

SUNRISE HILLS PROPERTY OWNERS ASSOCIATION (POA) RULES AND REGULATIONS

A. DOCUMENTS OF SUNRISE HILLS POA

1. **Certificate of Incorporation:** The Certificate of Incorporation was filed with the Oklahoma Secretary of State and establishes the Sunrise Hills POA. A copy of this document can be obtained by requesting it from the Office of the Secretary of State.

2. **Restrictive Covenants and Bill of Assurance (RCBA):** Sunrise Hills RCBA sets out rules that apply to Sunrise Hills Addition. A copy of this document is located on the POA website.

a. **Recording:** The RCBA of Sunrise Hills Addition, Yukon, Canadian County, Oklahoma is recorded in the County Clerk's Office of Canadian County.

b. **Obligation to Obey-Mandatory Membership:** All homeowners have committed to follow the RCBA, Bylaws and this Rules and Regulations document by the purchase of their home.

c. **Enforcement:** The Board of Directors are required to enforce the RCBA, Bylaws and Rules for Sunrise Hills' subdivision.

3. **Bylaws:** The Bylaws outline the structure of the Sunrise Hills POA and the specific rules pertaining to the organization and operation of the Board of Directors. A copy of this document is located on the POA website.

4. **Rules and Regulations:** This Sunrise Hills POA Rules and Regulations Document establishes rules and regulations, policies and procedures to govern the interpretation, application and enforcement of the Sunrise Hills RCBA, Bylaws and these Rules. A copy of this document is located on the POA website.

B. POA MEMBERSHIP

1. **Scope of the POA and Membership.** The Sunrise Hills RCBA establishes rules for the membership in the Property Owners Association. The Bylaws establish the Association responsibilities through a Board of Directors.

2. **Membership Mandatory.** All homeowners in Sunrise Hills Addition are members of and pay dues to the Sunrise Hills Property Owners Association.

3. **Sunrise Hills POA Responsibility and Board Authority.** The Sunrise Hills POA has the responsibility to protect, maintain and defend all common areas, including the park and playground equipment. The Association is responsible, through a Board of Directors, who has the authority to create, clarify, amend and enforce the use restrictions, rules, violations, dues assessments, collections, committees and design guidelines in the Sunrise Hills Rules below, for all of the Sunrise Hills subdivision.

C. BOARD OF DIRECTORS

1. **Meetings and Records.** The Board of Directors shall meet at such time and place convenient to the members to carry out its duties and responsibilities. All residents are encouraged to attend the open meetings. The Board may exclude residents when it meets in executive session. Annual meetings are held in April of each year.

2. **Board Member Duties and Responsibilities.** In an effort to foster a vibrant, responsive and competent property owners association that will provide a sense of community and responsible leadership, the officers of the Board have specific roles and responsibilities outlined in the Bylaws.

3. **Enforcement of Governing Documents.** It is the duty and requirement of the Board to enforce all of the POA documents in accordance with the guidelines provided in each.

D. POA DUES

1. **Annual Assessment Process.** Notice of normal annual dues assessment amounts shall be mailed to every homeowner on or about March 15th of each year.

2. **Due Date.** Annual dues must be paid by or before April 30th of every year.

3. **Late Fee.** Dues are delinquent if not paid at least 30 days after the due date and a late fee of \$25 shall be charged.

4. **Past Due Notice.** If the dues and late fee are not paid, past due notice will be sent. If account remains past due with no response, additional legal remedies will be pursued.

5. Proof of Payment. It is the responsibility of every homeowner to produce evidence to prove that dues were paid if in question. A returned check fee may be assessed in the amount of \$25.00 if a check is not honored.

6. Collections. Homeowners are obligated and responsible for paying lien filing and release fees and any and all attorney fees, court costs and expenses associated with the collection process for the collection of dues or fines.

7. Special Assessments. On those occasions where the budget is not adequate to support expenses either due to oversight or unexpected expenses, a special assessment may be taken. Homeowners shall be given at least thirty (30) days' notice of any special assessment due date. This notice can be in the form of a letter or statement and shall clearly explain the expense and intent of the special assessment. Notifications of this type may be delivered.

E. USE RESTRICTIONS AND PROPERTY OWNER RIGHTS.

1. Maintenance of Property. Homeowners are responsible for the maintenance and upkeep of their property at all times. Structures, equipment and other items on the externally visible portion of any lot that become rusty, dilapidated, broken, in need of painting or otherwise in disrepair must be brought to acceptable condition and maintained.

2. Homeowner Responsible. Homeowners shall be held responsible for payment of dues and fines assessed as a result of their or any of their tenants' non-compliance with any rule. Homeowners shall be responsible for the conduct of their Tenant(s) and for ensuring tenants follow the rules and regulations, use restrictions, design guidelines and all other covenants and restrictions of the Association. Both the homeowner(s) and tenant(s) shall be notified of violations.

F. DESIGN GUIDELINES

1. Architectural Control Committee ("ACC"). Any and all changes to be made to the exterior of a property (paint, roof, shutters, driveways, garage doors, fences, etc.) must be submitted to and approved by the Architectural Control Committee, the Board of Directors and the City of Yukon. There are forms on our website www.sunrisehillspoa.com that must be completed and mailed to Sunrise Hills POA, PO Box 850056, Yukon, OK 73085. Once all forms and plans have been received, along with the approval of any and all necessary permits from the City of Yukon, the ACC will review and contact homeowner regarding their submission. Any improvements or work performed without notification and approval by the Architectural Control Committee will result in fines and possible reversal of the unapproved work already performed. If homeowner is required to undo any work already performed, the cost of doing so shall fall solely upon the homeowner.

2. Painting. Finishes applied as part of any maintenance or refurbishing process must be done with materials and colors that are complimentary to and consistent with other residences in the neighborhood (i.e., a neutral color palette of white, creams, tans, grays. No colors of greens, blues, pinks, purples, yellows, reds, etc.) The homeowner must get pre-approval from the ACC prior to commencement of any such project involving the color of the property.

3. Roofs. Due to numerous variations in shingles and manufacturing styles and types, any change in style or color from the original "when-built" shingles requires pre-approval from the ACC before any construction can begin.

4. Fencing. All fences shall be maintained and kept in good condition, complete as designed and function (no warping, loose, or missing boards).

5. View From the Street. All clotheslines, air conditioner window units, equipment, storage piles, miscellaneous debris, etc. shall be located so as not to be visible from any other Lot within the neighborhood. This also pertains to items clearly visible from lots behind or beside such property when applicable.

6. General Appearance of Structures. The property owner is responsible for maintenance of structures, landscaping, and general appearance to meet the neighborhood standards stated in the Sunrise Hills Restrictive Covenants and Bill of Assurance and Rules and Regulations. This includes windows, shutters, garage doors, fencing, paint, etc.

7. **List Not Exclusive.** This list is not exclusive and may include such other guidelines or limitations as the Sunrise Hills Property Owners Association Board of Directors may add as well as such others as may be determined on a case-by-case basis.

G. HOMEOWNER OBLIGATION TO OBEY; BOARD OF DIRECTORS REQUIRED TO ADMINISTER

1. **Homeowner Obligation to Obey.** As stated in the Restrictive Covenants, Articles of Incorporation, Bylaws, Rules and Regulations, decisions and resolutions of the Association adopted pursuant thereto.

2. **Board Required to Administer and Enforce.** The Sunrise Hills POA Bylaws requires the Board of Directors to administer and enforce the covenants, conditions, restrictions, easements, uses, limitations, obligations and all other provisions set forth in the governing documents to enhance the enjoyment of the resident who lives there and for the express purpose of maintaining property values for all members.

H. PROHIBITED CONDITIONS listed below are prohibited anywhere within the Sunrise Hills Neighborhood. The list is not exclusive. Any condition that can cause harm or damage to any of the natural surroundings, regardless of whether specifically stated is prohibited.

1. **Refuse Storage, Growth, Lawns, Landscaping, and Flowerbeds.** The storage of any trash or other refuse, except in normal receptacles, is prohibited. Weeds, underbrush, or other unsightly growths shall not be permitted to grow or remain on the property. Lawns and shrubbery shall be kept mowed and trimmed.

a. **Landscaping Overall.** To further clarify, as a visual rule of thumb, homeowners' yards and flowerbeds shall be compared to the Sunrise Hills' common areas in and around the park and entrances under normal situations.

b. **Lawns, Shrubs, Trees and Flowerbeds Specifically.** Every Sunrise Hills' homeowner and/or tenant shall keep their flowerbeds free of weeds and grass year round; lawns mowed, weed-free and edged consistently during the mowing season. Bushes shall be live, trimmed and shaped. Trees shall be live, trimmed and cut back to enhance the property. Overgrown shrubs and trees that cover over the front of houses or that extend outside of their intended area shall not be tolerated. These rules apply to back yards as well, in order to keep properties free of bugs and rodents.

c. **Front Lawn Clutter.** The front lawns of homeowners' property, including the driveway, as well as all easements, streets, and common property shall be free of clutter (including, but not limited to, toys, tools, empty and/or broken planters, landscaping tools, etc.).

d. **Artificial Vegetation.** No artificial grass, trees, plants or flowers shall be placed or maintained in such a manner that it may be seen from outside the lot.

2. **Restricted Vehicle Parking and Storage.**

a. **Vehicle Storage.** No trucks larger than 1 ton, trailers, campers, recreational vehicles, motor homes or large commercial vehicles, nor any vehicle in the process of being repaired or otherwise presently inoperable, shall be stored or parked with the subject lands.

b. **Parking in the Street.** Due to people unnecessarily parking in the street, it is becoming a safety hazard for vehicles navigating through our neighborhood and to children playing and riding their bikes. Henceforth, the parking of any vehicle on any street or Lot, other than a concrete driveway or inside a garage, is strongly discouraged. If unsafe situations exist, they will be referred to the City of Yukon. Exceptions to this rule may be granted if requested in advance by the Board's discretion.

c. **Recreational Vehicles.** Boats, sleeper campers, and/or any/all recreational vehicles may be parked on a lot for short periods (10 days) for clean-up and prepping before and after a trip. These types of vehicles may also be stored permanently on a lot only if they are parked behind the front building line behind a solid fence. In all cases, these types of vehicles shall not be visible in any other way.

I. PROHIBITED ACTIVITIES listed below are prohibited anywhere within the Sunrise Hills Neighborhood. The list is not exclusive. Any activity that can cause harm or damage to any of the natural surroundings, regardless of whether specifically stated is prohibited.

1. **Loud Noises.** The use or discharge of any radio, loudspeaker, horn, whistle, bell, or other sound device that is of such a volume that it disturbs the peace of the Sunrise Hills neighborhood is prohibited.

Barking dogs may violate this provision if they unreasonably disturb the peace and quiet of the neighborhood, as in accordance with the City of Yukon ordinance.

2. Fireworks. Use and discharge of fireworks/firecrackers is strictly prohibited and is also a violation of the City of Yukon ordinances.

3. Fire Arms. Discharge of any fire arm, including air rifles and pistols such as pellet or BB guns, is strictly prohibited and is a violation of the City of Yukon ordinances. Violations should be reported to the Yukon police.

4. Vandalism. An individual caught and convicted of vandalism to any common areas within the boundaries of the Sunrise Hills Neighborhood property will have a \$200.00 fine assessed upon the responsible homeowner(s) and/or tenant(s); and will have to replace or repair the damaged property to its original state. This is above any civil actions.

J. THE RULES ENFORCEMENT PROCESS

1. General Violations.

a. Purpose. As members of the Sunrise Hills Community, we all want to see that the neighborhood is kept in an attractive and well maintained condition. This is why there are Covenants and Restrictions, Bylaws and Rules and Regulations for our area that we have all agreed to by making our home here. The purpose of these rules is to enhance the enjoyment of the residents who live here and to maximize our property values.

b. Board Duty. To ensure that these Rules are followed, the Board of Directors has been given the responsibility to enforce them. It may levy fines, make special assessments and take other actions against violations of these rules.

c. Procedures. Enforcement procedures include giving notice to a resident of a violation. The first notice will be in the form of a letter citing the actual rule or covenant being violated. If the violation continues for the same offense, a second notice shall be sent and shall include notification of impending fine to be assessed. If violation is not corrected within specified time of second notice, a third and final notice shall be sent certified mail and shall include a fine against either or both the homeowner and/or the tenant or other action taken by the Sunrise Hills Board of Directors.

2. Two Types of Violations.

a. Prohibited Conditions. Violations regarding a prohibited condition include those violations that require the correction of a condition by the resident to come into compliance. These violations include, but are not limited to, violations of the Architectural Design Guidelines, unkempt landscaping or structures, debris, etc.

b. Prohibited Activities. A prohibited activity includes those violations that require an activity to cease immediately such as excessive noise. These violations are each treated separately and consequences occur for each time the violation is verified and cited. Notification of the violation will be repeated with each occurrence.

3. Fine Schedule.

Provisions for a Fine Schedule are set forth in the Restrictive Covenants and Bill of Assurance of Sunrise Hills Article IV.

All fines that are imposed will coincide with suspension of voting rights and use of common areas until Board deems member and or lot compliant.

All fines and reimbursements will be assigned to the lot. The balance owed will be due at the beginning of the following month.

Failure to remedy a prohibited condition or activity upon Notice from the Board of Directors will result in an immediate fine of \$50. If that activity or condition is still not remedied, an additional fine of \$100.00 per week will be assessed until remedied up to \$450.00. Once a fine of \$450.00 is reached, a lien will be filed against the homeowner's property.

If there is a repeat violation at same address within two (2) months, the first warning will be three (3) days to remedy and a \$150 fine. The second warning will be an immediate \$300 fine. If still not remedied and fines not paid when due, a lien against property will be filed. Fines can be in succession. The Board of Directors has full discretion.

A prohibited condition involving any improvements to or work performed on the exterior of your home without notification and approval by the Architectural Control Committee, the Board of Directors and the City of Yukon will result in a \$1,000 fine and possible reversal of the unapproved work already performed. If homeowner is required to undo or redo any work already performed, the cost of doing so shall fall solely upon the homeowner.

All fines assessed will be due at the beginning of the following month and mailed to Sunrise Hills POA, PO Box 850056, Yukon, OK 73085. If payment in full is not received by the 1st of the following month, a lien will be filed against your property.

All fines are subject to late charges and interest at the maximum rate allowed under applicable law. These fines are subject to change and may not represent every instance or limitation. The Sunrise Hills Property Owners Association Board of Directors and Architectural Control Committee may from time to time have to determine other fines on a case-by-case basis.

Thank you so much

Respectfully

Sunrise Hills POA Board of Directors

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