

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

September 3rd, 2015

Welcome to the 2015 Country Place HOA Event. I appreciate your efforts coming out. I hope you find the enclosed information useful and resourceful. Please let me know if there is any way that I can, within my scopes of work, make Country Place a pleasant place to live.

In this packet you will find:

- My Role**
- Why a HOA?**
- Brief Descriptions of the Governing Documents for Country Place**
- Year-to-Date Financial Statement**
- Common Communication within the HOA**
- Contact Information**

Again, I hope you find the time to review this information closely and retain it for future questions.

Regards,

Rob Green | Director of Community Operations

2015 Country Place Home Owner Association Information

Below are important topics for the Country Place HOA. Please review and let me know if you have any questions.

- I. **Rob Green the Director of Community Operations main scopes of work**
 - 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 Country Place.
 - iii. Enforce Community Covenant Violations: a homeowner fills out an HOA violation form, sends to the Director of Community of Operations and a ticket opens to attempt to resolve the issue.
 - iv. Review Architectural 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 Country Place 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.
 - b. The HOA governing documents can be located on Country Place website: www.countryplacehoa.com > Covenants > Country Place Restrictive Covenants

Common Communication within 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.

Street parking: Street parking has been discussed as a community concern. Please try your best to park in your driveway (without blocking sidewalks). The below box is a section in the restrictive covenants referring to parking in Country Place.

13. No truck, boat, bus, camper, trailer, recreational or commercial vehicle of any kind or any motor vehicle other than a standard passenger car, standard passenger pick-up or SUV shall be parked or permitted to remain on the driveway of, or in the front yard of, or street adjacent to, any residential plot in the subdivision, except for such period of time as may be absolutely necessary in order to pick up or deliver materials or to do work or make repairs on the property. It is the intent of this requirement that the owners and occupants of residential buildings in the subdivision shall not use the property upon which they reside or street adjacent thereto, for the storage or habitual parking of any such prohibited motor vehicle, other than the said standard passenger car, passenger pick-up or SUV. Said prohibited vehicles may be kept on a lot provided they are totally concealed. Under no conditions may such a prohibited vehicle be occupied, temporarily or permanently, as a residence.

Street Parking Continued: Below is some information regarding the city and parking. If you notice any of the following you may call the **City Action Center** at <http://www.okc.gov/action/> or **405-297-2535**.

- 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.
- e. The vehicle must not be blocking the sidewalk.
- f. The vehicle must be parked 15' from intersection.

Also, please avoid from blocking mailboxes, in certain cases you can might be preventing someone from getting their mail. For further information, you may consult the Oklahoma City municipal Code at www.okc.gov for further restrictions, or you can call or e-mail the OKC Action Center above.

Boats & Trailers in Driveways or Streets - Boats and trailers may park in driveway on a temporarily basis. If you need to wash or repair your boat, please notify the HOA and communicate the time your boat will be in the community. For use of trailers, please follow the same rule.

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 – Please make a strong effort to fully screen your trash can. 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. If you are to observe trashcans sitting curbside for more than a couple of days, you can call the **OKC action center: 297-2535**

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 in your back yard. This has worked in other communities.

31. All lots are to be landscaped in a style in keeping and in harmony with the area and as approved by the Architectural Control Committee. All garbage cans or refuse areas are to be fully screened and covered from view from the street and from adjoining lots.

Lawn Maintenance – Until we experience cooler temperatures, please continue to maintain your lawn to comply with Country Place’s community covenants. If you observe an un-kept lawn, you may submit a violation form on the website (below). You may also contact the Action Center. The text box below is pulled from the covenants:

16. Lawn Maintenance Standard. Each Owner shall maintain the landscaping on their Lot, including structures, vegetation, lawn, and beds in a neat, orderly, and well-manicured manner (the Lawn Maintenance Standard). The Lawn Maintenance Standard shall include, but shall not be limited to: reasonable seasonal mowing, trimming, and edging of any yard and bed, trimming shrubs and bushes, and removal of dead vegetation. The Architectural Control Committee shall have exclusive oversight over whether a Lot meets the Lawn Maintenance Standard.

HOA 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.countryplacehoa.com, Click on “forms” then click “report a violation form”. If you recognize the violation falls under city code, call **OKC action center: 297-2535**

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.

Reporting Street Lights Repairs – To turn in a light repair request: you can either call OG&E at 405-272-9595 or e-mail at INSPDESK@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.

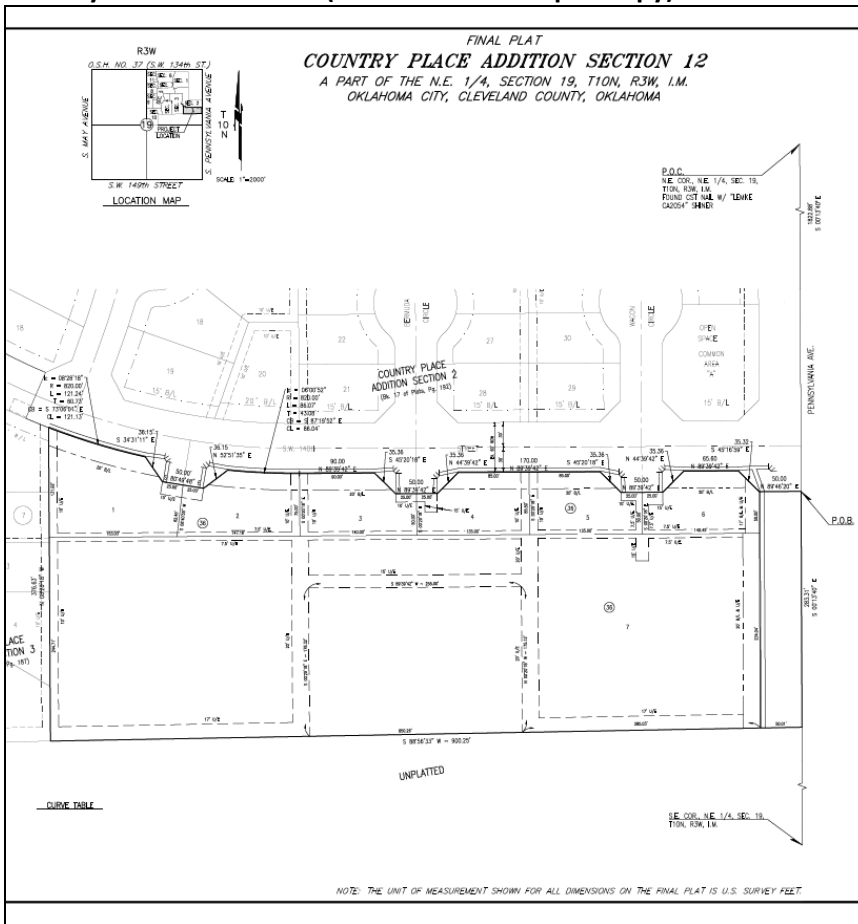
Reporting Street Repairs – If you observe a pothole or a major crack in the street, you may contact the OKC Street Maintenance Department pothole hotline 405-631-1111 and provide exact address of crack and pothole.

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 Oklahoma City Animal Welfare or the Okc Action Center. Animal Welfare contact information 405-297-3100 and The Action Center is 405-297-2535 and the same for all pets being leashed located in the common areas.

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.

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 may impose monetary fines which shall constitute a lien upon the unit or take litigation measures on lot owner at owner's expense.

Country Place Section 12 (This is a non-filed plat copy).



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