

**SUNDANCE ASSOCIATION  
1320 North Porter Avenue  
Norman, OK 73071**

**October 15, 2015**

**Welcome to the 2015 Sundance HOA Gathering. 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 Sundance a pleasant place to live.**

**In this packet you will find:**

- My Role**
- Why a HOA?**
- Brief Description of the Governing Documents for Sundance**
- 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](mailto:rgreen@ideal-homes.com) | 405-520-1409**

## 2015 Sundance Home Owner Association meeting minutes

Below is important information that is communicated within the HOA. Please review and let me know if you have any questions.

### 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 Sundance.
  - iii. Enforce Community Covenant Violations: a homeowner fills out an HOA complaint 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 Sundance 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.
- b. The HOA governing documents can be requested @ [rgreen@ideal-homes.com](mailto:rgreen@ideal-homes.com)

### IV. Financial Statements

- a. Enclosed a 2015 P&L Report to date showing net income.
- b. Ideal Homes and the Developer are also paying HOA dues for all vacant lots as well as all homes that are not occupied contributing **\$11,000.00.**
- c. The current bank balance for Sundance is **\$4,464.78.32**

**Common Communication in Sundance –**

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

**Lawn Maintenance** – Now that it is colder and the grass isn't growing, please make sure your lawn is winter ready; mowed, edged, and fall/winter weed control is applied. During the growth season, reference the text below pulled from the covenants:

**Section 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 Sundance Governing Documents, Sundance-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 Unit.

**Trailers in Driveways or Streets and General Parking** - Trailers may park in driveway or street on a very temporarily basis. If you need to bring your trailer in the community, please notify the HOA and communicate the time your trailer will be in the community.

**2. Restrictions.** The following activities are prohibited at Sundance unless expressly authorized by, and then subject to such conditions as may be imposed by, the Board:

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**2.1 Parking.** Parking any vehicles on 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 Unit or the Common Area;

Below is some 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.
- f. You may consult the City of MWC City municipal Code at: <https://www.municode.com> or call 405.739.1005 code enforcement.

Also, if a car is parked too close to the mailbox the, Postal Service may not deliver the mail.

**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.

**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 the City Animal Welfare or you may consult the City of MWC City municipal Code at: <https://www.municode.com> or call 405.739.1005 code enforcement.

**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;

Please pick up after your pets, and make sure waste is properly disposed of.

**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 or uses of the Common Area;

**2.5 Healthy Environment.** Pursuit of hobbies or other activities that tend to cause an unclean, unhealthy, or untidy condition to exist outside of enclosed structures on the Unit;

**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.

4.40. **Trash and Garbage Receptacles.** Trash and other receptacles shall be absent from view from any street, any Unit, and Common Areas on all days other than designated trash and/or recycling pick up days.

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.

**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.

If you are to observe trashcans sitting curbside for more than a couple of days, you can call the **Midwest City Action Center: 739-8249**

**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.

**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 Sundance 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 Sundance 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 Lights Repairs** – To turn in a street light repair request: you can either call OG&E at 405-272-9595 or e-mail at INSPDESK@oge.com or 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 MWC Street Maintenance Department at <http://midwestcityok.org/street-maintenance> or 405.739.1060 and provide exact address of crack and pothole.

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

If you recognize the violation falls under city code, call **Midwest City Action Center: 739-8249**

**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.

Thank you.

Rob Green | **Director of Community Operations**  
405.520.1409 | [rgreen@ideal-homes.com](mailto:rgreen@ideal-homes.com)