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1322 Fretz Drive • Edmond OK 73003 • [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com)  
Minutes for SilverHawk HOA Monthly Board Meeting, December 2015

### **Call Meeting to Order**

A Board meeting of the SilverHawk HOA was held on December 7<sup>th</sup>, 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**

Voting members in attendance: Chris Painter, Lisa Slaton, Jesse Kemp, and Mandy Lunsford. Quorum established.

Voting members not in attendance: Nick Szymanski

### **Approval of Agenda**

Chris Painter amended the agenda by adding the following items: under Legal Affairs/Compliance Committee: Developer to Turn Over Phase 2, under New Business: Annual Meeting, Elections, and 2015 Board Accomplishments. A motion to approve the agenda was made by Chris Painter and seconded by Mandy Lunsford. The motion carried unanimously.

### **Invitation for Guests to Speak**

No guests in attendance.

### **Approval of Minutes**

The previous meeting's minutes were approved through email by Mandy Lunsford and Nick Szymanski on November 6<sup>th</sup>, approved through email by Lisa Slaton on November 7<sup>th</sup>, approved through email by Jesse Kemp on November 8<sup>th</sup>, and approved through email by Christ Painter on November 11<sup>th</sup>. These minutes were posted to the website on November 12<sup>th</sup>.

### **Treasurer's Report**

The Treasurer's Report was presented by Lisa Slaton.

- Dues for 2016: Staying the same as this year, \$410 for the Villas (gated part) and \$320 for the rest of the neighborhood. Due on February 15<sup>th</sup>, 2016.
- Dues Statement Letter: To include financial breakdown of where the dues go, notice of annual meeting and elections, communication policy, and what the board has accomplished this year.
- Collections: No longer charging late fees; interest and fees for collections/liens only. Liens will be filed on all delinquent accounts beginning March 15<sup>th</sup>, 2016. Collections will begin once the balance reaches \$1,000.
- Budget Update: Shift area is no longer separate in the budget.
- Documents Needed for Annual Meeting in January: Budget and Profit/Loss Statement

### **Committee Reports**

**a. Architectural Committee (Jesse Kemp):**

- Communication between Neighborhood and Board: drafted a Communication Policy and Application for Architectural Review

**b. Legal Affairs/Compliance Committee (Chris Painter):**

- Draft Revision to the Declaration: Still in progress.
- Discuss Meeting with Attorney: Discussed committee ideas, survey for the neighborhood, and voting for the CCR's and ByLaws.
- Developer to Turn Over Phase 2: meeting with Michael Love to discuss.

**c. Welcoming/Social Committee (Lisa Slaton):** Discussion on selecting a Yard of the Month in May-August and also at Christmas time. Winner would get a \$50 gift card from Lowes or Home Depot.

**d. Grounds/Improvements Committee (Nick Szymanski): Not Present**

- New Information Signs for Entrances: Chris is getting a quote from FastSigns.

**e. Pool Committee (Chris Painter):**

- Camera System Maintenance: Need a new DVR and computer screen; Chris is researching options.

### **Old Business**

Discussion on the following:

- Logistics for Phase 2 Garden Electric & Water Bills (Tabled from previous meeting; discuss with attorney.): According to the attorney, the garden in the Shift area is open to anyone in the SilverHawk neighborhood as common space, whether or not they live in the Shift due to how the covenant was written by the developer. There will not be a separate budget or separate dues for the Shift area, as the entire HOA has access and is responsible for the upkeep of the garden.
- Options for Emergency Access Road in Phase 2 (currently gravel): Chris will be contacting the City to see if this is required, and if so, is it required to be gravel?

### **New Business**

Discussion on the following:

- Neighborhood Services Contract: Amended and signed by Chris Painter (President), effective 1/1/2016 through 12/31/2016 (see Motion #1)
- Gate Access Contract: see Motion #2
- Annual Meeting: Finalize agenda at next monthly board meeting
- Elections: Two vacancies; announce on NextDoor, Facebook, and website. Applications submitted by 12/18/2015 to be on ballot. Elections will take place at the annual meeting.
- 2015 Board Accomplishments: made list to include with the dues statement letter



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**Main Motions**

**Motion #1:** Moved by Chris Painter and seconded by Lisa Slaton to sign the amended Neighborhood Services contract. The motion carried unanimously.

**Motion #2:** Moved by Lisa Slaton and seconded by Chris Painter to discontinue the use of services of Community Care Management Services for gate maintenance and programming, effective 1/1/2016. The motion carried unanimously.

**Announcements**

Next monthly Board meeting will take place at 7:00pm on Thursday, January 7<sup>th</sup> at the SilverHawk Clubhouse.

HOA Annual Meeting will take place at 7:00pm on Tuesday, January 12<sup>th</sup> in the Westfield Elementary Cafeteria.

**Adjournment**

Chris Painter moved that the meeting be adjourned, and this was agreed upon at 8:54pm.

## SilverHawk HOA Secretary

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**From:** Jesse Kemp <jkemp831@hotmail.com>  
**Sent:** Monday, December 14, 2015 12:14 AM  
**To:** secretary@silverhawkhoa.com; 'Chris Painter'; HOA Treasurer; 'Szymanski Nick'  
**Subject:** RE: APPROVAL NEEDED: December Board Meeting Minutes

**Importance:** High

Approve

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From: [secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)  
To: [president@silverhawkhoa.com](mailto:president@silverhawkhoa.com); [treasurer@silverhawkhoa.com](mailto:treasurer@silverhawkhoa.com); [nszymanski@att.net](mailto:nszymanski@att.net);  
[jkemp831@hotmail.com](mailto:jkemp831@hotmail.com)  
Subject: APPROVAL NEEDED: December Board Meeting Minutes  
Date: Sat, 12 Dec 2015 20:41:13 -0600

Hello everyone,

Attached are the amended minutes from the December Board Meeting. The item amended is in the Treasurer's Report, Collections: No longer charging late fees; interest and fees for collections/liens only. Liens will be filed on all delinquent accounts beginning March 15<sup>th</sup>, 2016. Collections will begin once the balance reaches \$1,000.

Please review and reply to all with your approval or any other amendments if needed.

Thank you,

*Mandy Lunsford*

Secretary  
SilverHawk HOA Board  
Call/Text (405) 208-3939  
[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

## SilverHawk HOA Secretary

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**From:** HOA Treasurer <treasurer@silverhawkhoa.com>  
**Sent:** Monday, December 14, 2015 1:19 PM  
**To:** secretary@silverhawkhoa.com  
**Cc:** 'Chris Painter'; 'Szymanski Nick'; 'Jesse Kemp'  
**Subject:** Re: APPROVAL NEEDED: December Board Meeting Minutes

Approve.

----- On Sat, 12 Dec 2015 18:41:13 -0800 **SilverHawk HOA Secretary**  
<[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote -----

Hello everyone,

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Please review and reply to all with your approval or any other amendments if needed.

Thank you,

*Mandy Lunsford*

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

## SilverHawk HOA Secretary

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**From:** Chris Painter <president@silverhawkhoa.com>  
**Sent:** Tuesday, December 15, 2015 6:56 PM  
**To:** secretary@silverhawkhoa.com  
**Cc:** HOA Treasurer; Szymanski Nick; Jesse Kemp  
**Subject:** Re: APPROVAL NEEDED: December Board Meeting Minutes

Approve.

Sent from my iPhone

On Dec 12, 2015, at 20:41, SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)> wrote:

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*Mandy Lunsford*

Secretary  
SilverHawk HOA Board  
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[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

<20151207 Board Meeting Minutes.pdf>

## SilverHawk HOA Secretary

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**From:** Nick Szymanski <nszymanski@att.net>  
**Sent:** Monday, December 21, 2015 11:24 PM  
**To:** SilverHawk HOA Secretary  
**Subject:** RE: FW: APPROVAL NEEDED: December Board Meeting Minutes

Approve.

Sent via the Samsung Galaxy Note® 3, an AT&T 4G LTE smartphone

----- Original message -----

**From:** SilverHawk HOA Secretary <[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)>  
**Date:** 12/21/2015 11:13 PM (GMT-06:00)  
**To:** 'Szymanski Nick' <[nszymanski@att.net](mailto:nszymanski@att.net)>  
**Subject:** FW: APPROVAL NEEDED: December Board Meeting Minutes

*Mandy Lunsford*

Secretary

SilverHawk HOA Board

Call/Text (405) 208-3939

[secretary@silverhawkhoa.com](mailto:secretary@silverhawkhoa.com)

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**From:** SilverHawk HOA Secretary [<mailto:secretary@silverhawkhoa.com>]  
**Sent:** Saturday, December 12, 2015 8:41 PM  
**To:** 'Chris Painter'; HOA Treasurer; 'Szymanski Nick'; 'Jesse Kemp'  
**Subject:** APPROVAL NEEDED: December Board Meeting Minutes  
**Importance:** High

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Thank you,

*Mandy Lunsford*

Secretary

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