

The Spring's at Green Leaf Trails ASSOCIATION
1320 North Porter Avenue
Norman, OK 73071

August 31, 2017

Welcome to the 2017 The Springs HOA Open House. I appreciate your efforts to coming out. 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 The Springs a pleasant place to live.

In this packet you will find:

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

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

Regards,

Rob Green | Director of Community Operations
rgreen@ideal-homes.com | 405-520-1409

2017 The Springs Home Owner Association meeting minutes

Below is important information that is communicated within the HOA. Please review and let me know if you have any questions.

I. Rob Green, Director of Community Operations

- a. As the Director of Community Operations, there are four primary scopes of work in this position working as solely in a management capacity for the Developer/Owner of the Springs.
 - i. Collect HOA Dues: send out invoices and statements collecting HOA dues. This is how the HOA operates and pays for HOA expenses.
 - ii. Request and Receive HOA Landscape Bids: receive at least three competitive bids to maintain the common area in Springs.
 - iii. Enforce Community Covenant Violations: a homeowner fills out an HOA complaint form, sends to the Director of Community Operations and a ticket opens to attempt to resolve the issue.
 - iv. Review Architectural Review Applications: receive and review lot modification forms from homeowners making changes to their home and/or home site.

II. What is an HOA and why does The Springs have one?

- a. An HOA is a not-for-profit organization that is put into place to protect and preserve property values.

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 flesh out the can's and cant's within the community.
 - iv. Guidelines: These are like rules except they 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 at info@greenleaftrailshoa.com

IV. Financial Statements

- a. Enclosed a 2017 P&L Report to date showing net income vs expenses.
- b. Currently as of 8.31.17 The Springs has \$15,324.63 in the bank account.
- c. Section 1 has 48 lots, Section 2 has 55 totaling 103 with dues @ \$1800.

Common Communication –

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

HOA Dues – You typically pay your dues at closing in which you should've paid a pro-rated amount from the day you closed until December 31. In **January 2018**, you'll receive your **2018** HOA dues invoice for \$1800. You may pay in full upon receipt. Or e-mail the HOA at info@springsatgreenleaftrailshoa.com your preferred payment options of paying monthly or quarterly. Our goal is to have all accounts paid up before the 3rd quarter.

HOA Governing Documents – You may pull the Springs at Green Leaf Trails Governing Documents and review additional HOA material at springsatgreenleaftrailshoa.com.

Lawn Maintenance – Basically, the lawn care provider for residential yards will mow, edge, and weed eat front and back yards including weeding your front bed only. They will also apply fertilizer and weed control a couple of times a year.

Landscape Provider Scopes of Work – if you're interested in reviewing the landscaping scopes of work for the community, please let me know and I'll be glad to share. Request information at info@springsatgreenleaftrailshoa.com.

Lot Modification (DRB's) – If you would like to add a shed, shelter, new roof, additional landscaping, irrigation, or installing a pool etc. Please check your guidelines in the Governing Documents. Then e-mail info@springsatgreenleaftrailshoa.com.

Gate Codes or Clubhouse Questions – Please direct all communication regarding the entry gates (including reporting complications) as well as any clubhouse communication to myself at info@springsatgreenleaftrailshoa.com.

Parking (including trailers in drive) – Below is the language pulled from the Governing Documents referring to the Initial Rules for the Springs:

2.1 Parking. Parking any vehicles on 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 Lot or the Common Area;

Garbage Receptacles – Please observe the below language referencing screening your trash cans:

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

Clubhouse Workout Room – Please make sure when you're finished with your workout to wipe down all equipment and turn off TV's and lights. Most importantly lock up behind you.

Lot Mowing – I wanted to clarify and inform you that the Association does not pay for lot mowing in The Springs at Greenleaf Trails.

Construction Debris – This is something the Builder works hard on to prevent, but if you notice a large amount of construction debris in a specific area, please let me know and I will try to help coordinate pick up. Not paid for by the HOA.

Clubhouse Reservation – If you are interested in making a reservation to the clubhouse, please e-mail me the request at info@springsatgreenleaftrailshoa.com and I'll reply with the appropriate forms. You may pull the information off of the website. It will be a \$100 deposit that you get back post event and if everything is in good shape.

Pet Waste – Please, if you own a pet and they soil the common areas in the Springs, we really need your help picking up after your pet.

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 Lot. 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 Lots shall be removed upon the Board's request. If the pet owner fails to honor such request, the Board may remove the pet. Pets 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;

Pet Cont. – Even though there are no current rules on having your pets inside the clubhouse or around the pool, please be respectful and / or courteous and manage your pet and clean up after if needed.

Reporting Street Lights Repairs – To turn in a light repair request: please notify the HOA at info@springsatgreenleaftrailshoa.com and provide the address of location.

HOA Accountability – Any homeowner from The Springs HOA is always welcome to schedule an appointment with me to review and discuss HOA matters.

Common Area Trees – The Association is keeping a close on the trees in the common area. We plan to fertilize over the winter and treat in the spring. If no further development in health occurs, then we'll look at replace what if needed.

Butterfly Gardens – The existing butterfly gardens will soon get fluffed and seating is now available in the gardens.

Rob Green | **Director of Community Operations** | 405.520.1409 | rgreen@ideal-homes.com