandez and Michael Danielson

Invitation for Guests to Speak

- a. Discussion about in-home daycare: Compromise between the HOA and the daycare - HOA will honor the variance for the next 2.5 years, and then she will have to reapply at that time. Both parties will sign a compromise stating that the daycare will no longer give out the gate code to her clients and she will always buzz them in for now on; daycare agrees to pay an extra \$100 per year for gate maintenance.
- b. Discussion about other current CCR violations.

Approval of Agenda

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

Approval of Minutes

The previous meetings' minutes were unanimously approved through email prior to tonight's board meeting. From this day forward, all meeting minutes will be approved in person at the following board meeting.

Committee Reports

- a. **Architectural Committee:** Jesse Kemp volunteered to become Chair.
- b. **Legal Affairs/Compliance Committee:** Report presented by Chris Painter.
- c. **Welcoming/Social Committee:** Lisa Slaton volunteered to become Chair.
- d. **Grounds/Improvements Committee:** Report presented by Nick Syzmanski.
- e. **Pool Committee:** Report presented by Kevin Mashburn.

Officers' Reports

- a. **Treasurer's Report was presented by Lisa Slaton. Discussion of past assignments.**
- b. **President's Report was presented by Kevin Mashburn. Discussion of past assignments and the following new business:**
 - Insurance Refund
- c. **Member at Large #1 Report was presented by Nick Syzmanski. Discussion of past assignments.**

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d. Member at Large #2 Report was presented by Chris Painter. Discussion of past assignments and the following new business:

- Daycare Decision
- Review attorney meeting with board and sign documents to engage his services.
- Discuss board member positions.
- Discuss board member time commitments and how we conduct our business moving forward. (This is a needed discussion to help preserve the board and those of the future to prevent burn out).
- Centralizing HOA Documents
- DropBox
- Forming committees and using those people who expressed interest in being on the board to become committee chairs.
- Development of a formalized decision making process when a formal board meeting is not required.

e. Member at Large #3 Report was presented by Jesse Kemp. Discussion of past assignments.

f. Secretary's Report was presented by Mandy Lunsford. Discussion of past assignments and the following new business:

- Place to post clubhouse reservations?
- Would like for someone to take over Welcoming Committee.

Main Motions

Motion: Moved by Lisa Slaton and seconded by Chris Painter to send a letter to all delinquent households that they have 15 days to pay their HOA dues plus late fees before they will be turned over to collections. The motion carried unanimously.

Motion: Moved by Lisa Slaton and seconded by Kevin Mashburn to name Chris Painter as the new HOA Board President. The motion carried unanimously.

Motion: Moved by Chris Painter and seconded by Jesse Kemp to sign a resolution to hire an attorney to help the Board with current legal matters and to help write our Bylaws. The motion carried unanimously and the resolution was signed.

Motion: Moved by Jesse Kemp and seconded by Lisa Slaton to table the discussion of hiring an attorney to take over where Neighborhood Services left off if not successful in getting all dues paid. The motion carried unanimously.

Announcements

Next monthly Board meeting will take place on Monday, August 3rd at the SilverHawk Clubhouse.

Adjournment

Lisa Slaton moved that the meeting be adjourned, and this was agreed upon at 9:01pm.