



Home Owners Association



CLAIRIFICATIONS OAK TREE HOME OWNERS ASSOCIATION RULES AND REGULATIONS

Approved of September 19, 2024 Board of Directors Meeting

- **Gate Entry:** Security will validate approval for all who enter into the Oak Tree Community; guests will either be on the Owner's permanent guest sheet or listed on the daily call-in guest sheet from the Owner. (*Note: The Owner must call not a minor*). If the person attempting to gain entry is not on either of the Owners' sheets, then Security will inform the person that they will need to exit and contact the Owner. If you would like to have a permanent guest sheet form, please stop at the Security Gate or email oaktreehoa@oaktreeok.com and I will send you one.
- **Food delivery services:** Security will allow entry without calling the Owner, as long as the driver has the app on their phone, and it lists the Owners name and address of delivery.
- **Commercial Traffic Rules:**
Including, but not limited to; Landscape Crews, Pool Service Crews, Contractors, Sub-Contractors, Builders, Electricians, Plumbers, Heat and Air Crews, Dog Groomers, and Auto Detailers must abide by all Oak Tree Rules and Regulations.
- **Commercial Traffic Hours:** Monday through Friday entry at 7:00 am and must be off grounds by 7:00 pm.
Saturday: entry at 9:00 am and must be off grounds by 4:00pm.
Sunday and Holidays: No Commercial Traffic allowed other than emergencies.
- **Open House Hours:** Saturday and Sunday beginning at 1:00 pm and ending at 4:00 pm. Realtors are to contact the Security Gate with the names of who will be viewing the homes. Open House advertisements may not be placed on the property before Saturday, and must be removed immediately after the close of business on Sunday.
- **Real Estate Signs:** Must be tasteful in appearance and no larger than 18"x24". These Real Estate signs are not to have any paper boxes.
- **Commercial Traffic:** All Commercial Traffic conducting business within Oak Tree must display a sign or graphics on their vehicle indicating the name of the company and phone number. The only exception will be Builders and their contractors who have received a Construction Access pass. Owners will be responsible for ensuring that all contractors under their employment understand they must abide by all Oak Tree Rules and Regulations. Commercial Vehicles that do not comply with Oak Tree Rules and Regulations will be denied entry into Oak Tree, no exceptions. Residents may not circumvent any commercial traffic rules by "calling in" or "adding contractors" to their permanent or daily guest sheets.
- **Semis and Trailers hauling heavy equipment:** must enter and exit through the construction gate located at 6101 N. Santa Fe – *this applies only to West Gate.*
- **Overnight Parking:** Vehicles shall not be left parked overnight on the street unless the Owner has called the Security Gate to inform Security of the overnight parking. Overnight parking is considered any time after midnight; with a fine of \$25.00.
- **Recreational Parking:** Parking of recreational motor vehicles; boats, trailers, campers, fifth wheels, golf carts, or any other recreational vehicle must be stored inside a structure that complies with the Oak Tree Architectural Standards and Guidelines, such as a garage, or such other approved structure specifically designated for that purpose. Fine \$25.00 per day.



Home Owners Association



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Rules, Regulations and Fine Schedule-2022- Enforced by Management Company

1. Pets shall not be allowed off leash in non-fenced areas and pet waste is the sole responsibility of the owner. Residents are expected to be respectful of fellow residents in keeping their animals under control so as not to cause a disturbance. Complaints lodged with management will be addressed by contacting the owner with a warning for the first offense. Fine: \$50 for each subsequent offense within a month of the initial warning.
2. Regular parking of vehicles on the street or protruding into the street or alley is discouraged. If possible, residents are encouraged to keep vehicles garaged whenever possible. Vehicles shall not be parked on the street overnight. Fine: \$25/day.
3. Parking of recreational vehicles, fifth wheels, campers, boats, construction trailers or moving vans on the street in front of properties shall be limited to daylight hours, unless prior Board approval is obtained to allow for overnight parking. Approval is not required for overnight parking of camping vehicles prior to the morning of a trip. Fine: \$25/day.
4. Big blue and green recycle receptacles shall be stored out of view from the street except for the day prior to and day of pick up. Fine: \$25.
5. Exterior modifications of homes shall receive prior approval from the ARC and Board. Fine: \$100 for failure to obtain prior approval plus costs to rectify the modifications if necessary to meet with the approval of the ARC and Board.
6. The speed limit on Oak Tree streets is 25 mph. Complaints will be addressed on a case-by-case basis.
7. Flowerbeds and landscaping shall be maintained by each resident. Complaints will be addressed by management. Willful disregard of complaints may be subject to a special assessment to cover the costs of maintenance.
8. Complaints shall be made to the management company used by Oak Tree HOA. They shall have the authority to enforce the assessments and fines outlined here. Residents or owners will be notified and given a chance to correct an initial violation prior to a fine or assessment being issued by management. A monthly report shall be submitted to the Board at each monthly Board meeting detailing any communications or fines assessed to residents or owners. Residents or



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owners shall have the right to present an appeal to the Board in a regularly scheduled Board meeting as long as a request is made to the president of the Board at least one week prior to the meeting. The Board shall have the authority with a simple majority to override the actions of the management company.

9. No signs allowed except for "For Sale" signs. Signs will be removed by any persons employed by Oak Tree HOA.

10. These rules are made to complement the intent of the Declaration of Covenants, Conditions and Restrictions of Oak Tree HOA and any amendments adopted and on file at the court house. They replace any previously adopted ones and are adopted by the Board as outlined in the Declarations.

Oak Tree

Home Owners Association



DATE: August 13, 2024
TO: All Oak Tree Home Owners
FROM: Teresa Wolf, Oak Tree HOA Property Manager
RE: Oak Tree HOA Golf Cart Rules and Regulations

There have been recent incidents with minors who are not 16 years of age or hold a state driver's license operating Golf Carts, which is a violation of the Oak Tree Home Owners Association Rules and Regulations.

It is of the utmost importance that everyone in your household reads and understands these rules. The Security and Safety of our homeowners and guests are one of the top priorities of the Oak Tree Home Owners Association.

We ask that you remind everyone in your household when operating a Golf Cart to be mindful when anyone from the Security Team is attempting to stop them; that they stop, and not flee, which could result in the driver having an accident or causing property damage.

It is imperative for parents to be cognitive that in the event of an accident or property damage, the parents would be liable for all expenses.

Below are the Golf Cart Rules and Regulations for Oak Tree HOA

1. All Golf Carts must be electric by nature and cannot be gasoline operated.
2. ALL Operators of Golf Carts **must be at least 16 years of age or hold a state driver's license.**
3. All Operators of Golf Carts must observe residential speed limits, signage, and private property, operation procedures this includes the golf course.
4. **The operation of Golf Carts is not allowed on Kelly Avenue.**
5. All Golf Carts must be 4- wheeled.
6. Golf Cart occupancy is limited to three (3) passengers unless additional seating is provided. All passengers must be in their seats at all times and observe all normal safety precautions.
7. Golf Carts used on the golf course must be golf members of Oak Tree Country Club and only during approved hours of the Oak Tree Country Club.
8. Golf Cart use must only be operated during daylight hours.
9. Violations of the above Regulations may result in a fine up to \$50.00, as defined under Traffic, Safety, Security Rules, and Regulations.

OakTree

Home Owners Association



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RULES AND REGULATIONS

Last Revised:

01/05/2021



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TRAFFIC, SAFETY, AND SECURITY

All traffic and safety rules are implemented and enforced by the Oak Tree Home Owners Association, and by the Oak Tree Security Team.

1. THE SPEED LIMIT THROUGHOUT THE ENTIRE OAK TREE COMMUNITY IS 25 MILES PER HOUR.
2. All gates, excluding the two guarded entries on Kelly Ave, are exit-only. Intentionally granting anyone entry at any exit-only gate is strictly prohibited.
3. Drivers are to obey all municipal and government traffic ordinances and regulations.
4. Drivers must obey all posted stop and yield signs.
5. All motor vehicles are to be operated ONLY by licensed drivers. This rule includes all golf carts. (See Golf Cart rules on page 4)
6. Parking:
 - A. No Owner, Tenant, or Guest shall park, store, or keep any recreational vehicle, boat, trailer, golf cart, or other similar vehicle except wholly within the garage or such other area as may be designated specifically for that purpose.
 - B. Residents and their guests are expected to park wholly within the driveways of their properties.
 - C. In instances where parking on the street is absolutely necessary, vehicles must be parked within 18 inches of the curb, facing the direction of the flow of traffic.
 - D. All street-parked vehicles must be parked on the same side of the street. The first vehicle parked along a street shall determine the side for all following vehicles.
 - E. Vehicles must never be left parked on the street overnight. Street parking overnight may incur a fine.
7. Oak Tree Security Patrol Officers reserve the right to conduct traffic stops and issue appropriate Safety Violations.
8. Garage Sales, Estate Sales, etc. are not permitted to take place within the Oak Tree Community.
9. No trade or business shall be conducted within the Oak Tree Community. This includes renting any home or property, in whole or in part, as a Hotel, Inn, Bed & Breakfast, Vacation Rental or other Hospitality Service. All leases on homes or properties shall be no less than 90 days in length, and a copy of the lease, as well as a list of all tenants must be furnished to the Association. All tenants are required to abide by the Rules and Regulations set forth by the Association.
10. Failure to abide by traffic and parking rules may result in being issued a Safety Violation by the Oak Tree Security Team.
11. Any repeat offenses of the same violation within a twelve (12) month period, will incur a fine. If a Safety Violation has been issued, the Association will notify drivers via mail, whether or not a fine has been assessed.
12. All fines are due and payable within 30 days of the date on the letter. Please note that the Association cannot accept cash under ANY circumstances. All fines must be paid via check or money order, and be mailed to:

Oak Tree Home Owners Association, Inc.
PO Box 1673
Edmond, Ok 73083
13. Fines may be appealed by mailing a letter to the above address. All appeals are subject to the discretion of the Association Board of Directors.



14. Fines for safety violations are as follows:

Violation	Fine Amount
Speeding (25 MPH or higher)	\$50.00
Failure to stop at a stop sign	\$50.00
Parking in an unauthorized location (Street Parking)	\$25.00
Other	\$25.00

COMMERCIAL TRAFFIC RULES

- Commercial Traffic, including Landscape Crews, Pool Service Crews, Contractors, Subcontractors, Builders, Electricians, Plumbers, Heat and Air Crews, Delivery Services, etc., are required to abide by all Traffic, Safety, and Security Rules.
- Commercial Traffic will only be granted entry to Oak Tree during the authorized hours:
 Mon. – Fri.: 7:00am to 7:00pm
 Sat.: 9:00am to 4:00pm
 Sun.: No commercial traffic will be granted access on Sundays or holidays.
- All Commercial Traffic conducting business within Oak Tree property must display a sign or graphics on their vehicle indicating the name of the company and phone number. The only exception to this rule will be builders/ construction workers, who may obtain a Construction Access Pass at either guard gate. Residents will be responsible for ensuring that all contractors under their employ are aware of and comply with this rule. Commercial Vehicles not in compliance will be denied entry to Oak Tree, with no exceptions.
- Residents may not circumvent any commercial traffic rules by “Calling In” or adding contractors to their guest lists.

GOLF CART RULES

- All privately owned carts must be electric by nature and cannot be gasoline operated.
- Operators of privately-owned golf carts must be at least 16 years of age or hold a state driver’s license to operate on Oak Tree streets or property.
- All cart operators must observe residential speed limits, signage, private property (including the golf course property), and normal vehicle operation procedures.
- Carts are not to be operated on Kelly Avenue.
- All carts must be 4- wheeled.
- Carts are limited to three (3) passengers, unless additional seating is provided. All passengers should be seated at all times and observe all normal safety precautions.
- All golf cart use on the golf courses must be with the approval of the respective golf professionals, or a member of their staff.
- Golf cart use must be only during daylight hours.
- Violations of the above regulations may result in a fine up to \$50.00, as defined under Traffic, Safety, and Security (Rule # 14)



DECALS

1. The Oak Tree Home Owners Association issues entry decals to Oak Tree residents, members, and Club and Association employees.
2. Only vehicles with properly displayed, valid decals will be allowed on property without first checking in with Security.
3. Decals must be affixed to the inside of the vehicle's windshield, in the lower, driver's side corner. (See Diagram)



4. The Association issues up to five (5) decals to each household, free of charge. All additional decals will incur a charge of \$10.00 each.
5. The Association redesigns and re-issues decals approximately every two (2) years.
6. Decals are not to be issued to the Owner's regular guests, staff, family members, etc. The Oak Tree Security Team maintains permanent guest lists for each household. Any frequent Guests may be added to these lists. Those who are on the list will still be required to stop at the entry gate, however, they will be granted entry without requiring the resident to call them in each time.
7. Residents are responsible for ensuring that guest lists are kept up to date.
8. Typically, decals are non-transferrable between vehicles. If you are able to transfer your decal to a new vehicle, please inform the Association office or security immediately, so the records may be updated.
9. The Oak Tree Security Team may issue temporary gate passes for up to 30 days, on a case-by-case basis.

HOME AND YARD MAINTENANCE

1. Each Owner shall maintain his or her property in a manner consistent with Oak Tree Community Standards, and all applicable Oak Tree Declaration of Covenants, Conditions, and Restrictions. Each Owner shall keep all shrubs, trees, grass, and plantings of every kind on his lot, including setback areas, neatly trimmed, properly cultivated, and free of trash and weeds, or other unsightly material. Each Owner shall take appropriate steps to prevent or correct any erosion of their lot, including, but not limited to, maintenance of any drainage and environmental easement which may exist on a portion of such Lot; provided, however that such Owner shall not be responsible for maintenance of any area which Declarant or the Association has assumed the responsibility.
2. Owners are responsible for the maintenance and upkeep of sidewalks on their property. The Association is responsible for the streets and curbs.
3. No animals, livestock, or poultry shall be kept, raised, or bred on any lot or common area, except no more than two (2) dogs, cats, or other standard household pets. Pets may not be kept or bred for any commercial purposes. All pets must always be properly leashed and under the Owner's control when not contained within the Owner's lot.
4. No Signs should be erected on any Home or Property without Association approval, except for Real Estate "For Sale" signs.
5. Real Estate "For Sale" signs must be tasteful in appearance and no larger than eighteen (18) by twenty-four (24) inches. These Real Estate signs are not to have any paper flyer boxes.
6. Open Houses will be allowed from 1:00pm to 5:00pm on Saturdays and Sundays. Any signage advertising open houses may not be placed before Saturdays, and must be removed immediately after close of business on Sunday evenings.



7. "Construction By" or other Contractor or Sub-Contractor signs are strictly prohibited.
8. Only one (1) sign is permitted per Home or Property.

ARCHITECTURAL STANDARDS AND GUIDELINES

1. All lots within Oak Tree are subject to the conditions set forth in the Architectural Standards and Guidelines document.
2. All lot improvements must be approved in writing by the Architectural Review Board before any construction, modification, alteration, or other improvement of any nature, whatsoever, except interior alterations not affecting the external structure or appearance, shall be undertaken on any lot. The term "Lot Improvements" includes, but is not limited to, construction, modification, expansion, or destruction of the exterior of any residence, pool, landscaping, guest house, garage, wall, fence, awning, shutter, etc.
3. All fences must be made from approved materials and cannot exceed a maximum height of 6 feet when measured from the lowest point. Exceptions to height restrictions will be reviewed. Parallel fencing is not allowed behind the iron fence that runs along Sorghum Mill to the east as well as to the west and along Kelly on the east side as well as the west side. Should the perimeter chain link fence in other areas be eventually changed to an iron fence, panel fencing along such addition will also be prohibited. Landscaping to provide privacy, with the exception of vining plants, is permitted; however, all landscaping must be properly maintained so that it does not encroach upon the iron fence.
4. Roll off Dumpsters, or other large dumpsters, are permitted to be kept wholly on the lot and shall not be left for more than a maximum of 6 months. It is the responsibility of the Owner to notify the HOA office when the dumpster is placed on their property. Should more than six months be required, the Owner shall contact the HOA Board, prior to the 6-month expiration, to request a one-time approval for an extension of time. Failure to obtain approval will result in a violation and a fine per day. After a dumpster has surpassed the prescribed time limits, it may not be returned or replaced on the lot for a minimum of six months. At no time shall a Roll Off Dumpster be kept permanently for any reason.
5. Home remodeling projects within Oak Tree must be completed within twelve months from the date work begins. Should more than twelve months be required, the Owner shall contact the HOA Board, prior to the twelve-month expiration, to request a one-time approval for an extension of time. Failure to obtain approval will result in a violation and a fine per day.
6. PODs, or other temporary on- site storage containers, are permitted to be kept wholly on the lot and shall not be left for more than a maximum of 30 days. It is the responsibility of the Owner to obtain permission from the Association when any temporary on-site storage container is placed on their property, for any period of time.
7. Waste, garbage, natural debris, branches, or any other material, may not be disposed of by burning within the Oak Tree Community.



The Board of Directors of the Oak Tree Home Owners Association may make and enforce reasonable rules and regulations governing the use of the Lots.

(Oak Tree Declaration of Covenants, Conditions, and Restrictions Article VIII, Section 4)

Governing Documents of the Oak Tree Home Owners Association:

- The Oak Tree Declaration of Covenants, Conditions, and Restrictions
- The Oak Tree By-Laws
- The Oak Tree Architectural Standards and Guidelines

All Governing Documents may be located on the Oak Tree Home Owners Association website: www.OakTreeOK.com

The Oak Tree Home Owners Association may be contacted:

- **In Person:**
The Office is located on the second floor of the Oak Tree Country Club at 700 W Country Club Drive, Edmond Ok 73025
- **Via Mail:**
Oak Tree Home Owners Association
PO Box 1673
Edmond Ok, 73083
- **Via Phone:**
(405) 348 - 1804

The Oak Tree Security Team may be reached at:

East Gate:
(405) 348 - 4920

West Gate:
(405) 348 - 5535