

Hefner Village Homeowners Association, Inc. General Information

Homeowners Association Office Location:

10001 Hefner Village Circle

Homeowners Association Office Address:

Hefner Village Homeowners Association
10001 Hefner Village Boulevard,
Oklahoma City, OK 73162

Office Telephone: 405-722-1109

Office Hours: Monday thru Friday 9:00 am – 1:00 pm

E-Mail: hefnervillage@coxinet.net

Dues: \$225.00 per month paid to: Hefner Village Homeowners' Association

Dues are paid three ways:

1. **Direct Deposit** from your checking account (form may be obtained from the office). You do not have to change your present banking relationship to take advantage of this service. The Direct Deposit is dependable, convenient and easy.
2. **Drop in the mail drop at the Clubhouse.**
3. **Mail to the above address.**

Homeowner's dues are due and payable on the **first day** of the month and are considered delinquent after the 30th at which time a \$20.00 late fee is assessed. Once a homeowner's account is 30 days late (30 days after the last day of the previous month, basically 60 days late from the original due date of the 1st of the month) – HOA sends a demand letter. If there is no communication, payment or response with a plan in 15 days, the account goes to Legal for collection.

Insurance Needs:

Each Homeowner must carry a Condominium Owners, HO-6 policy to cover their furnishings, personal property and improvements to their unit. The Master Insurance Policy has \$25,000 per

occurrence deductible for all losses except wind and hail. We recommend that you contact your insurance agent and say the following, “Please confirm that I have a minimum \$25,000 of dwelling coverage. If not, please increase the dwelling coverage on my HO-6 policy to a minimum of \$25,000. My Homeowners Association C & R’s make me responsible for the first \$25,000 of damage to my home.”

Club House

Hefner Village has a 2400 sq. ft. (mol) Clubhouse furnished with a comfortable guest area and kitchen. This Clubhouse can be reserved for personal parties by Hefner Village homeowners by filling out a Clubhouse Application, completing the Rental Cleaning Checklist, making the \$200 damage deposit (refundable) and paying the \$75/day rental fee. All applications are subject to the approval or disapproval of the Board of Directors.

Tennis Courts

Hefner Village has two tennis courts, one located on Hefner Village Blvd. and the other on Hefner Village Place. These courts are available for your enjoyment between the hours of 8:00 am and 10:00 pm daily. No other activity is permitted on the courts.

Swimming Pools

Pool Hours are open from 8:00am to 10:00 pm.

Hefner Village also offers two pools, one family pool and one adult pool. Our Association asks that you please obey all posted swimming rules and regulations, and do not give your swimming key to anyone. **Your pool key and pool privileges will be revoked for the following reasons:**

1. You have past due association fees.
2. You are violating the pool rules and regulations.

No glass containers within the pool area.

No animals of any kind allowed inside the fenced area of the pool. We may love your pets, but we don’t want to swim with them.

No Solo Swimming.

Trash- cans are provided for your use – please use them.

3. You have given your key to someone other than an immediate family member, live in relative/resident or your Lessee (unless a Conveyance form is on file).

WARNING: There is no lifeguard on duty. Children under 14 years of age may not use the pool without an adult in attendance.

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Pools are open for your enjoyment from mid-May through just after Labor Day. These rules must be strictly observed in order for all to enjoy the facilities. **Restrooms** are on the east side of the clubhouse; please do not abuse them and please clean up after yourselves.

Please respect others when using pools. Remember if you are swimming at night, there are homeowners living close by; your voices and stereos are louder than you may think! Sound carries loudly at night.

Ownerships Responsibilities

HVHOA is a townhome association, not a condominium association or an apartment complex. Every home is purchased on a fee-simple basis. This means you have purchased a 72' or a 77' lot and are responsible for taking care of whatever that lot requires. A few exceptions to that are the following:

Termites – Termite inspection and/or treatment is the homeowner's responsibility.

Landscaping – HVHOA receives bids every year to maintain the common areas and yards. Contracts are reviewed by the Board of Directors and they select a contractor from bids received.

Exterior Maintenance –

1. Exterior – Repairs, maintenance or replacement of all exterior is the responsibility of each homeowner. This includes any damage or rotted wood, siding, garage door, front door, fence or termite damage.

2. Painting – In order to maintain uniformity in the exterior appearance of our community, the HVHOA contracts to have the exterior of your home painted. Maintenance on your home will be required before painting.

3. Roofs – The By-Laws provide that the Association will, on a periodic basis, **replace** the building roofs. **HVHOA WILL NOT FIX LEAKS.** Should you have a leak, report it to the Office in writing and the Manager will direct you on the necessary steps to get the leak taken care of.

4. Fences – Fence replacement is the responsibility of each homeowner. Please get approval from the Architectural Committee before you replace, rebuild or make any alterations.

5. Streets – HVHOA is responsible for all street maintenance except Hefner Village Blvd. (report potholes to OKC Action Line). Please report potholes, etc. to the Office in writing or email so that the Manager will be aware of these issues. Our community has children, pets, walkers and bicycle riders sharing our private streets with vehicles, **please watch your speed when driving.** The speed limit on private streets is **15 miles per hour.** "Visitor Parking" is provided on each street for guests only. If a homeowner is parked in "Visitor Parking" they will receive a warning. After two (2) warnings your

vehicle will be towed. **NO STREET PARKING** all streets are Fire Lanes and are subject to tow away zones.

Smoke Detectors/Fire Extinguisher

Make sure your home has a minimum of 2 smoke detectors (preferably hard wired rather than battery-operated). You are required to test any existing smoke detectors, and change the batteries often to ensure proper operation. This is required for our homeowner's insurance as well as for your safety. You are also required to have a 5lb ABC dry chemical fire extinguisher in the kitchen.

Outdoor Cooking

In order to comply with insurance requirements, all grills must be used at least ten feet from any structure and no grills can be stored on balconies. This will prevent an uncontrolled fire exposure since the heat generated by these units may ignite combustible materials on or around the buildings. Failure to comply can jeopardize your insurance coverage on the Master Policy.

Refuse

Oklahoma City Sanitation Department provides curbside pickup of trash, and recycled goods, once every week (Currently Monday). Trash containers should be placed curbside after 4:00 pm the day prior to pickup. Please pick containers no later than 10:00 pm the day of pickup. Trash containers **shall not** be visible from neighboring property except on pickup days. Watch your water bill for big trash pick up days once a month.

Pets

1. Dogs must be on a leash when outside and you are responsible for cleaning up after them.
2. The Oklahoma City fine is \$200.00, and there are eyes watching you!
3. Please choose to scoop the poop.
4. Please do not let your pets run loose.

Miscellaneous Questions

Do I need to get approval for landscaping or patio improvements? YES

Can I change my front doors and my outside lights? YES, please be conservative in your choice, please get approval first to avoid any problems. When in doubt – ask.

What if I need a tree trimmed? Contact the office in writing or e-mail with your request.

Hefner Village is a great place to live and offers 236 townhomes, 2 pools and 2 tennis courts, a clubhouse, ponds and Lake Hefner within walking distance. Our community is mostly retired, singles or professional individuals and has a very friendly atmosphere. We have a staff manager and 7 board members. Board meetings are held at 6 p.m. on the 3rd Tuesday of each month and everyone is invited to attend. We encourage everyone to attend the Annual Homeownerse Meeting held on October 25th each year at 7:00 p.m. at the Clubhouse as the Board of Directors are elected at this time. If you are interested in running for a Board position, please contact the office for an application.