

# GREENLEAF TRAILS HOMEOWNERS ASSOCIATION

15100 South Western Ave #100  
Oklahoma City, Oklahoma 73170

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Greetings Greenleaf Trails,

Enclosed is your 2023 Gathering Minutes. You will find new and updated community information, common communications, violations, and HOA Financials.

Like a business, the HOA brings in income that comes from homeowners who pay their yearly dues. However, the HOA is a non-profit organization, meaning we do not make any money from the dues paid. Instead, all proceeds are spent on the expenses of the community. In example, dues are used to pay for: Water, electric, landscaping and the labor that pertains for all common areas. We also proactively plan for maintenance repairs that may arise throughout the year. Your dues are *not* used for the Annual Gathering.

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## **In this packet, you will find:**

- The HOA Managers role
- Contact Information | Who to contact.
- Why do we have an HOA?
- What are Governing Documents?
- Common Violations!
- Who to contact for other issues.
- Financial statement Year-to-date

For more information, please visit the Greenleaf Trails HOA website.



## **What does an HOA Manager do?**

- I. Dues Collection: this involves invoicing our homeowners annually so that the HOA can afford to maintain and operate to the best of their abilities for the community.
- II. Closing letters: In order to keep in contact and establish a relationship, the HOA must prepare, send, and input all information received via HOA Closing letters from the Title and Mortgage companies upon the sale of a property within the community.
- III. Landscaping bids: To keep the community common areas beautiful and safe the HOA needs to request landscaping bids and compare the most cost effective out of at least three of them before making a final decision.
- IV. Ponds: To keep the ponds looking great and the water clean the HOA must work closely with pond and irrigation companies and keep on top of any issues that may arise.
- V. Violations: One of the main tasks of the HOA is to enforce adherence to the Community Covenants. This means we do our best to visit the community and record any violations we may see and issue a timeline warning to the homeowners to fix it. A violation can be issued via email, mail (certified and non) as well as a warning ticket. In addition, the HOA also receives violations via the community itself and works hard to address these issues as they come up.
  - To report a violation, visit *GreenleafTrailshoa.com > Forms > Violation Form*
- VI. Liens & Lien Releases: In the event that a tenant does not pay their dues, and after sufficient time and warning, the HOA is required to prepare and submit liens and lien releases through the County Court Clerk Office.
- VII. Correspondence: Communication is key. The HOA manager is responsible for keeping up with all calls and emails from the community and responding in a timely manner.

## **Roles within the HOA and who to contact:**

### HOA Manager | Cathy Wootten

Manages & Maintains the HOA | CSolutions

Email: [CMS@CSolutionsok.com](mailto:CMS@CSolutionsok.com)

Phone: 405-421-5983

### Accounts Receivable | Lydia Hawkins

Accounts Receivable & Payable: Dues, Lien payments

Email: [Lydia.Hawkins@Csolutionsok.com](mailto:Lydia.Hawkins@Csolutionsok.com)

Phone:405-640-7146

### Director of Operations | Angela Garcia

Oversees operation of the HOA | CSolutions

Email: [Angela@CSolutionsok.com](mailto:Angela@CSolutionsok.com)

Phone: (405) 310-2222 ext. 111

## **What is an HOA? Why does Greenleaf Trails have one?**

- I. An HOA is a not-for-profit organization that is put in place to protect and preserve property values.
- II. HOA Accountability – Any homeowner from the Greenleaf Trails community is always welcome to schedule an appointment with the HOA manager to discuss any HOA matters and concerns.
- III. Homeowner Association Governing Documents: The associations governing documents are comprised of legally binding articles which are filed at the county clerk's office. The governing documents can be found on our website and contain:
  - a. Declarations: The real property covenants, filed with the county clerk. These provide structural, use restrictions, and creates the Community Association.
  - b. Bylaws: The business practices of an HOA; who governs, how often, when/where/how do we meet and conduct business.
  - c. Initial Rules: Explanation of rules within the community.
  - d. Guidelines: These are rules weighed towards structural/aesthetic restrictions.

## **Common Community Violations!**

- I. Portable basketball goals – Try your best to put away your basketball goal when not in use. Do not leave them at your curb. It is a city violation to block a city sidewalk or to have a portable basketball goal facing the street.
- II. Lawn Maintenance – It is written in our governing documents that all lawns must be maintained. As such, it is your responsibility to maintain your lawn, this includes your flowerbeds. If you observe an unruly lawn, you can submit an anonymous violation ticket via the website and let the HOA handle the issue.
  - Please refrain from blowing your lawn clippings or leaves into the street.
- III. Parking – No parking of commercial vehicles or equipment, mobile homes, recreational vehicles, golf carts, boats, trailers, or inoperable vehicles other than in your garage. For a complete list of parking guidelines visit our HOA website and read over the governing documents.
  - Boats and trailers: May be parked in the driveway on a temporary basis. If you need to wash or repair your boat, please notify the HOA and communicate the timeframe the vehicle will be in the community.

- IV. Leashing your pets – It is important to have all pets leashed when using Greenleaf Trails’s common areas.
- Pet waste is a problem for everyone. Please clean up after your pet in the common areas.
- V. Tree Requirements – At the time your home was built, the city required trees to be planted before closing on the property. The Association continues that covenant requirement by requesting current homeowners maintain the community standard: An interior lot needs to have at least 2 living trees and a corner lot needs to have at least 3 living trees. Visit our website for a list of approved trees to plant.
- VI. Lot Modification (DRB) – If you would like to add a shed, shelter, new roof, or install a pool/hot tub –
1. Check the guidelines in our Governing Documents
  2. Fill out and submit a DRB (Design Review Board) form. This can be found on the Greenleaf Trails website under *Forms*

### **When to Outsource your Community Issues**

While the HOA Manager does stay involved in the community and works to resolve most problems as they arise, not every problem falls under the scope of the HOA Manager. Here are some common violations that you can take care of -

**Fireworks:** These are illegal in city limits. Please contact the non-emergency line for the Norman City Police department: (405) 321-1444

**Criminal Activity:** If it is an emergency, please call 911 immediately. If a threat is not imminent then refer above to the non-emergency line for the police department.

**Street Light Repairs:** If a street light has gone out, or is broken, please reach out to Traffic Control Division (405) 405-329-0528 Provide them with an address for the light, or the closest intersection. We advise getting a case number for follow-up purposes.

**Street Repairs:** If you observe a pothole or major crack in the street, you may contact Traffic Control Division and provide them with an address of the crack or pothole found. Or reach out to the Action Center at: 405-366-5396

**Barking Dogs:** While the Association may correspond with the resident if a dog is barking—as this falls under 2.3 Noxious, offensive Activity in the governing documents—the best thing to do is contact the Animal Welfare Office 405-321-1444

**We thank you for being an amazing member of the Greenleaf Trails Community and are thrilled to work with you in the years to come. – The Greenleaf Trails HOA**

# Profit & Loss

Property: Green Leaf Trails HOA  
01/01/23 - 08/31/23 (cash basis)

	<u>Amount</u>
<b>INCOME</b>	
4100 Dues Income	
4106 Dues Income	86,696.00
4110 Late Fees	<u>880.00</u>
4100 Total Dues Income	87,576.00
4003 Developer Contributions	<u>40,000.00</u>
<b>TOTAL INCOME</b>	<b>127,576.00</b>
<b>EXPENSE</b>	
5000 Management Fees	10,013.00
5030 Cleaning & Maintenance Expense	
5031 Pest Control	<u>997.00</u>
5030 Total Cleaning & Maintenance Expense	997.00
5033 Landscaping	
5035 Pond Maintenance	2,427.00
5037 Annual Lawn Maintenance	<u>62,927.65</u>
5033 Total Landscaping	65,354.65
5050 Insurance Expense	
5053 Liability Insurance Expense	<u>5,698.00</u>
5050 Total Insurance Expense	5,698.00
5060 Legal and Other Professional Fees	
5061 CPA Fees (HOA Tax Filing)	150.00
5062 Legal Fees (Collections-Lien Filing)	160.00
5060 Other Legal and Other Professional Fees	<u>1,882.50</u>
5060 Total Legal and Other Professional Fees	2,192.50
5100 Repairs & Maintenance Expense	
5101 Splash Pad Repairs	555.00
5102 Irrigation System Repairs	13,562.46
5103 Fence Repairs	550.00
5108 Tree Maintenance	<u>6,180.65</u>
5100 Total Repairs & Maintenance Expense	20,848.11
5300 Taxes Expense	
5301 Property Taxes	92.00
5303 Other Taxes	<u>43.12</u>
5300 Total Taxes Expense	135.12
5400 Utilities Expense	
5402 Water & Sewer	6,993.37
5404 Electric	3,765.67
5405 Garbage	<u>1,800.00</u>
5400 Total Utilities Expense	12,559.04
5600 Office Expense	
5605 Postage	402.15
5600 Other Office Expense	<u>91.84</u>
5600 Total Office Expense	493.99
6001 Website Expenses	19.99
5111 HOA Signage	116.21
5112 Playground Repairs/Expenses	<u>1,566.16</u>
<b>TOTAL EXPENSE</b>	<b>119,993.77</b>
<b>NET INCOME</b>	<b>7,582.23</b>

**NET INCOME SUMMARY**

Income	127,576.00
Expense	<u>-119,993.77</u>
<b>NET INCOME</b>	<u><u>7,582.23</u></u>