

*TRAIL WOODS ASSOCIATION
15100 South Western Ave.
Oklahoma City, OK 73170
info@trailwoodshoa.com*

September 6, 2018

Welcome to the **2018** Trail Woods HOA Gathering. I appreciate your efforts to come out and meet your neighbors. In addition, I hope you find the enclosed information useful. Please let me know if there is any way that I can, within my scopes of work, make Trail Woods a pleasant place to live.

In this packet you will find:

- Why a HOA?
- My Role?
- Brief Description of the Governing Documents for Trail Woods
- Common Communication within the HOA
- Contact Information
- Year-to-Date Financial Statement

Again, I hope you find the time to review this information closely and find it useful.

Regards,

Angela | HOA Manager

2018 Trail Woods Home Owner Association Information

Thank you for attending the Open House. Below you will find helpful information for your HOA. Please review and let me know if you have any questions.

I. The What, Why, & Who of an HOA

- a. Trail Woods's HOA is a not-for-profit organization that is built up of lot owners known as "members" and is put in place to protect home values as well as to enhance the look and feel of the community.

II. Angela, HOA Managers main scopes of work:

- a. As the HOA Manager, there are primary scopes of work in this position.
 - i. Collect HOA Dues: send out invoices and statements collecting HOA dues. This is how the HOA operates and pays for HOA expenses.
 - ii. Prepares and sends HOA closing letters per request from all Title and Mortgage Companies upon the sell or refinancing of properties in Trail Woods.
 - iii. Request and Receive HOA Landscape Bids: receive and reviews at least three competitive bids to maintain all common areas.
 - iv. Enforce Community Covenant Violations: a homeowner fills out an HOA violation form, sends to the HOA Manger and a ticket opens to resolve the issue.
 - v. Takes and returns all homeowners calls and or emails regarding all issues within the community.
 - vi. Performs weekly community checks on properties, common areas, parks and splash pads.
 - vii. Prepares and submits all liens and lien releases through the Cleveland County Court Clerk Office

III. Homeowner Association Governing Documents

- a. The association's governing documents are made up of legally binding documents that are filed at the county office.
 - i. Declarations: The real property covenants, filed with county clerk. Provides structural and use restrictions and creates the community association.
 - ii. Bylaws: The business practices of an HOA: who governs, how often, when/where/how do we meet and conduct business.
 - iii. Initial Rules: The rules within the community.
 - iv. Guidelines: These are like rules except are weighted toward structural/aesthetic restrictions.
 1. If you are interested in changing or adding something to your home or lot, please submit an application.
- b. The HOA governing documents can be requested from the Director of Community Operations.

IV. Financials –

- a. Attached is a Profit and Loss from January 1, 2018 to July 31, 2018

Additional Information regarding Trail Woods –

Below is additional information usually communicated within the HOA. I wanted to point out, some of these items are not necessarily taking place in Trail Woods, it's just if they were to take place this is the information to reference.

Sports Play Guidelines and Hours – Please observe park hours and guidelines posted on nearby signage. Trail Woods amenities are reserved for HOA members only. During normal weekday business hours you may notify info@trailwoodshoa.com for inquires. After hours please notify the Norman Police Department at 405-321-1600 and if an emergency, call 911.

Dog Barking and Leash Laws – The Association may correspond with a resident if a dog is barking, but the best thing to do is contact Animal Welfare, Norman Action Center or the Police. The Action Center is 405-366-5332 and Police is 405-321-1600.

2.2 Pets. Raising, breeding, or keeping animals, livestock, or poultry of any kind, except that a reasonable number of dogs, cats, or other usual and common household pets may be permitted in a Unit. However, those pets which are permitted to roam free, or, in the sole discretion of the Board, make objectionable noise, endanger the health or safety of, or constitute a nuisance or inconvenience to the occupants of other Units shall be removed upon the Board's request. If the pet owner fails to honor such request, the Board may remove the pet. Dogs shall be kept on a leash or otherwise confined in a manner acceptable to the Board whenever outside the dwelling. Pets shall be registered, licensed and inoculated as required by law;

Lawn Maintenance – Now that it is getting cooler and the grass isn't growing as fast, please make sure your lawn is winter ready; mowed, edged, and fall/winter weed control is applied. Also note when mowing, please avoid blowing grass clippings in the street. During the growth season, reference the text below pulled from the covenants:

Section 5 Maintenance and Repair.
5.1 Maintenance of Units.

Each Owner shall maintain such Owner's Unit, including all landscaping and improvements comprising the Unit, in a manner consistent with Trailwoods Governing Documents, Trailwoods-Wide Standard and all applicable covenants, unless, such maintenance responsibility is otherwise assumed by or assigned to the Association pursuant to any Supplemental Declaration or other declaration of covenants applicable to such Unit.

Please refrain from blowing grass clippings in the street.

Street parking: Please try your best to park in your driveway (without blocking sidewalks). The below box is a section in the restrictive covenants referring to parking in Trail Woods.

2. Restrictions. The following activities are prohibited at Trailwoods unless expressly authorized by, and then subject to such conditions as may be imposed by, the Board:

2.1 Parking. Parking any vehicles on public or private streets or thoroughfares, or parking of commercial vehicles or equipment, mobile homes, recreational vehicles, golf carts, boats and other watercraft, trailers, stored vehicles, or inoperable vehicles in places other than enclosed garages; provided, construction, service and delivery vehicles shall be exempt from this provision for such period of time as is reasonably necessary to provide service or to make a delivery to a Unit or the Common Area;

Parking cont...

Additional information regarding the city and parking continued next page:

- a. The vehicle must be properly tagged and in good operating condition.
- b. The vehicle must be parked with the flow of traffic.
- c. The vehicle must not be parked such as to present a hazard to normal traffic flow.
- d. The vehicle may not be leaking oil onto the street.
- e. You may consult the Norman City municipal Code at <http://www.municode.com> for further restrictions, or you can call or e-mail the Norman Action Center at [405-366-5396](tel:405-366-5396) or e-mail at action.center@normanok.gov. Also, if a car is parked too close to the mailbox the, Postal Service may not deliver the mail.

Boats & Trailers in Driveways or Streets - Boats and trailers may park in driveway on a temporarily basis. If you need to wash or repair your boat, please notify the HOA and communicate the time your boat will be in the community. For use of trailers, please follow the same rule.

Speeding Traffic through the Community – Please observe city traffic laws and all residential speeds zones. If you observe speeding traffic, please keep track of the following: type of car, time of day, and area of driving. After you have gathered the above information, notify your local traffic law enforcement then notify the Director of Community of Operations.

Sports and Play equipment – Please screen all play equipment when not in use, specifically portable basketball goals. The idea is to have them in good shape and not leaning over on ground when not in use.

Reporting Street Repairs – If you observe a pothole or a major crack in the street, you may contact the Norman Street Maintenance Department at 405-329-2524 and provide exact address of crack and pothole.

Reporting Street Lights Repairs – To turn in a street light repair request: you can either call OG&E at 405-272-9595 or e-mail at INSPDESK@oge.com or provide the address of the light or the closest intersection. I would advise asking for a case number in return for follow up purpose.

Reporting Violations – To report a violation in Trail Woods, please visit www.trailwoodshoa.com and contact the Director of Community Operations. If you recognize the violation falls under city code, call **Norman Action Center at [405-366-5396](tel:405-366-5396)**

Tree Replacement Project in Common Areas –The HOA is currently flagging the dead trees in the common areas and will be replacing.

Homeowner Tree Replacement – Communication will be sent out to all homeowners that have dead tree(s) or missing their tree(s) in their front yards. The HOA recommends using Marcum’s Nursery as your tree provider. Marcum’s is familiar with the area and know what trees do well in this environment. If homeowners fail to comply with the HOA guidelines, then enforcement will be applicable. Please remember to fill out a DRB form for trees outside the list we plan to provide.

HOA Contact & Accountability – Any homeowner from the Trail Woods HOA is always welcome to schedule an appointment with me to discuss HOA matters. For example, to view any funds that are spent and allocated as well as enforcement upon Trail Woods Community Covenants.

Lot Modification (DRB’s) – If you would like to add a shed, shelter, new roof, or installing a pool. Please check your guidelines in the Governing Documents. Then you need to fill out a DRB form on the website at www.trialwoodshoa.com.

Compliance and Enforcement – When the HOA makes note of a violation, written notice is sent out. If the homeowner fails to respond and not comply with the covenant and restrictions, then through procedural efforts the HOA eventually may impose monetary fines which shall constitute a lien upon the unit or take litigation measures on lot owner at owner’s expense.

Angela | **HOA Manager 405-421-5983** | cms@csolutionsok.com