

**TRADAN HEIGHTS ASSOCIATION
1320 North Porter Avenue
Norman, OK 73071**

October 21, 2015

Welcome to the 2015 Tradan Heights 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 Tradan Heights a pleasurable place to live.

In this packet you will find:

- My Role**
- Why a HOA?**
- Description of the Governing Documents for Tradan Heights**
- 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 find it useful.

Regards,

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

2015 Tradan Heights Home Owner Association meeting minutes

Below is important information that is communicated within the HOA.

- I. **Rob Green the 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 Tradan Heights.
 - 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 Tradan Heights 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 @ rgreen@ideal-homes.com
- IV. **Financial Statements**
 - a. Both Ideal Homes and the Developer pay dues just like homeowners to assist with future budgeting purposes.

Common Communication within an Association –

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

Lawn Maintenance – During the lawn mowing season, please reference the text below pulled from the covenants:

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 Tradan Heights Estates Governing Documents, Tradan Heights Estates Standard and all applicable covenants, unless, such maintenance responsibility is otherwise assumed by or assigned to the Association or a Series 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 Tradan Heights Estates Standard.

General Parking – Please review the blow text regarding parking in Tradan Heights

2. Restrictions. The following activities are prohibited at Tradan Heights Estates 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 the city and parking. If you notice any of the following call the 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.

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 Operations.

Sports and Play equipment – Please screen 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.

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.

4.44. 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. No garbage or trash shall be kept, maintained or contained in any Lot so as to be visible from another Lot except for within twenty-four hours of regularly scheduled curbside pick up. No incinerators shall be kept or maintained on any Lot. No refuse pile, garbage or unsightly objects shall be allowed to be placed, accumulated or suffered to remain anywhere on a Lot.

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.

HOA Accountability – Any homeowner from the Tradan Heights 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 Tradan Heights 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.

1.2. Scope.
The Design Review Guidelines and Design Review Board oversight apply to all Modifications, as defined in the Declaration. Modifications include new construction and the alteration of or additions to existing construction.

Reporting Violations – To report a violation in Tradan Heights, please e-mail with detailed information and dates.

If you want to reference city ordinances you may do so here:

<http://library.municode.com/index.aspx?clientId=14639>

To report city violations, please call: 405.372.4171

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.

Thank you.

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