

LITTLE RIVER TRAILS ASSOCIATION
1320 North Porter Avenue
Norman, OK 73071
littlerivertrailshoa.com

August 24, 2017

Welcome to the 2017 Little River Trails HOA Open House. I appreciate your efforts to come out and meet 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 Little River Trails a pleasant place to live.

In this packet you will find:

- My Role**
- Why a HOA?**
- Description of the Governing Documents for Little River Trails**
- Year-to-Date Financial Statement**
- Common Communication within the HOA**
- What's Going On?**
- 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 Little River Trails Home Owner Association meeting minutes

Below is important information that is communicated within the HOA.

I. Rob Green, Director of Community Operations

- a. As the Director of Community Operations, there are four 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. Request and Receive HOA Landscape Bids: receive at least three competitive bids to maintain the common area in Little River Trails.
 - iii. Enforce Community Covenant Violations: a homeowner fills out an HOA violation 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 Little River Trails 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 via e-mail.
- b. The HOA governing documents can be requested at info@littlerivertrailshoa.com.

IV. Financial Statements

- a. Enclosed is a 2017 P&L Report to date showing net income. **Your current bank balance is \$451.35.**
- b. Ideal Homes and the Developer are also paying ongoing HOA dues for all vacant lots as well as all homes that are not occupied contributing to the net income.
- c. The HOA has open balances equaling **\$475.00.**

Common Communication Within HOA's –

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

Pool – The pool is open from Memorial Weekend to Labor Day weekend and is scheduled to be closed the week of Labor Day. During the open season, if you happen to notice any discrepancy in the water quality or color, please simply notify the Director of Operations at info@littlerivertrailshoa.com. The pool is visited by a licensed pool operator multiple times a day checking the water quality and will vacuum as needed.

Clubhouse – You may visit www.littlerivertrailshoa.com to print off a reservation packet to reserve the main hall of the Clubhouse. You will also need to submit a hundred dollar deposit to confirm your date which you will get back post event by submitting a request.

Lawn Maintenance – During the growth season, reference the text below pulled from the covenant regarding lawn maintenance.

Section 5 Maintenance and Repair. 5.1 Maintenance of Lots.

Each Owner shall maintain such Owner's Lot, including all landscaping and improvements comprising the Lot, in a manner consistent with Little River Trails Governing Documents, Little River Trails 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 Lot. Each Owner shall ensure their Lot is maintained in a neat and orderly fashion, not overgrown with vegetation, in a manner consistent with the Little River Trails Standard.

Residential Trailers in Driveways or and Streets & General Parking - Trailers may park in driveway or street on a very temporarily basis. If you need to bring a trailer in the community, please notify the HOA and communicate the time your trailer will be in the community. Information below is pulled from the covenants:

2. Restrictions. The following activities are prohibited at Little River 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 Lot or the Common Area;

Below is some additional information regarding street city and parking. If you notice any of the following call the Norman city action center.

- 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. The vehicle must not be blocking the sidewalk.
- f. 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. Also, if a car is parked too close to the mailbox the, Postal Service may not deliver the mail.

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.

Garbage cans – The city requires that trash cans are to be off the curb by the next day. Debris sitting curbside longer than three days is prohibited and the city will notify the residents.

Please note, if you have concerns with residential trash cans, you may contact info@littlerivertrailshoa.com. Trash cans may be addressed with homeowners initially as a reminder on behalf of the HOA. If you have further concerns you may reach out to your neighbors and discuss. The below language is pulled from the covenants.

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.

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. Animal welfare contact information is 405-297-9736.

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;

Please pick up after your pets, and make sure waste is properly disposed of.

2.3 Noxious, Offensive Activity. Any activity which emits foul or obnoxious odors outside the Unit or creates noise or other conditions which tend to disturb the peace or threaten the safety of the occupants of other Units or uses of the Common Area;

2.5 Healthy Environment. Pursuit of hobbies or other activities that tend to cause an unclean, unhealthy, or untidy condition to exist outside of enclosed structures on the Unit;

Sports and Play equipment – Please screen and or store in a tidily fashion 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 CUSTCAREDEPT@oge.com and provide the address of the light or the closest intersection. I would advise asking for a case number in return for follow up purpose.

HOA Accountability – Any homeowner from the Little River 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 Little River Trails Community Covenants.

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.

Reporting Violations – To report a violation in Little River Trails, please e-mail info@littlerivertrailshoa.com with detailed information and dates.

If you recognize the violation falls under city code, call **Norman Action Center:** (405) 366-5396

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.

Reporting Crime – If you experienced any crime related situations, please call the local authority's immediately. Then please notify the Director of Community Operations so I may update my records.

Homeowner Tree Replacement – The City requires Ideal Homes to plant trees in your front yard in order to receive and certificate of occupancy before you could close on your home. The HOA continues the standard by requiring two trees on interior lots and three trees on corner lots. Seasonal Audits will be conducted to inspect residential trees to see if they are meeting such requirements. 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.

Thank you.

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