

Sundance HOA  
15100 South Western Ave. Suite 100  
Oklahoma City, OK 73170  
[info@sundancehoa.net](mailto:info@sundancehoa.net)

October 17, 2019

Welcome to the 2019 Sundance HOA Annual 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 more pleasurable place to live.

**In this packet you will find:**

- My Role
- Why a HOA?
- Description of the Governing Documents for Sundance
- 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.

Kind Regards,

Angela | HOA Manager  
[cms@csolutionsok.com](mailto:cms@csolutionsok.com) | 405.421.5983  
Lydia | Accounts Receivable/Payable | 640-7146  
[lydia.hawkins@csolutionsok.com](mailto:lydia.hawkins@csolutionsok.com)

## 2019 Sundance Home Owner Association Informational Packet

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 Sundance.
- 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 Oklahoma County Court Clerk Office.

### 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 within the community.
  - iv. Guidelines: These are rules 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 reviewed and requested @ [sundancehoa.net](mailto:sundancehoa.net).

#### **IV. Financial Statements**

- a. 2019 First, Second and Third Quarter P & L is attached.

#### **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.

**Homeowner Tree Replacement** – Further communication has been sent out to all homeowners that have dead tree(s) or missing their tree(s). The HOA recommends using an actual 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. Please remember to fill out a DRB form for trees outside the list we plan to provide.

The automatically approved trees for your community are **Elm, Ball Cypress, Cottonless- Cotton, Pistache, Red Bud, or Oak**. If you would like something outside this list or changing the location of your tree planting, please make sure you go through the proper DRB process and contact us at [info@sundancehoa.net](mailto:info@sundancehoa.net).

**Lawn Maintenance** – During the mowing season, please make sure your lawn is 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.

**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 Sundance.

**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:

**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;

If you notice any of the following parking issues, please contact 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.

Please note, 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 [CUSTCAREDEPT@oge.com](mailto:CUSTCAREDEPT@oge.com) or [INSPDESK@oge.com](mailto: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 [info@sundancehoa.net](mailto:info@sundancehoa.net) with detailed information and dates.

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

**Angela | HOA Manager**

**cms@csolutionsok.com | 405.421.5983**

**Lydia | Accounts Receivable/Payable | 640-7146**

**lydia.hawkins@csolutionsok.com**