

# Greenleaf Trails

## HOME OWNERS ASSOCIATION



### TOP NEWS

**HOA Management** – You now have a new contact for your HOA. You may contact Angela Garcia with Colutions at [info@greenleaftrails.com](mailto:info@greenleaftrails.com) or 405.421.5983.

**Association Dues** – Thank you to those who have paid their HOA dues. The Association will continue with its collection process on all delinquent debt and may file liens on open balance accounts.

**Splash Pad** – The opening date is **Friday, May 25th**. I would like to remind you of a few guidelines.

- splashpad is unsupervised, use at your own risk
- all children under 7 must have adult supervision
- toddlers must wear proper swim diapers
- please play in a courteous, safe, and family oriented manner
- dispose of trash properly
- glass containers and smoking are prohibited

### IMPORTANT COVENANT REMINDERS

Greenleaf Trails Covenants are binding agreements of guidelines and regulations that are observed by Greenleaf Trails Homeowners. The covenants main purpose is to protect and preserve your home property value.



**Lawn Maintenance** – Please maintain your lawn to comply with the community covenants. If you observe an un-kept lawn, you may check with the homeowner to see if everything is okay and or e-mail the HOA Manager at [info@greenleaftrailshoa.com](mailto:info@greenleaftrailshoa.com) and provide address of concern.

**Parking** – Please refrain from parking in the street if you can. If a vehicle is illegally parked in the street by the guidelines below, you may call Norman Action Center Parking Enforcement 405-366-5396. The vehicle must be properly tagged and in good operating condition. The vehicle must be parked with the flow of traffic. The vehicle must not be parked such as to present a hazard to normal traffic flow. The vehicle may not be leaking oil onto the street. All other concerns can be e-mail to [info@greenleaftrailshoa.com](mailto:info@greenleaftrailshoa.com).

If you notice a trailer, boat, or broken down vehicle that is parked in the drive for longer periods of time. Please contact [info@greenleaftrailshoa.com](mailto:info@greenleaftrailshoa.com) and provide the address of concern.

**Dog Barking** – The Association may correspond with a resident regarding pet concerns,, but the best thing to do is contact Animal Welfare 405-366-5396 for stray animals or the Norman PD 405-321-1600 for barking dogs.

### PURPOSE

The purpose of this letter is to provide you with community information and important reminders. Please retain this letter in your files and reference it when you may have questions regarding HOA matters.

### STREET LIGHT REPAIRS

To turn in a street light repair request: you can either call OG&E at 405-272-9595 or e-mail at [CUSTCAREDEPT@oge.com](mailto:CUSTCAREDEPT@oge.com) and provide the address of the light or the closest intersection.

### POTHoles AND CRACKS

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 the exact address of repairs.

### SIMPLE REMINDERS

**Modifications:** Please remember to work with the HOA if you plan on installing a shed, pergola, pool, landscaping, or staining your fence.

**Trees:** Please remember the importance of having alive trees on your lot. The Association will conduct another tree audit in late summer or early fall to observe dead or missing trees on lots. Interior lots need two living trees and corner lots need three living trees within front yards. Also, once your tree has reached the 12 months mark or so, it's important to remove the "t" posts attached to the tree.

# Greenleaf Trails

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GREENLEAFTRAILSHOA.COM

## GREENLEAF TRAILS | WELCOMES YOU

If you have recently moved into Greenleaf Trails, we welcome you and I hope by now you are getting settled into your new home. This Association is committed to help protect and preserve the overall environment of the community. The responsibilities of the HOA are to collect HOA dues, pay HOA expenses, enforce HOA covenants, and to hire a landscaping company to mow and maintain the common areas in Greenleaf Trails.

Communication is one of the most important tools in an HOA, I would like for you to contact me at anytime with questions, comments, or concerns.

## THE WHAT, WHY, & WHO OF GREEN LEAF TRAILS

**What:** Green Leaf Trails 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.

**Why:** The Association is the entity responsible for management, maintenance, operation and control of the common area “open spaces” in Green Leaf Trails.

The Association is also the primary entity responsible for enforcement of Green Leaf Trails Governing Documents. The Association shall perform

its functions in accordance with the Green Leaf Trails Documents and the laws of the State of Oklahoma.

**Who:** The HOA Manager. Within this position there are four primary scopes of work.

1. Collect HOA Dues: send out invoices and statements collecting HOA dues. This is how the HOA operates and pays for HOA expenses
2. Request and Receive HOA Landscape Bids: receive at least three competitive bids to maintain the common areas in Green Leaf Trails.

3. Enforce Community Covenants: a homeowner fills out a HOA violation form and sends it to the HOA Manager and a ticket opens to attempt to resolve the issue.
4. Review Architectural Applications: receive and review lot modifications forms from homeowners making changes to their home and or home site.

## CONTACT

If you need any assistance or have any questions, please contact.

Angela Garcia | HOA Manager  
| 405.421.5983 |  
[info@castlewoodtrailshoa.com](mailto:info@castlewoodtrailshoa.com)

## GOVERNING DOCUMENTS

If you need to a copy of the Governing Documents for Green Leaf Trails, please visit [greenleaftrailshoa.com](http://greenleaftrailshoa.com), or if you have any questions regarding the Governing Documents, please e-mail me at the above e-mail address.