



## **The Grove General Information**

Welcome to The Grove – we are so excited that you have chosen to purchase a home in our community! What follows are some general rules, policies and procedures about The Grove that may help to address some of your questions as you move into your new home.

Please register at [www.grovehoa.com](http://www.grovehoa.com) in order to receive up-to-date news on the community. This website will also allow you to reserve the clubhouse by sending a contact request to The Grove HOA. Please feel free to email our office at [Office@NeighborhoodsPlus.com](mailto:Office@NeighborhoodsPlus.com) if you have any questions. Thanks again for choosing The Grove!

## **HIGHLIGHTS OF THE COVENANTS**

1. If you or someone that you have invited over damages any of the common area, the work will be performed by a contractor that the HOA chooses, and you will be billed for the work.
2. No motor vehicles are allowed except for maintenance vehicles (motorcycles, ATVs, etc.) are allowed on any unpaved portion of the common area.
3. Please maintain your lot – if the HOA deems that your maintenance has been neglected for an extended period of time then the HOA has the right to have the maintenance performed and then billed back to you.
4. No livestock shall be maintained on any lot. No structure for the care, housing, exercise or confinement of any animal shall be maintained on any of said Lots without said structure being expressly authorized by the Design Review Committee's Rules or without first obtaining the prior written consent of the Design Review Committee (DRC).
5. Don't leave junk or trash on your lot.
6. Don't have an excessive number of vehicles parked in the street for an extended period of time. Certainly we understand that gatherings at homes occur but if you consistently have cars parked outside your home then you may be asked to remedy the situation.
7. No machinery or equipment shall be operated upon or adjacent to any lot in The Grove. The exception being machinery or equipment needed to construct homes or improve lots.
8. No outside clotheslines visible from neighboring properties.
9. Any sign that you wish to put in your yard must be approved by the DRC.
10. No temporary structures are allowed.
11. No truck, boat, motor home, RV, camper, trailer or any other vehicle specified in writing shall be parked, kept, stored, placed or maintained on any lot in The Grove unless they are totally contained in a garage. No commercial vehicles or equipment shall be parked in any driveway, street or common area.
12. No trash containers other than those approved by the City of OKC will be permitted to use.
13. No tanks for fluid storage are allowed.
14. Aside from general landscaping no improvements can be made on your lot unless approved by the DRC (this mostly applies to fences and retaining walls that you wish to put in). Please submit your plans for those to Neighborhood Services 1322 Fretz Drive, Edmond, OK 73003 or [Office@NeighborhoodsPlus.com](mailto:Office@NeighborhoodsPlus.com) and we will direct the information to the DRC.

## **HIGHLIGHTS OF ARCHITECTURAL AND DESIGN RULES**

1. No metal buildings, tents, trailers or temporary structures shall be permitted to be erected or maintained within the Project. Provided, however, pool cabanas, studios, guest cottages, gazebos, greenhouses and other outbuildings may be constructed and maintained after the plans, specifications, design, size and location of same have been approved in writing by the DRC.
2. No tree houses or platforms in trees are allowed.
3. No carports.
4. No animal structure shall provide shelter to more than 3 dogs over 6 months of age.
5. Approval is not needed from the DRC for a flagpole that is less than 15 feet tall.
6. DRC approval is required for the construction or installation of pools.
7. DRC approval is required for the installation of any outdoor hot tub, Jacuzzi, sauna or spa.
8. When in doubt – have your plans reviewed by the DRC.

## **POLICIES AND PROCEDURES FOR POOL/CLUBHOUSE**

1. The pool will be open from Memorial Day weekend to Labor Day. Pool hours are as follows:

**Monday**

CLOSED (except for holidays)

**Tuesday - Friday**

12 pm – 8 pm

**Saturday**

10 am – 8 pm

**Sunday**

12 pm – 8 pm

Pool rules are posted at the facility but some highlights are as follows:

- a. No glass containers allowed of any kind.
  - b. No pets allowed at the facility.
  - c. All babies and toddlers must wear swim diapers until potty-trained.
  - d. No diving anywhere anytime.
  - e. The HOA and lifeguard are not responsible for accidents
  - f. The pool manager and lifeguard have the authority and responsibility to enforce discipline around the pool area.
2. The fitness facility is open 24 hours a day. Please turn off all lights and TVs if you are the last one to leave the facility. There is no towel service available. No child under the age of 16 should be in the fitness facility unsupervised at any time.
  3. Showers are available in both the men's and women's bathrooms. Please use this facility as you would in your own home and be respectful of others that may use the facility after you. Don't leave personal care items in the bathrooms or they will be disposed.
  4. The playground is open for use during all daylight hours. Facility closes at dark.
  5. The Sport Court is open for use during all daylight hours. Facility closes at dark.
  6. To obtain your key fob for access to all the doors and gates at the facility other than the great room, please stop by our offices Monday through Friday from 9:00 am to 3:00 pm. Our office is located at Neighborhood Services Corp, 1322 Fretz Drive, Edmond, OK 73003. 405-348-1436
    - a. Each address receives only one key fob free of charge. There is a \$25 charge for a lost key fob and extra fobs are not available for purchase.

## **POLICIES AND PROCEDURES FOR POOL/CLUBHOUSE (CONTINUED)**

7. The Great Room is for use by appointment only. Once you have registered on the HOA website (grovehoa.com), you will be able to look at the calendar to see what dates and times might work for your event. Then, go to the "Contact" tab on the left hand side and send a form to The Grove HOA requesting the date and time that you would like. You can reserve the Great Room up to three months in advance for a maximum of four hours per day per homeowner. Once your event has been posted on the HOA website, you will receive an email confirmation with further instructions, regarding pickup times and payment options available to you.
  - a. Great Room Rental Fees & Security Deposits
    - i. "Off Season" – The rental fee is \$50 when the pool is closed (or off season). In addition to the rental fee, a security deposit of \$25 is required to get a key card for the Great Room.
    - ii. "Summer Season" – The rental fee is \$75 when the pool is open from the Saturday before Memorial Day through Labor Day. In addition to the rental fee, a security deposit of \$25 is required to get a key card for the Great Room.
    - iii. Security Deposits – The security deposit of \$25 will be refunded if the Great Room has been properly cleaned (see "d" below), there are no damages, and when the key fob is returned to our office.
  - b. Key Fob Pick-Up & Return
    - i. Key fobs for the Great Room may be picked up the week prior to your event at Neighborhood Services Corp, 1322 Fretz Drive, Edmond, OK 73003. The times for pick up are Monday through Friday from 9 am to 3:00 pm.
    - ii. Key fobs for the Great Room must be promptly.
  - c. Great Room Availability – The Great Room is open for reservations Monday through Sunday from 4:30 am to 12:00 am (midnight).
  - d. Cleaning Responsibility – Homeowners are responsible for cleaning the facility and returning it back to its original state. Failure to do so may result in loss of Great Room privileges and forfeit of the security deposit. After Caliber Development has inspected the facility for damages and cleanliness, you will receive your security deposit back less any damages. (See next section for more detailed information.)
  - e. Cancellation Fee - A cancellation fee of \$25 will apply if an event is cancelled less than three weeks prior to the reservation date.
  - f. Clubhouse Address – 3300 Orchard Avenue, Edmond, OK 73012.
  - g. **BECAUSE OF THE POPULARITY OF THE GREAT ROOM, YOU MUST CLOSE ON YOUR HOME PRIOR TO USING THE FACILITY.**

## **GREAT ROOM CLEANING RESPONSIBILITIES/CHECK OUT**

### **GREAT ROOM/KITCHEN**

- Clean and Sanitize
  - Countertops
  - Sinks/Faucets
  - Outside of appliances
  - Inside of microwave/oven/frig (if needed)
  - Table tops and chairs
- Sweep and mop floor
- Spot clean cabinet exteriors (if needed)

### **BATHROOMS**

- Clean and sanitize
  - Countertop and sink
  - Toilet

### **OTHER:**

1. Take trash out to receptacles located out the west door. If receptacles are full then please take some back to your residence with you.
2. Store white tables and chairs back in closet (if used)
3. Return permanent furniture to original location if moved.

### **BEFORE YOU LEAVE:**

1. Set thermostat at 60 degrees (winter) or 80 degrees (summer)
2. Turn off all inside lights
3. DEADBOLT GLASS DOUBLE DOOR AND WEST EXIT DOOR
4. Leave through great room door and front door of facility.

## **HOA DUES**

HOA dues are currently \$400 per year and are due and payable by January 31<sup>st</sup> every year. Homeowners that do not pay in a timely manner may be subject to late fees and/or loss of clubhouse/pool privileges. In extreme cases, a lien may be placed upon your property if you are extremely delinquent in paying your HOA dues.