**Castlewood Trails HOA**

**15100 South Western Ave. Suite 100**

**Oklahoma City, OK 73170**

**September 22nd, 2022**

**Welcome to the 2022 Castlewood Trails HOA annual gathering. 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 Castlewood Trails a pleasant place to live.**

**In this packet you will find:**

**-My Role**

**-Why a HOA?**

**-Brief Description of the Governing Documents for Castlewood Trails**

**-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,**

Cathy | **HOA Manager**

405-421-5983 | cms@csolutionsok.com

Lydia | **Accounting**

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Angela | Operations Manager

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**2022 Castlewood 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.

1. **Angela, HOA Manager main scopes of work**
	1. As the HOA Manager, there are primary scopes of work in this position.
		1. Collect HOA Dues: send out invoices and statements collecting HOA dues. This is how the HOA operates and pays for HOA expenses.
		2. Prepares and sends HOA closing letters per request from all Title and Mortgage Companies upon the sell or refinancing of properties in Castlewood Trails.
		3. Request and Receive HOA Landscape Bids: receive and reviews at least three competitive bids to maintain all common areas.
		4. Enforce Community Covenant Violations: a homeowner fills out an HOA violation form, sends to the HOA Manger and a ticket opens to resolve the issue.
		5. Takes and returns all homeowners calls and or emails regarding all issues within the community.
		6. Performs weekly community checks on properties, common areas, parks and splash pads.
		7. Prepares and submits all liens and lien releases through the Canadian County Court Clerk Office.
2. **What is an HOA and why does Castlewood Trails have one?**
	1. An HOA is a not-for-profit organization that is put into place to protect and preserve property values.
3. **Homeowner Association Governing Documents**
	1. The association’s governing documents are made up of legally binding documents that are filed at the county office.
		1. Declarations: The real property covenants, filed with county clerk. Provides structural and use restrictions and creates the community association.
		2. Bylaws: The business practices of an HOA: who governs, how often, when/where/how do we meet and conduct business.
		3. Initial Rules: The rules and restrictions within the community.
		4. 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.
	2. The HOA governing documents can be located on Castlewood Trails website: [www.castlewoodtrailshoa.com](http://www.castlewoodtrailshoa.com)
4. **Financial Statements**
	1. Attached is a copy of Castlewood Trails Financial Statement from 1/1/2022 to present.

**Common Communication in Castlewood Trails** –

Below is additional information usually communicated within an HOA.

**Lawn Maintenance** – Please continue to maintain your lawn and comply with Castlewood Trails community covenants. If you observe an un-kept lawn, you may submit a violation form on the website; [www.castlewoodtrailshoa.com](http://www.castlewoodtrailshoa.com). The text below is pulled from the covenants:

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**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 Castlewood Trails.



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**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.**

* 1. The vehicle must be properly tagged and in good operating condition.
	2. The vehicle must be parked with the flow of traffic.
	3. The vehicle must not be parked such as to present a hazard to normal traffic flow.
	4. The vehicle may not be leaking oil onto the street.
	5. The vehicle must not be blocking the sidewalk.
	6. 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 Castlewood 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 Castlewood Trails 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 contact OG&E at 405-272-9595 or e-mail at CUSTCAREDEPT@oge.com 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 Violations –** To report a violation in Castlewood Trails, go to [www.castlewoodtrailshoa.com](http://www.castlewoodtrailshoa.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 Castlewood 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.