

Northbrooke Homeowners Association
15100 South Western Ave.
Oklahoma City, OK 73170

Greetings,

Enclosed is your **2021** HOA gathering minutes. You will find new and updated community information, common communication within the HOA, and HOA financials.

Like a business, the HOA brings in income that comes from homeowners paying dues. The HOA also has common expenses that it pays for such as water, electric, and landscaping for the common areas in the community, which require mowing and maintenance. We also proactively plan for maintenance repair items that may occur during the year.

In this packet you will find:

-My Role

-Why an HOA?

- Description of the Governing Documents for Northbrooke

-2021 Financial Statement

-Common Communication within the HOA

-Information regarding Ponds and Drainage Banks

-Contact Information

Sincerely,

Cathy | HOA Manager
405-421-5983 | cms@csolutionsok.com

2021 Northbrooke Homeowner Association Information

Below are important topics for the Northbrooke 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 Northbrooke.
- 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 Oklahoma County Court Clerk Office.

II. What is an HOA and why does Northbrooke 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: Explanation of rules within the community.
 - iv. Guidelines: These are rules weighted toward structural/aesthetic restrictions.

- b. The HOA governing documents can be located on Northbrooke's website: www.northbrookehoa.net > Covenants > Northbrooke Restrictive Covenants

IV. Financial Statements

- a. 2021 Financial Statement is attached.

Common Communication within Northbrooke:

Street parking: Street parking has been discussed as a community concern. Please try your best to park in your driveway (without blocking sidewalks). See the section below regarding restrictive covenants referring to parking in Northbrooke.

2. Restrictions. The following activities are prohibited at Northbrooke 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 blocking mailboxes; you maybe also 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 speed 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.

Boats & Trailers in Driveways or Streets - Boats and trailers may park in driveway on a temporary 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.

Portable Basketball Goals – Try your best to put away portable basketball goals when not in use. It's a city violation to block a city sidewalk with goals as well as a goal facing a Public Street.

Lawn Maintenance –Please maintain your lawn to comply with Northbrooke's community covenants in the mowing seasons. If you observe an un-kept lawn, you may submit a violation form on the website (below). The text box below is pulled from the covenants:

**Article 5 Maintenance and Repair.
5.1 Maintenance of Units.**

Each Owner shall maintain such Owner's Unit, including all landscaping and improvements comprising the Unit, in a manner consistent with Valencia Governing Documents, Valencia-Wide 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 Unit.

Also, please refrain from blowing your cut grass clippings into the street.

Fireworks – They are illegal. Please contact the Oklahoma City Police Dept.

Reporting violations – To report a violation in Northbrooke, go to www.northbrookehoa.net click on "forms" then click "report a violation form". If you recognize the violation falls under city code, call **OKC action center: 297-2535** or visit <http://www.okc.gov/action/>.

Reporting Crime – If you've experienced any crime related situations, please contact the local police immediately and notify the HOA Manager so I may update our records.

Reporting Street Light Repairs – To turn in a light repair request: please contact OG&E at **405-272-9595** or e-mail at CUSTCAREDEPT@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.

Leashing your Pets – It is very important to have all pets leashed when using Northbrooke’s common area amenities.

2.2 Pets. Raising, breeding, or keeping animals, livestock, or poultry of any kind, except that a reasonable number of dogs, cats, or other usual and common household pets may be permitted in a Unit. However, those pets which are permitted to roam free, or, in the sole discretion of the Board, make objectionable noise, endanger the health or safety of, or constitute a nuisance or inconvenience to the occupants of other Units shall be removed upon the Board's request. If the pet owner fails to honor such request, the Board may remove the pet. Dogs shall be kept on a leash or otherwise confined in a manner acceptable to the Board whenever outside the dwelling. Pets shall be registered, licensed and inoculated as required by law;

Pet Waste – Please, if you own a pet and they soil the common areas in Northbrooke, we really need your help picking up after your pet. That’s the only option.

Barking Dog – 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. Below content is referencing pets in Northbrooke:

2.3 Noxious, Offensive Activity. Any activity which emits foul or obnoxious odors outside the Unit or creates noise or other conditions which tend to disturb the peace or threaten the safety of the occupants of other Units;

Lot Modification (DRB’s) – If you would like to add a shed, shelter, new roof, or installing a pool. Please check the guidelines in the Governing Documents. Then you need to fill out a DRB form on the website.

Homeowner Tree Replacement – At the time your home was built, the City required trees to be installed before closing on the property. The Association continues the covenant requirement by requesting current homeowners maintain the Community Standard: **An interior lot needs to have at least 2 living trees and a corner lot needs to have at least 3 living trees.** If homeowners fail to comply with the HOA guidelines, then enforcement will be applicable.

Common Area Tree Replacement – The Association will conduct an annual common area tree audit looking at replacing dead and or missing trees located in the common areas.

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

Compliance and Enforcement – When the HOA records a violation, written notice is out. If the homeowner fails to respond and doesn't 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.

HOA accountability – Any homeowner from the Northbrooke HOA is always welcome to schedule an appointment with me to discuss HOA matters.

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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