Jelcome Home





Dear New Resident and/or Tenant:

The Sun Meadow Homeowners Association would like to take this opportunity to welcome you and your family to the community of Sun Meadow. In addition, we would like to take this opportunity to provide you with information important to have as a property owner/renter.

- Homeowners Association The Sun Meadow Homeowners Association is a volunteer organization who meet once a month or as needed to manage the everyday business of the Association. January of each year is the Annual General Meeting of the HOA. All homeowners are invited and encouraged to attend, meet other residents, and vote on important community issues. Annual fees are currently \$75. The Association fees are used for the recurring expenses of maintenance of our entrances, utilities (electric and water), spring and fall entrance plantings, newsletters, neighborhood mailings and Post Office Box rental. It may also be used for any capital improvements to these sites.
- Garbage and Recyclable Collection Is on Monday. For waste that doesn't fit inside your primary trash cart, you'll need to bag it and tag it. Don't over stuff the bag 40 lbs. max. Pick up a sheet of five stickers for just \$2.50 at City Hall or any Tulsa area QuikTrip <sup>®</sup>.
  - **Bundle the Branches -** For limbs and branches that don't loosely fit in your cart or a bag, tie them into bundles no more than 2-feet across and 4-feet long.
  - Curb the Green Place all of your yard waste outside of the cart, regardless of service level to include backyard or special service. Leave 3 feet of space between your cart and your bags and bundles.
    Place all yard waste in clear plastic bags at the curb by 6 a.m. on your collection day.
- **Good Neighbors** Having good neighbors also means **being** a good neighbor. Here are just a few thoughts concerning community values. The Speed limit in the community is 25 MPH. Please watch out for walkers, joggers, children, pets and wildlife.
  - Please STOP at stop signs. Please update your resident information form including e-mail.
  - Please keep drains leaf free for good drainage.
  - Please keep any trees in your backyard trimmed to prevent intrusion into your neighbors yard.
  - Please keep your pets on leashes and pick up after them. New Neighbors? Welcome them to our community!



### Vision

We envision a community of neighbors working together in private, voluntary association to achieve a higher quality of life and increasing property values. We envision a neighborhood that is considered by residents and nonresidents alike to be a desirable place in which to live and enjoy the benefits of family, friends and community.

# Mission

Our mission is to enhance the quality of life in our neighborhood through management of common areas, enforcement of city codes and covenants, support of initiatives that strengthen bonds among residents, and investment in capital improvements that benefit the greater good.

## Values

In fulfilling our mission and achieving our vision we value honesty, fairness, firmness, equity, common sense, participation, respect, cooperation and neighborliness in all our actions.

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Sun Meadow Homeowners Association 11063-D South Memorial Drive Box #317 Tulsa, OK 74133

sun-meadow.org



## **Board of Director Objectives:**

- Encourage collaborative and diverse participation that includes an involved membership.
- Establish and maintain appropriate and effective forums to actively listen to the concerns of the community.
- Satisfy, maintain and enhance community support requirements relating to property values, legal and safety issues.
- Build community relationships that capitalize on best practices and improvement opportunities.
- Seek continuous improvements in effective and efficient management of the SMHO Association.
- Establish and maintain a strong financial foundation for all operations of the Association.
- Be forever mindful of and preserve the Association's Vision, Mission and Values.
- Serve in the best interests of the Association.

### SMHOA Member Objectives:

- **Good Neighbors First** There is no better substitute for resolving community issues as neighbors. Considerate of everyone.
- **Volunteerism** We highly value participation in the Association that extends beyond the normal commitment(s) of being a member/resident.
- **Property Maintenance** Property owners/residents will maintain their respective property in accordance with our city codes and restrictions that enhances the Association and does not detract from the value of our properties or common areas.
- **Common Good** We will evaluate all issues on their merit to the Association, our Mission, Vision and Values, and not with regard to any particular interest group.

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Board Member Duties and Responsibilities

## President

- Presides, coordinates and schedules all HOA board and annual meetings
- Makes sure orders and resolutions are carried out
- Signs contracts and co-signs checks
- Interacts with the City of Tulsa
- Interacts with residents with concerns and questions
- Aides in decisions what benefits or concerns the neighborhood
- Assists in communication via social media, website, newsletter

## **Vice-President**

- Takes the place of the President when he/she is absent
- Performs other duties as required
- Aides in decisions what benefits or concerns the neighborhood

### Secretary

- Keeps meeting minutes
- Records votes
- Signs contracts on behalf of the association
- Sends meeting notifications
- Keeps member records current

### Treasurer

- Deposit or cause to be deposited all monies and other valuable effects in the name of and to the credit of the Sun Meadow and in such depositories as may be designated by the Board of Directors
- Keep full and accurate accounts of all receipts and disbursements in books belonging to the Sun Meadow
- Pays Bills generated by common areas of Sun Meadow

## Member at Large

- Fifth voting member of the HOA Board
- Performs duties as assigned



# **Block Captain Coordinator**

- Coordinate with each individual Block Captain on each block in Sun Meadow.
- Keep abreast of things happening in the neighborhood by contact with individual block captains.
- Call on the block captains for help in getting information of special events or other important information to residents on their blocks. Distribute the Telephone Directory to the residents on their block that are members of the Homeowners' Association.
- Purchase items and fill Welcome Bags for block captains to take to new families moving into the neighborhoods. (You are reimbursed for costs.)
- Encourage block captains to get to know their neighbors and report illnesses, deaths, etc., to the appropriate person or persons.
- Encourage block captains to host a block party so neighbors have the opportunity to get to know each other.
- Host meeting(s) during the year for block captains to get acquainted with each other and share their interests, problems, etc. Encourage Block Captains to work closely with the Sun Meadow Board and inform them of persons on their block that are in need of assistance whatever the need might be.

# **Block Captain**

- Obtain name, address and phone number of all assigned residents for the directory
- Submit directory information to assigned Block Captain Coordinator
- Inform Block Captain Coordinator of families moving into or out of assigned residences
- Occasionally deliver flyers/newsletters to assigned residences
- Deliver Sun Meadow Homeowner Association directories to it's members in assigned residences

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We are always looking Block Captain Volunteers. The above duties require perhaps 2-3 hours per quarter at the very most. That is 15 minutes a week per quarter.





### **Best Practices**

- Introduce yourself as soon as possible after you move in. Instead of viewing your neighbors from afar, make it a point to introduce yourself at the first opportunity that presents itself.
- Give your neighbors your phone number. This gesture helps cement a bond. It's a sign of trust, an invitation to communicate, and an implicit promise to stay connected. Wait a minute! You're thinking; I don't want someone I don't know calling me up night and day. Don't worry, the chatty busybody next door is the exception, not the rule. And if there's ever a problem—say, your party got a bit louder than you realized—your neighbors will be ten times more likely to call you rather than the police, if they have your phone number handy. And they won't have it handy unless you give it to them.
- Observe and respect your neighbor's personal space.
- Communicate with your neighbor. Remember the golden rule and if anything you are planning to do may affect them, minimize it and let them know in advance. Keep the channels of communication open by reminding them that if you're doing something that disturbs them, they should feel comfortable approaching you about the subject.
- Politely talk to your neighbors about what is bothering you, then discuss ways you can compromise to create a better living situation.
- Try not to borrow anything, but if you must, return the item immediately after using it. If you break the item, pay to fix it or replace it.
- Don't be the neighborhood gossip. That's just rude and will eventually come back to bite you.
- If you have an issue with a neighbor, go directly to that person and discuss it in an adult manner. Don't call the cops unless you are threatened.
- Not everyone is a dog or cat lover, so show responsibility for your pets. That includes keeping them off the neighbor's lawn and picking up after them.
- If you and a neighbor have a misunderstanding, make an extra effort to make things right by shaking hands and at least being on friendly terms. You don't have to hang out. A simple wave as you pull into the driveway is sufficient.
- Mowing the lawn at 7:00 on a Saturday morning will not endear you to your neighbors. Wait until at least 9:00.
- Avoid all unnecessary noise from any source from 9:00 PM to 9:00 AM. This includes revving car engines, children riding scooters, voices, and whatever else may wake someone from a sound sleep.

Remember, your neighbors are people who you will see just about everyday. Start off on the right foot, and you'll have a much more peaceful living situation in your new home.



### Curb Appeal

A good neighbor is one who maintains the exterior of the house and lawn at the same level as the rest of the neighborhood. You don't want your house to be the one on the street that drags down the value of homes. If you can't mow your own lawn, hire a neighbor's child.

Basic exterior maintenance:

- Mow the lawn. Don't let it get knee-high before doing something about it.
- Keep the street in front of your home free of leaves and grass clippings by picking them up.
- Paint when necessary.
- Make sure that trees, shrubs, and other elements don't creep into your neighbor's yard. This includes tree limbs, spreading shrubs, and weeds.
- Remove all bicycles, skateboards, and toys from the front yard at the end of the day.

### **Social Events**

You might be a party animal, and that's just fine as long as you don't intrude or impose on your neighbors. An occasional late-night blast might be forgiven, but all-night parties every single weekend can make you the bad guy. Be respectful of your neighbors when you throw a party.

Good neighbor social guidelines:

- Ask your guests to park in the driveway or in front of your house. Make sure they don't block someone else's driveway.
- Obey noise ordinance laws. If a neighbor calls or comes over and asks you to pipe down, be friendly and apologize. Then quiet down.
- If you are having a big party, you might as well invite the neighbors. This does several things. It shows that you are a friendly person, it allows you to get to know your neighbors better, and you are much less likely to have complaints.



# SUN MEADOW RESIDENTS FOLLOW THE CITY OF TULSA ORDINANCES

The following are some of the most common violations made by residents. Please follow the City Codes to help preserve neighborhood property value.

### Yard/Lot Maintenance Standard

Yard/Lot Maintenance standards are the responsibility of every property owner/resident and include the maintenance of plant material in any right-of-way abutting the property. Grass type ground cover cannot be over 12 inches in height, except healthy trees, shrubs, or produce for human consumption grown in a tended and cultivated garden. Weeds, poison ivy, poison oak, or poison sumac must be removed. Vegetation and trees must be trimmed so as not to impair vision or obstruct the travel of motorists.

### Trash, Junk and Debris

Trash, junk and debris cannot be left in the yard and must be disposed of properly. This includes junk such as auto parts, appliances, furniture, building materials and tires; trash such as paper, cardboard, plastics, etc. and debris such as tree trimmings and limbs. (NOTE: The City of Tulsa provides services to help you dispose of some items. Please contact Bulky Waste Pickup at (918) 596-9511 for assistance with larger items.)

### **Inoperable Motor Vehicles**

Inoperable motor vehicles must be stored in a fully enclosed structure. A vehicle must appear to be operable and capable of being legally operated. Signs of inoperable vehicles are flat tires or missing parts. These vehicles cannot be used for storage or be stored in the yard, street or driveway.

### Parking

Parking is permitted on residential lots only on a legal driveway or in a garage. A driveway or parking area must be made with approved all-weather surface material (asphalt or concrete) to meet city standards. In certain zoning situations, there are limits to the amount of yard area that can be used for a driveway or

parking. Check with INCOG at (918) 584-7526 for more information about legally recognized parking areas.

**Note**: Vehicles parked in the street must be operable and may not remain parked in the same space for an extended time. Violations should be reported to the Customer Care Center at (918) 596-2100. Please note the closest address, the color, model, and tag number of vehicles when reporting a street parking violation. These violations are handled by the Tulsa Police Department. This is not a code violation.

### **Outdoor Storage**

Outdoor storage is prohibited on residential property. Generally, any equipment, materials, or furnishings that would ordinarily not be used outdoors may not be stored outdoors. For example, you may not keep indoor furniture, household appliances or auto parts outside. You may store building materials outside if they are neatly stacked. You may store firewood, grills, lawn furniture, hoses, tools, play equipment for children, or a lawn-mower outside.

### Vacant, Unsecured Structures

The maintenance of a structure is the responsibility of the property owner. The property owner is responsible for maintaining secure windows, doors, or other openings that cannot be readily opened from the outside. An owner may need to board up a vacant structure if a break-in or fire occurs. These structures are a very real problem for neighborhoods. They have become a target for vandals, criminal activities, and a general nuisance for adjacent properties and values. If the building has deteriorated to a condition that meets the criteria of health and safety risks for the public, it can be considered for demolition.

### **Illegal Business**

Home occupations and cottage industries have sprung up throughout neighborhoods across the country. Some occupations are permitted by right, others are permitted by special exception. Most businesses are not allowed to operate in residential areas. Examples of illegal businesses would include auto repair and ongoing sales. For more information, you can refer to Title 42; Section 402 B.6.a, or call INCOG at (918) 584-7526.

### **Commercial Equipment and Recreational Vehicles**

Commercial equipment and commercial vehicles may not be parked in a residential area unless they are within a fully enclosed structure. It is illegal to park any vehicle not customary to residential use (such as box vans, dump trucks, semitrailers, etc.). Recreational vehicles have specific conditions for parking in

residential neighborhoods. Please contact the Neighborhood Investigations office or see Title 42; Section 402; 7 to review these requirements.

## Illegal Fencing, Screening, Walls

Fencing in a front yard may not exceed four (4) feet in height and side and backyard fencing may not exceed eight (8) feet. INCOG Land Development Services staff can discuss the allowed heights for fencing. The City of Tulsa requires a building permit to build retaining walls. Screening fences are required between residential and commercial/industrial areas in some cases. For more information, contact INCOG at (918) 584-7526.

### Dead Trees

Trees damaged or dead to the extent that a limb, tree or part could fall and pose a hazard to the public are a violation of the codes.



### TULSA CODE OF ORDINANCES TITLE 42 - ZONING AND PROPERTY RESTRICTIONS

CHAPTER 4. RESIDENTIAL DISTRICT PROVISIONS

7 Parking or storage of recreational vehicles.

- a. Other than for purposes of loading and unloading, which shall take place within a forty-eight (48) hour period, recreational vehicles located in an R District shall be parked or stored:
- (1)Inside a garage; or
- (2)Within a rear yard, if located at least three (3) feet from any lot line; provided where the lot line abuts a public street, the recreational vehicle shall not be parked or stored closer to the street than the existing dwelling; or
- (3)Within a non-required side yard; or
- (4)Within a required side yard if the recreational vehicle is less than six (6) feet in height (excluding the height of an outboard motor or windshield) and it is screened by a six (6) foot screening fence along the lot line nearest the vehicle and extending the full length of the vehicle; or
- (5)Within the front yard, provided:
- (a)Space is not available or there is no reasonable access to either a side yard or rear yard; a corner lot shall always be deemed to have reasonable access to the rear yard; a fence shall not necessarily deemed to prevent reasonable access;
- (b)Parking inside the garage is not possible because of the size of the garage structure;
- (c)The unit is parked perpendicular to the front lot line;

- (d)The body of the recreational vehicle is at least twelve (12) feet from the face of the curb or traveled portion of the street, but in no instance shall any portion of the vehicle extend over a sidewalk and;
- (e)Not more than one (1) recreational vehicle is parked or stored in the front yard. A boat that is loaded on a boat trailer shall be considered one (1) recreational vehicle.
- b. The parking and storage of recreational vehicles in an R District is permitted as set out above provided:
- (1)The vehicle is not used for dwelling purposes;
- (2)The vehicle is not permanently connected to sewer lines, water lines or electricity; and
- (3)The vehicle is not used for storage of goods, materials or equipment other than those items considered to be a part of the unit or essential for its use as a recreational vehicle.
- c. The Board of Adjustment may, as a minor special exception, permit recreational vehicles to be parked or stored in the front yard or required side yard if the conditions listed in paragraph 402.B.7.a cannot be met.

Comment Text (parent not a footnote)(Ord. Nos. 17357, 17515, 17579, 17653, 17710, 17891, 18107, 18287, 18297, 18641, 20171, 21100)

10207, 10237, 10041, 20171, 21100

### Section 100 - Definitions

At Heel shall mean when a dog is obedient to and under the immediate control and supervision of its owner or its owner's agent. At Large shall mean when:

- A. An animal is not confined on the premises of its owner; or
- B. A dog is not under leash, at heel, or under the control of the person having possession of the dog; or
- C.A cat not in the physical control of its owner.
- Cat shall mean and include any domestic cat.

Dog shall mean and include any animal of the canine species.

**Domestic Animal** shall mean dogs and cats, as well as horses, donkeys, mules, burros, cattle, sheep, goats, swine, rabbits and fowl.

**Fowl** shall mean any bird which has been domesticated and is commonly raised for food or egg production, including but not limited to chickens, ducks, geese, turkey, peafowl, pheasant, partridge, quail and grouse.

He, Him, His, It, Its shall mean and include the masculine, feminine and neuter gender.

**Hive** shall mean a manmade home for bees which includes one (1) or more boxes containing removable frames for rearing young bees, a queen excluder, one (1) or more boxes with removable frames for honey storage, an inner cover and a top cover, all of which are set on a hive stand.

**Mammal** shall mean any of the class Mammalia or any subclass of all animals that nourish their young with milk secreted by mammary glands and have their skin more or less covered with hair.

**Nuisance** shall mean any animal which habitually commits any one (1) or a combination of the following acts:

- A. Scratches or digs into any flower bed, garden, tilled soil, vines, shrubbery or small plants and in so doing injures the same;
- B. Overturns any garbage can or other vessel for waste products or scatters the contents of same;
- C.Chases any person or domestic animal, or kills any domestic animal;
- D.Barks, howls, brays or makes any other loud or offensive noise common to its species or peculiar to itself, so as to disturb the inhabitants of the community; E. Is at large.

**Owner** shall mean any person, firm or corporation having the care or maintenance of, keeping or harboring, or in possession and control of or custody of any dog, cat, animal or domestic animal.

**Under Leash** shall mean and include the condition of a dog being securely held, restrained and confined by its owner, member of family or agent by means of a strap, chain, rope, cord or other device not exceeding sixteen (16) feet in length, and in such manner as to prevent the dog from attacking any person.

Vicious Animal shall mean any animal which, without provocation, has:

- A. Killed or inflicted serious bodily injury upon any person, requiring hospitalization, medical treatment at medical facility, or rehabilitative treatment; or
- B. Bitten two (2) or more human beings during one (1) or more encounters; or
- C.Bitten one (1) human being two (2) or more times during two (2) or more encounters; or
- D. Evidenced a propensity, tendency or disposition to:
  - 1. Attack without provocation; or
  - 2. Cause injury to, or otherwise endanger the safety of human beings or domestic animals.

**WIN** shall mean the City of Tulsa Working In Neighborhoods Department, any authorized representative thereof, or any City department designated by the Mayor to succeed to or share the responsibilities of WIN as provided in this title. (Ord. Nos. 17247, 19038, 19143, 19424; Ord. No. 21979, § 1, 12-18-2008)

### Section 108 – Animal a Nuisance

It shall be the duty of WIN and the Chief of Police to investigate any proper claim that an animal is a nuisance within the meaning of this chapter. Should the investigating official determine that a nuisance exists and it is necessary to abate the nuisance or should the official have reason to believe a threat to public health or safety exists, he shall refer the matter to the City Attorney for approval of a verified complaint and an order from the court that the animal be impounded. Following the filing of such verified complaint and an evidentiary hearing, if the court finds upon a preponderance of the evidence that a nuisance existed, the court may order the animal euthanized as in the case of a vicious animal. In lieu of ordering the animal euthanized, the court shall, at the request of the animal owner, require that the owner abate and prevent such nuisance and give a good and sufficient bond within three (3) days, in an amount not greater than Five Hundred Dollars (\$500.00), satisfactory for a period not exceeding one (1) year. In this event, the court may order the return of such animal to the owner. However, during the pendency of such bond, upon a finding of the court that the nuisance has recurred, the court shall order the animal be impounded, euthanized and the owner's bond be forfeited. If the court shall find that no nuisance existed, the court shall order the animal be surrendered to the owner.

B. At the option of the owner, but subject to the approval of WIN, an animal impounded pursuant to this section may be confined in a private kennel or veterinary clinic during the pendency of the nuisance action. The operators of the facility shall then assume full liability for the confinement and maintenance of such animal and shall not release it without first being authorized by WIN or the court. All fees for such impoundment shall be the responsibility of the owner. In no event shall the City of Tulsa be liable for costs or fees charged by the private facility. Further, the City may assess to the owner the cost of transporting the animal to the privately operated impoundment facility.

C. Nothing in this section shall be construed to permit the release from impoundment of any animal not properly licensed and vaccinated, or a threat to public health or safety. (Ord. Nos. 19038, 19143, 19433; Ord. No. 21979, § 1, 12-18-2008)

Section 200. - Agricultural animals—cows, goats, sheep, hogs, horses, poultry and rabbits.

It shall be unlawful for any person to keep, maintain or permit or suffer to be maintained any cows, goats, sheep, hogs, horses, poultry, rabbits or any miniature or dwarf variety of agricultural animal upon any property or premises within the corporate limits of the City of Tulsa, except under the supervision of the City of Tulsa's Animal Welfare or as otherwise provided by law. The keeping of agricultural animals, including miniature or dwarf varieties, in violation of the terms of this section is hereby declared to be a nuisance against the public health of the City of Tulsa and such nuisance shall be subject to abatement as provided by law.

- A. Agricultural animals may be kept in areas zoned for agriculture (AG).
- B. Cows in areas zoned for agriculture (AG) must be kept in any pen, lot or enclosure that is maintained in sanitary condition not offensive or dangerous to the public. The pen, lot or enclosure must provide an area of at least one (1) acre (forty-three thousand five hundred sixty (43,560) square feet) for each animal kept therein.
- C. Horses:
  - 1. The enclosure in which such animal is kept shall be maintained in a sanitary condition and shall not be offensive or dangerous to the public health.
  - 2. The enclosure in which such animal is kept shall not be less than one (1) acre (forty-three thousand five hundred sixty (43,560) square feet) in area for each

such animal maintained, including the space covered by the barn, but not the home or house area. Provided however, that this paragraph shall not apply to horses kept within an area classified and zoned agricultural (AG); and it shall not apply to horses owned and maintained in compliance with the ordinance then in existence at the time of the enactment of this provision, and further provided that such owner can show proof of ownership at the time of enactment of this provision.

- 3. The enclosure where such animal is kept shall not be, at its nearest point, closer than fifty (50) feet to any building used or occupied for human habitation, and the barn shall not be closer than seventy-five (75) feet, at its nearest point, to any building used or occupied for human habitation.
- D. Poultry kept in areas zoned for agriculture (AG) must be in pens or buildings located at least one hundred (100) feet from an adjoining property line.
- E. Poultry kept in areas not zoned for agriculture shall not exceed six (6) adults and fourteen (14) chicks under the age of eight (8) weeks, and must be kept under the following conditions:
  - 1. The fowl must be kept in a building, which at its nearest point is no closer than fifty (50) feet to any adjoining residence;
  - 2. The floors of such building shall be of easily-cleanable construction, and shall be maintained in a sanitary condition not offensive or dangerous to the public health by routinely cleaning and properly disposing of the droppings; and
  - 3. The outside openings of the building shall be screened to prevent the spread of disease by flies and vermin.
- F. Rabbits kept in areas zoned for agriculture (AG) must be in pens or buildings located at least one hundred (100) feet from an adjoining property line.
- G. Rabbits kept in areas not zoned for agriculture shall not exceed six (6) adults and fourteen (14) young under the age of eight (8) weeks. They shall be kept under the following conditions:
  - 1. The rabbits must be kept in a building, which at its nearest point is no closer than fifty (50) feet to any adjoining residence;
  - 2. The floors of such building shall be of easily-cleanable construction, and shall be maintained in a sanitary condition not offensive or dangerous to the public health by routinely cleaning and properly disposing of the droppings; and
  - 3. The outside openings of the building shall be screened to prevent the spread of disease by flies and vermin.

(Ord. Nos. 4571, 5998, 12841, 13340, 19038, 19143; Ord. No. 21979, § 1, 12-18-2008)

For more information regarding City Codes and Ordinances go to www.cityoftulsa.org

Plat & Plase Maps







