

**SPRINGS AT GREEN LEAF TRAILS  
HOMEOWNERS ASSOCIATION  
7220 S. WESTERN AVE SUITE 103  
OKLAHOMA CITY, OK 73139**

DEAR HOMEOWNERS:

The HOA Board would like to welcome you to The Springs at Green Leaf Trails

This Association is committed to assist its members by informing them regarding the **preservation and protection** of the value of your community. The primary responsibilities of the **HOA BOARD** is to **approve vendors, pay HOA expenses, oversee the aesthetics of the yard maintenance, common areas, clubhouse, pool, and gate, etc., address and enforce community covenant violations or concerns, review architectural application submissions and hold board and annual meetings.**

At closing, you signed documentation purchasing a home in the Springs at Green Leaf Trails addition becoming a member of the Association, which is supported by legal documents known as **Springs at Green Leaf Trails Governing Documents**. These documents define the written rules and guidelines of the HOA. A partial list of the restrictions and rules can be found in this packet. **To obtain your copy of Springs at Green Leaf Trails Governing Documents, please go online to our website <https://springsatgreenleaftrailshoa.com> and click on covenants, then click on Springs at Green Leaf Trails Governing Documents at the bottom of the page.** We have also included in this packet information about the clubhouse, pool, front gate and mulch for the front flower beds and tree rings. There is a lot of additional information that is on our website. Please take the time to familiarize yourself with it. Please join our Facebook page and have your contact information added to our community directory as we will post and email information that you will need with regards to community information, the maintenance of your front and back yard and front flowerbeds when necessary. You will get a copy of the community directory, either paper or emailed. Please keep this information confidential.

Communication is one of the most important tools in an Association . Please feel free to contact our HOA manager, Erin Maguire, at **405-677-9116** or email her at [mgmt@okhoapartner.com](mailto:mgmt@okhoapartner.com). Our board members are listed on our community directory and will be happy to answer any questions that you have.

Welcome to our community,  
David White  
HOA President  
Springs at Green Leaf Trails



**FOLLOWING: You will find information on front gate, clubhouse, lawn care, swimming pool, and examples of restrictions and rules.**

**RESTRICTIONS AND RULES FOR THE SPRINGS AT GREEN LEAF TRAILS**

**THE FOLLOWING ACTIVITIES ARE PROHIBITED AT THE SPRINGS AT GREEN LEAF TRAILS UNLESS EXPRESSLY AUTHORIZED, AND THEN SUBJECT TO SUCH CONDITIONS AS MAY BE IMPOSED BY THE BOARD**

**WEBSITE AND FULL COVENANTS MAY BE LOCATED AT – [springsatgreenleaftrailshoa.com](http://springsatgreenleaftrailshoa.com)**

**Our Residents Only Private Facebook page (The Springs at Greenleaf Trails) – contact Gary McClelland or Dean Coffman to be added to page.**

## **FRONT GATE**

THE Board is responsible to adhere to the requirements and guidelines set out in the HOA documents and the current laws. Please keep this in mind if you have concerns with decisions made by the Board. On issues concerning the gates, we will follow these guidelines.

**FRONT GATE** will be open from **7:00AM to 9:00AM** and again from **4:00 PM to 6:00 PM Monday through Friday** to help alleviate traffic congestion and reduce excessive use of the gate.

The gate will be **open** for the **Annual Norman Weekend Garage Sale**. Notification will be sent out when the dates are available to us each year. If we do not have any residents conducting a garage sale during this time, we will not open the gate. **Please plan on having your garage sale during this time period as this will be the only time we will open the gate for a garage sale.**

If there is a board-approved event going on that will require excessive use of the gate, the board may opt to leave the gate open during that time period. This might include but not limited to the following:

Open House  
Event at the clubhouse  
Food Truck  
Estate sale

During inclement weather, such as ice and/or snow conditions, or extremely high winds from the north or south, the gate may be left open for the safety of the residents and to hopefully avoid any damage to the gate.

**All requests for the gate to be open must be given to our HOA management representative at least one week in advance.**

**Erin Maguire/HOA manger**

**405-677-9116**

**[mgmt@okhoapartner.com](mailto:mgmt@okhoapartner.com)**

# CLUBHOUSE

The Clubhouse exercise room is open for use 24 hours except when the clubhouse is reserved.

**(The Pool is open from 6AM to 9PM and CANNOT be reserved).**

The Clubhouse is only available to reserve for private parties by homeowners in The Springs at Green Leaf Trails whose HOA dues are current. This is on a first come first serve basis. Application for permission to rent and use Clubhouse must be submitted to the HOA MANAGEMENT prior to reserving Clubhouse. Application and information for the Clubhouse use can be found at <https://springsatgreenleaftrailshoa.com> under Clubhouse Reservation Packet A signed rental agreement must be received at 7220 S. Western Ave., Suite 103, Oklahoma City, OK, 73139 prior to reserving the Clubhouse. Reservations are not recorded and confirmed until the completed rental agreement is received with the cleaning deposit and rental fee. A \$150.00 cleaning deposit is required for all reservations and **must be included with the rental agreement and rental payment. Deposit (\$150.00) and rental fee (\$50.00) must be on separate checks.**

The Clubhouse may be reserved any day from 10:00AM to 12Midnight. The time reserved must also include time to set up and clean-up.

All Associations Rules and Regulations apply. Door(s) should remain closed and not propped open.

**If any damages occur the BOARD will repair or replace items damaged and the party reserving the Clubhouse will be charged accordingly.** The reserving party assumes full financial and legal responsibility for all damages arising from use of the Clubhouse.

**NO SMOKING or VAPING** is permitted at any time inside or outside the Clubhouse. This includes the pool area.

**NO ILLEGAL** activity is permitted on the Clubhouse grounds. Any illegal activity will forfeit the rental agreement and cleaning deposit.

**NO ALCOHOL may be served to a minor or intoxicated person.**

Reservations **do not** include the pool area and restrooms during the pool season. These areas will remain open to all homeowners, even if the clubhouse is reserved.

All music and noise must be kept at a level which cannot be heard in the homes surrounding the area.

All city, state, and safety codes apply.

## **THE CLUBHOUSE HAS THE FOLLOWING ITEMS FOR USE;**

- Refrigerator/freezer
- Microwave
- Couch
- Chairs
- Dining table and chairs
- Broom/dustpan/mop
- TV/Cable

## **THE FOLLOWING ITEMS MUST BE INSPECTED PRIOR TO EVENT AND COMPLETED AFTER EVENT TO RECEIVE YOUR \$150.00 DEPOSIT BACK:**

- 1.** All tile floors must be swept and mopped as needed
- 2.** All kitchen counters and sinks must be clean
- 3.** If the microwave is used it must be wiped out
- 4.** All toilets clean and disinfected as needed
- 5.** All bathroom counters and mirrors cleaned as needed
- 6.** All trash must be taken out and the bags replaced
- 7.** All tables must be wiped down
- 8.** Any paper products replaced
- 9.** All furniture must be placed back to its original position

**10.** All exterior doors must be locked so that access cannot be gained from the outside without a fob.  
**FAILURE TO COMPLETE THESE ITEMS WILL FORFEIT YOUR DEPOSIT**

## **FLOWER BED AND TREE RING MULCH**

While negotiating the landscaping contract the board was able to include maintaining all FRONT flower beds and TREE RINGS with Grade A Cedar Mulch. This is the type of mulch that the majority of the homes had installed when they were built. *The BOARD would like to maintain this service going forward AS LONG AS IT IS FEASIBLE, BUT NO GUARANTEE IS MADE.*

If your flower beds and tree rings currently have a mulch that is not Grade A Cedar, the homeowner has the OPTION to have the existing mulch REMOVED and REPLACED with Grade A Cedar Mulch, then the HOA will start maintaining their beds with mulch the next time they perform this service. **IT WILL BE THE HOMEOWNER'S RESPONSIBILITY TO PAY FOR THE COST OF REMOVING THE OLD MULCH AND REPLACING IT WITH GRADE A CEDAR MULCH.** This service will be available anytime they are in our neighborhood performing services. If you have any questions or concerns please feel free to contact any Board Member

## **DESIGN REVIEW GUIDELINES FOR GREEN LEAF TRAILS**

Residents desiring to MAKE **ANY** MODIFICATIONS TO LOT MUST MAKE AN APPLICATION TO THE DESIGN REVIEW BOARD prior to commencement of work.

Design Review Applications are located under **FORMS** on our website <https://springsatgreenleaftrailshoa.com>

**CODE 3.4 Outbuildings, Temporary Structures- NO** temporary sheds, outbuildings, or temporary accessory buildings **are allowed.** Any shed, outbuilding, or accessory buildings of a permanent nature must meet all design guidelines and obtain DRB approval prior to installation pursuant to Exhibit "F" Section 4.24 of the CC&R Declaration.

**CODE 4.26 -Painting** – Prior DRB approval is required for all painting, including but not limited to structures and garages, of a color other than originally installed by the Declarant or Builder

**CODE 4.27 – Patios, Patio Covers, Porches, Arbors.** All patios, porches, and the like must receive **prior DRB** approval. Patios must be constructed of materials of like kind, color and style as the Dwelling

**CODE 4.13 – FENCES** – Except as provided below, all fencing shall be constructed of 6 foot dog-eared wood stockade with the smooth surface installed facing out from the lot, no fence shall be constructed closer than twenty one feet from the base of the curb. **(After a DRB form has been submitted)** The DRB at its discretion may allow similar fencing material.

**CODE 4.3 – AWNINGS**-Any form of awning must receive approval from DRB prior to installation

**APPLICATIONS:** <https://springsatgreenleaftrailshoa.com> — (look under forms)

*Below is some of the information that can be found within **The Governing Documents Located on The Springs Web site.***

<https://springsatgreenleaftrailshoa.com>

## **RESTRICTIONS AND RULES FOR THE SPRINGS AT GREEN LEAF TRAILS**

**The following activities are prohibited at The Springs At Green Leaf Trails unless expressly AUTHORIZED BY, AND THEN SUBJECT TO SUCH CONDITIONS AS MAY BE IMPOSED BY, THE BOARD**

**CODE 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 garage; 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

**CODE 2.2 PETS** – Raising, breeding, or keeping animals, livestock, or poultry of any kind, except that a reasonable number of dogs, or 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 requests, 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 WASTE SHOULD BE REMOVED AS COURTESY TO RESIDENTS**

**CODE 2.6 COMMON AREA USE** – Any noxious or offensive activity which, in the reasonable determination of the Board, tends to cause embarrassment, discomfort, annoyance, or nuisance to persons using the Common Area or to the occupants of other lots

**CODE 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  
**Trash days -EVERY WEDNESDAY (GREEN CARTS) — — — RECYCLE BINS (BLUE CART) EVERY OTHER WEDNESDAY**

**CODE 4.28** – Play and sports items and equipment **are not permitted** on any lot adjoining Common Area. All play and sports equipment must be wholly contained in the backyard of lot and **may be no higher than 6 feet tall**

**CODE 4.4 BIRD FEEDERS** – Seeded or suet bird feeders are only allowed in private backyards below top of fence line

**Code 2.8 Audible Discharge** – Use or discharge of any radio, loudspeaker, horn, whistle, bell, or other sound device so as to be audible to occupants of other Lots except alarm devices used exclusively for security purposes

**Code 4.15 Flags and Flagpoles; Decorations** – Flag poles are permitted provided they do not exceed 20 feet in height and receive prior **DRB** approval. Any flags of a federal or state nature are allowed. Decorative flags are not discouraged, but will be disallowed if, in the sole discretion of the Board, the decorative flag has a negative effect on the aesthetic quality of the community. Flags that are obscene, abusive, or that communicate messages repugnant to a reasonable person are disallowed. All holiday and seasonal decorations shall be removed within a reasonable time after the end of such holiday or season

**Code 4.36 Solar Devices** All solar devices must receive prior DRB approval and must comply with specific design standards. Solar energy equipment shall have the appearance of a skylight, shall have a finished trim material or curb, and shall not be visible from the street or common area.

***THE SPRINGS AT GREEN LEAF TRAILS POOL***  
***POOL HOURS 6AM TO 9PM. OCCUPANCY LIMIT 39***

POOL IS FOR HOMEOWNERS AND GUESTS ONLY. **GUESTS MUST BE ACCOMPANIED BY A HOMEOWNER AT ALL TIMES**

- ❖ Use your fob to let family members or invited guests into pool area. Once inside the pool gate area, please do not open the gate for anyone else, including another homeowner who may have forgotten their fob.
- ❖ NO ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS OF ANY KIND ARE ALLOWED
- ❖ NO SMOKING/VAPING
- ❖ NO LIFEGUARD IS ON DUTY. All swimming is done at your own risk. Swimming alone is prohibited
- ❖ Family members and/or guests under the age of 16 must be supervised by an adult at all times while in the pool area and/or Clubhouse.
- ❖ PLEASE MAKE SURE GATE CLOSES BEHIND YOU
- ❖ NO PETS ARE ALLOWED INSIDE THE POOL AREA OR WITHIN THE POOL
- ❖ Proper swimming attire only
- ❖ Any person having an infectious or communicable disease are not to enter the water
- ❖ For the health and safety of others, babies and toddlers may not enter the water without swim diapers
- ❖ No running, rough play or horse play inside the pool gates
- ❖ All food must be kept in the covered areas/patio area only
- ❖ No glass containers allowed within the pool gates
- ❖ ALL trash must be disposed of properly. Please keep pool and pool area clean
- ❖ WHEN POOL IS CLOSED DURING REGULAR SWIMMING HOURS, IT IS FOR CLEANING OR CHEMICAL CORRECTION. FOR YOUR OWN HEALTH AND SAFETY, **PLEASE RESPECT THE CLOSED SIGNS**

NOT COMPLYING WITH POLICIES CAN RESULT IN LOSS OF POOL PRIVILEGES

