

**TRADAN HEIGHTS ASSOCIATION  
15100 South Western Ave. Suite 100  
Oklahoma City, OK 73170**

**September 19, 2019**

**Welcome to the 2019 Tradan Heights 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 Tradan Heights a pleasant place to live.**

**In this packet you will find:**

- My Role**
- Why an HOA?**
- Description of the Governing Documents for Tradan Heights**
- 2019 Financial Statement**
- Common Communication within the HOA**
- New Information regarding Ponds and Drainage Banks**
- Contact Information**

**Again, I hope you find the time to review this information closely and find it useful.**

**Kind Regards**

**Angela | HOA Manager  
cms@csolutionsok.com | 405.421.5983**

Below is important information that is communicated within the HOA.

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

- a. Tradan Heights 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. HOA Manager main scopes of work:**

- i. Collect HOA Dues: send out invoices and statements collecting HOA dues. This is how the HOA operates and pays for HOA expenses.
- ii. Prepares and sends HOA closing letters per request from all Title and Mortgage Companies upon the sell or refinancing of properties in Tradan Heights.
- iii. Request and Receives Landscaping Bids: Reviews and compares at least three competitive bids to maintain all common areas with an HOA Board Member. Landscaping company is then selected by the HOA Board.
- iv. Ponds and Irrigation: Works with Pond and Irrigation companies on all issues as they arise.
- v. **Enforcement of Community Covenant Violations: a homeowner fills out an HOA violation form, sends to the HOA Manager and a ticket opens to resolve the issue. The HOA manager will verify the violation and send timeline notifications by email, mail or certified mail to individual of concern. If no correspondence or compliance has been taken within the expected timeframe, the violation will be discussed with the HOA Board for final resolution.**
- vi. Takes and returns all homeowners calls and or emails regarding all issues within the community.
- vii. Performs community checks on common areas and properties.
- viii. Prepares and submits all liens and lien releases through the Payne County Court Clerk Office.

**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: Explanation of rules within the community.
  - iv. Guidelines: These rules 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 reviewed by visiting <http://tradanheightshoa.com>

**IV. Financial Statements**

- a. January 1, 2019 – August 31, 2019 financial statement
- b. 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.

**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 a in your back yard or communicate to the HOA your screening plans. This has worked in other communities.

**Homeowner Tree Replacement** – 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 a Nursery as your tree provider. Local Nursery's are 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.

**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 at [www.tradanheightshoa.com](http://www.tradanheightshoa.com).

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**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 to [info@tradanheightshoa.com](mailto:info@tradanheightshoa.com).

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.

**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.

**Pond and Drainage Banks** – Overtime pond banks and drainage areas may experience some erosion and create ruts and rills making the areas unstable and difficult to use and maintain. In some cases, is recommended to let the natural vegetation grow in key areas in order to stabilize the slopes. This usually takes place at the bottom of the drainage area and or at water's edge around ponds. Over the next couple of months, Ideal Homes Development will be identifying key areas around ponds and drainage areas to establish proper growth.