

**GREEN LEAF TRAILS ASSOCIATION**  
**15100 South Western Ave. Suite 100**  
**Oklahoma City, OK 73170**

September 12, 2019

Welcome to the 2019 Green Leaf Trails HOA Gathering. I appreciate your efforts coming out and meeting 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 Green Leaf Trails a pleasant place to live.

In this packet you will find:

- Why a HOA?
- My Role?
- Brief Description of the Governing Documents for Green Leaf Trails
- Year-to-Date Financial Statement
- Common Communication within the HOA
- New Information regarding Ponds and Drainage Banks
- Contact Information

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

Regards,

Angela | HOA Manager  
[cms@csolutionsok.com](mailto:cms@csolutionsok.com)  
405-421-5983

## **2019 Green Leaf Trails 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. Greenleaf 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.

### **II. Angela, HOA Manager 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 Greenleaf Trails.
  - 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.  
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: What is acceptable and not acceptable within Greenleaf Trails.
  - iv. Guidelines: These are like rules 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 HOA Manager.

### **IV. Financials –**

- a. Financial Statement from January 2019 to August 31, 2019 is attached.

**Additional Information regarding Green Leaf Trails –**

Below is additional information usually communicated within the HOA.

**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 or the Norman Action Center. The Action Center is 405-366-5332. The same for all pets being leashed located in the common areas.

**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 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. 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 Green Leaf Trails Governing Documents, Green Leaf Trails-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.

**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 Green Leaf Trails.

**2. Restrictions.** The following activities are prohibited at Green Leaf Trails 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;

Additional information regarding the city and parking:

- 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](mailto:action.center@normanok.gov). Also, if a car is parked too close to the mailbox the, Postal Service may not deliver the mail.

**Garbage Cans** – Please try to have your trash cart put up the night of trash day. The City requires your trash cart to be put up the following day of trash collection. Also the covenants do require that cans be screened from view below:

4.40. **Trash and Garbage Receptacles.** Trash and other receptacles shall be absent from view from any street, any Unit, and Common Areas on all days other than designated trash and/or recycling pick up days.

If you do not have the room in your garage to store trash cans, please store the trash can at your back gate or in your back yard. This has worked in other communities. Please comply with the covenants.

**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.

**Pet Waste:** Please, if you own a pet and they soil the common areas in Green Leaf Trails, I really need your help picking up after your pet. That’s the only option.

**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](mailto: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 Green Leaf Trails, please send violation to [info@greenleaftrailshoa.com](mailto:info@greenleaftrailshoa.com). If you recognize the violation falls under city code, call **Norman Action Center at 405-366-5396**

**Tree Replacement Project in Common Areas** –The HOA is currently flagging the dead trees in the common areas. From now until March, the HOA will replace dead trees in the common area.

**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 and Keathly’s Nursery as your tree provider. Both companies are 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 Green Leaf Trails 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 Green Leaf Trails Community Covenants. Contact [info@greenleaftrailshoa.com](mailto:info@greenleaftrailshoa.com).

**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.

**Leased Homes** – The Association has been working on tracking the leased home inventory to make sure the community is under or remains under its percentage cap and all leasing guidelines are being met. If you are leasing your home and haven’t registered your property with the Association and or using a qualified property manager to manage your property, you’ll need to do so at your earliest convenience. Compliance and enforcement procedures are applicable with the appropriate correspondence provided if not registered.

**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.

**Green Leaf Trails Pavilion** – Please note the Pavilion is first come first serve. We also purposely do not install trash cans within the park system. It’s a pack in pack policy.

Angela | **HOA Manager** 405-421-5983 | [cms@csolutionsok.com](mailto:cms@csolutionsok.com)