

**Skyline Trails HOA
15100 South Western Ave. Suite 100
Oklahoma City, OK 73170**

October 24, 2019

Welcome to the 2020 Skyline Trails 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 Skyline Trails a more pleasant place to live.

In this packet you will find:

- My Role**
- Why a HOA?**
- Brief Description of the Governing Documents**
- Year-to-Date 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.

Regards,

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2019 Skyline Trails 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. 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 Skyline Trails.
- 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. Irrigation: Works 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 Canadian County Court Clerk Office.

II. What is an HOA and why does Skyline 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 and restrictions within the community.
 - iv. Guidelines: These are like 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.

IV. Financial Statements

- a. 2019 Financial Statement attached.

Common Communication in Skyline Trails –

Below is additional information usually communicated within the HOA.

Lawn Maintenance – Please continue to maintain your lawn and comply with Skyline Trails community covenants. If you observe an un-kept lawn, you may submit a violation form on the website; www.skylinetrailshoa.com. The text below is 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 the Skyline Trails Governing

Skyline Trails – Declaration

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Documents, Skyline Trails-Wide 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.

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 Skyline Trails.

2. Restrictions. The following activities are prohibited at Skyline 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 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;

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.

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.

Speeding Devices - In regards to the stop signs and or speed bumps you'll need to contact the Oklahoma City Traffic Management Department.

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.

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. If you are to observe trashcans sitting curbside for more than a couple of days, you can call the **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.

HOA Accountability – Any homeowner from the Skyline 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 Somers Pointe 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 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.

Reporting Street Lights Repairs – To turn in a light repair request: you can either call CK Energy at 405-656-2322 and then ask for dispatch and provide the address of the light or the closest intersection or e-mail info@skylinetrailshoa.com.

Reporting Violations – To report a violation in Somers Pointe, go to www.skylinetrailshoa.com and click on violation form. If you recognize the violation falls under city code, call **OKC action center: 297-2535**

Fire Works – Please refrain from shooting fireworks within the Skyline Trails Community. This is illegal and if you observe such action, contact the local authorities and file an official report.

Dog Barking and Leash Laws – The Association may correspond with a resident if a dog is barking, but is best to 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.

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.

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.

Homeowner Tree Replacement – Further communication will be sent out to all homeowners that have dead tree(s) or missing their tree(s). 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.

Leased Homes – The Association has been working on tracking the leased Home inventory to make sure the community is under or remains under its percentage cap and all leasing guidelines are being met. If you are leasing your home and haven't registered your property with the Association and or using a qualified property manager to manage your property, you'll need to do so at your earliest convenience. Compliance and enforcement procedures are applicable with the appropriate correspondence provided if not registered.

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.

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