

**COUNTRY PLACE ASSOCIATION
1320 North Porter Avenue
Norman, OK 73071**

October 24, 2013

Welcome to the 2013 Country Place 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 Country Place a pleasurable place to live.

In this packet you will find:

- Why a HOA?**
- My Role?**
- Brief Description of the Governing Documents for Country Place**
- 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

2013 Country Place Home Owner Association Open House Information

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

I. The What, Why, & Who of an HOA

- a. Country Place's 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. The Director of Community Operations – Rob Green

- a. As the Director of Community Operations, there are three 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 Country Place.
 - 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.

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 located on Country Place's Website: www.countryplachoa.com

IV. Financials Statements

- a. A **Profit & Loss** statement shows what income has come in and what expenses have been paid to date.
- b. As of 10.24.13 Country Place's bank balance is **\$48,187.73**
- c. Ideal Homes and the Developer are also paying HOA dues for all vacant lots as well as all homes that are not occupied.

Additional Information regarding Country Place–

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

HOA Website – Please visit Country Place's website for community information. The address is www.countryplacehoa.com.

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.

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.

Street parking:

Below is some helpful information regarding street parking. If you notice any of the following you may call the city action center at **OKC action center: 297-2535**

- 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.

Lawn Maintenance – Now that fall is here, please continue to maintain your lawn to comply with Country Place community covenants. If you observe an un-kept lawn, you may also contact the action center and/or the Director of Community Operations.

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. Two options are to contact the Director of Community Operations and /or your local traffic law enforcement.

Community Watch Program – If you feel the need that Country Place needs to organize a community watch program, you may contact The Director of Community Operations. With the help of Country Place's homeowners, this can be executed and is helpful. If you witness any suspicious acts of violence or vandalism contact your local authorities.

HOA Contact & Accountability – Any homeowner from the Country Place 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 Country Place Community Covenants.

Reporting Violations – To report a violation in Country Place, go to www.counryplacehoa.com.

If you recognize the violation falls under city code, call **OKC action center: 297-2535**

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.

What's going on in Country Place?

Tree Replacement Project in Common Areas – Over the next two months, the HOA will be flagging dead trees located in common areas. Then we will replace all dead trees accordingly. We'll also trim up the frontage trees along 134th.

Homeowner Tree Replacement – Further 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 as your tree provider. Marcum's is 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.

Common Area Landscaping- The HOA is working with the developer to install landscaping at the new common area located in section 10. Also, we're working on the south pond cleaning it up and make it usable common area.

