

Valencia Homeowners Association

1320 North Porter Ave

Norman, OK 73071

Greetings,

Enclosed is your **2017** HOA gathering minutes. Here you'll 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.

Enclosed you will find:

- **Breakdown of the Valencia's Governing Documents and my role within the HOA**
- **Common Communication within the HOA**
- **New Important Announcements**
- **Association Financial Report**

If you have questions or concerns regarding HOA matters, I'm happy to arrange a meeting to discuss any HOA information.

Sincerely,

Rob Green | **Director of Community Operations**

405-520-1409 | rgreen@ideal-homes.com

2017 Valencia Home Owner Association Information

Below are important topics for the Valencia HOA. Please review and let me know if you have any questions.

- I. **Rob Green, Director of Community Operations main scopes of work**
 - 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 Valencia.
 - iii. Enforce Community Covenant Violations: a homeowner fills out an HOA violation form, sends to the Director of Community of Operations and a ticket opens to attempt to resolve the issue.
 - iv. Review Architectural 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 Valencia 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.
 - b. The HOA governing documents can be located on Valencia's website: www.valenicahoa.net > Covenants > Valencia Restrictive Covenants
- IV. **Financial Statements**
 - a. As of **7.19.17** Valencia's bank balance is **\$75,463.25**
 - b. Ideal Homes and the Developer are also paying HOA dues for all vacant lots as well as all homes that are not occupied.
 - c. Valencia's account receivables are **\$45,423.67** (what delinquent homeowners owe).
 - d. The HOA has hired a law firm to act as a collecting agent on large delinquent accounts.

Common Communication within Valencia –

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

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 Valencia.

2. Restrictions. The following activities are prohibited at Valencia 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 Unit 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 Valencia’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 – It’s illegal.

Reporting violations – To report a violation in Valencia, go to www.valenciahoa.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 call the local police immediately. Then, please notify the Director of Community Operations so I may update my records.

Reporting Street Light Repairs – To turn in a light repair request: you can either call 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 Valencia’s common area amenities.

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

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 Valencia, 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 Valencia:

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 it’s annual common area tree audit looking at replacing dead and or missing trees located in the common. This project is slated for Fall/Winter.

Leased Homes – The Association has been working on tracking the leased home inventory in Valencia. 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 Valencia HOA is always welcome to schedule an appointment with me to discuss HOA matters.

Rob Green | **Director of Community Operations**
405-520-1409 | rgreen@ideal-homes.com

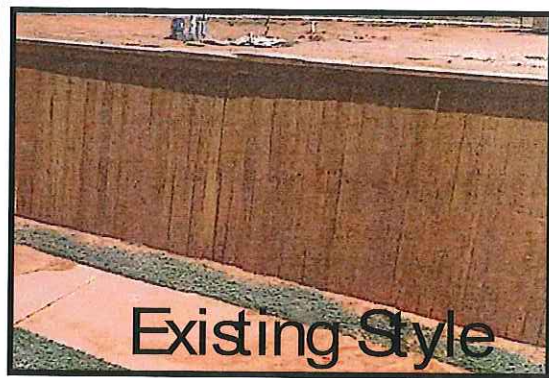
Important Announcements –

Penn Closure (please visit valenciahoa.net for more information)

Valencia's QR Fitness Trail – The HOA will soon be installing some QR code fitness signs along the sidewalks within Valencia. It is a trail exercise system. More information is coming soon!

Continuation of the New Common Area Fence Design – Detailed information will be sent to impacted residents in the future regarding the following.

The HOA will continue phasing in a new fence design (illustrated below) to replace the existing 6' wood common area fencing between brick columns. Most of the existing fence dates back to 2004 and has accrued an increase in cost and time to repair and maintain.



Again, the impacted Homeowners will receive notification of the planning, phasing, and execution of the project.

Valencia HOA
Profit & Loss
January 1 through July 18, 2017

Valencia P&L 7.18.17

Jan 1 - Jul 18, 17

Ordinary Income/Expense

Income

Insurance Reimbursement	3,039.84	[return on premium policy change]
HOA Dues	297,611.59	[includes Ideal Homes contributions paying dues like homeowners on for sale homes and vacant lots]
Total Income	300,651.43	

Expense

Enforcement Expense	225.00	[HOA mowed foreclosed home then billed owner]
Bank charges	165.90	[HOA member return checks fees]
Accounting Office Supplies	318.28	[QuickBooks checks and deposit slips]
Printing and Reproduction	1,287.06	[communication production, paper, & envelopes]
Postage and Delivery	3,232.28	[community mail outs, presorting, and metering for HOA communication mailed out]
Insurance for 2017	23,164.19	[general liability and structural insurance on parks, playgrounds, pavilion, fence, etc.]
Social Events & Meetings	2,600.00	[deposit for food trucks for annual event]
Signage	1,974.57	[meeting, tree replacement, pet waste, banners, parking, and park signs]
HOA Maintenance		
Playground/Amenities Insect Control	175.00	[treated selected areas for ants and ticks]
Playground Trash Cans	1,136.80	[installed two new trash cans in two new parks]
Emptying Playground Trash Cans	1,600.00	[to date expense to empty park trash cans on a daily basis]
Fence Maintenance	9,067.30	[service calls to repair wind/weather damaged common area fence]
NEW Fence Replacement	10,704.00	[installed newly designed fence along Andalucia near the NW178th Entry]
Permit For Future Well	112.50	[city permit for future well install to feed old splash pad]
Common Area Amenity Treatment	25.00	[installing chlorine tablets in water fall off of 187th]
Common Area Upkeep	1,205.00	[sod/sediment removal from sidewalk near old splashpad]
Tree Install/Maintenance		
Common Area Tree Install	5,088.28	[planted 25 spartan junipers in feb 2017]
Common Area Brush Clearing	1,500.00	[cleaned up area north of Agua]
Common Areas Tree Straightening	120.00	[post wind storm, tree co came and straightened trees]
Tree Water	6,796.50	[temporarily hand watering common areas trees]
Pond Maintenance/Debris	9,432.50	[water management to prevent algae growth, reeds, and cat tails in all common area ponds including debris removal]
Weekly Common Area Maintenance To Date	99,124.98	[weekly maintenance, paid monthly through the year mowing all common areas in Valencia including parks and frontages]
Total HOA Maintenance	179,055.14	

Filing Fees

Lien Filing/Release Fees		
County Filing Fees	-427.00	[charges reimbursed from homeowners on legal fees]
Lien Filing/Release Fees	39.00	[filing liens with County]
Total Lien Filing/Release Fees	-388.00	

Professional Fees

Accounting	150.00	[CPA services for tax purposes]
Legal Fees	351.44	[legal expenses for filing for amendments, liens, supp decs, and small claims cases]
Website	612.95	[www.vaenciahoa.net development and hosting]
Total Professional Fees	1,114.39	

Repairs

Street Signs Repairs	2,657.07	[street sign straightening, replacing blades, and poles]
Playground Repairs	30.00	[replaced a nozzle on the loops on old splash pad]
Irrigation, Splash Pad, & Painting	11,595.00	[irrigation activation, service calls, painting touch on soccer goals, bridges, etc]
Total Repairs	14,282.07	

Utilities

Electric	7,142.92	[electric to operate street/park lights, irrigation, splash pads, pavilion lighting]
Water	12,188.79	[water for splash pads, irrigation for all common area excuding area around central ponds]
Total Utilities	19,331.71	

Reserve Pool [paid strictly by Reserve Residents]

License Fees	100.00	[pool bathing license]
Telephone	1,062.18	[emergency telephone system]
Supplies	610.74	[purchased new pool furniture]
Alarm	149.70	[pool key monitoring]
Pool Material	5,755.00	[original pump went out, installed new pump and rails with labor]
Pool Maintenance To Date	5,639.29	[daily maintenance and operation paid monthly from Memorial Day to Labor Day]
Total Reserve Pool	13,316.91	

Total Expense

226,712.22

Net Ordinary Income

73,939.21

Net Income

\$73,939.21