



LIVING

IN

OLDE TOWNE

“A Community Association”

Post Office Box 50544

Midwest City, OK 73140

A quick reference guide to the By-Laws and
Declarations of Covenants, Conditions and
Restrictions to Olde Towne Addition.

June 1994

Revised June 1996

Revised May 1997

Revised May 2014

Revised September 2015

Revised Oct 2024

**WHEN WE PURCHASED PROPERTY IN
OLDE TOWNE ADDITION, WE BECAME A
MEMBER OF AN ASSOCIATION, AND:**

- **AGREED TO SOME REGULATIONS**
- **ASSUMED SOME RESPONSIBILITIES**
- **ACCEPTED THE REWARDS**

CONTACT INFO:

- **Website: oldetownemwc.org**
- **Email: info@oldetownemwc.org**
- **Login for News: Ember1 / Stonegate2**

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BOARD OF DIRECTORS

Elected at General Association Meeting in May of each year to serve 3-year staggered terms. (Refer to Newsletters for current list of board members or call the Managing Agent.)

MANAGING AGENT

Person to contact for:

- information on making requests to the Board
- concerns/questions regarding the Association

ASSESSMENT (Regular Monthly)

HOA Dues: \$110 Per Month

Due on the 1st of each month. Pay to the order of:
Olde Towne Community Association, Inc. at P.O.
Box 50544, Midwest City, OK 73140 **or** drop in the
Box on the south side of Pepperdine in the middle
common area.

Late fee charged after 10th of the month

Pays for:

- managing agent and bookkeeper
- pool maintenance
- groundskeeper
- perimeter fence maintenance
- exterior unit trim painting
(portion not assessed to unit owners)
- general expenses of maintenance of complex
- replacement of shrubbery/trees
- water for pool and common areas at entry
- security lights in complex
- phone and electricity at pool
- capital improvements for complex
- audit fees
- legal fees
- liability insurance
- dishonesty bond
- ad valorem taxes for common areas

ASSOCIATION RESPONSIBILITIES

To Maintain/Replace/Repair:

- grounds in the common areas, excluding privacy areas
- perimeter fence
- pool
- unit exterior trim paint every 8 years
- shrubbery/trees

UNIT OWNER'S RESPONSIBILITIES

To Maintain/Replace/Repair:

- Individual privacy fences/gates (with approved types)
- Garage doors (with approved types)
- Front doors (with approved types)
- Roof shingles (with approved types)
- Interior of units

Pay for:

- Initial Capital Contribution (ICC) of amount equal to 3 months dues when property purchased. Not part of regular monthly assessment.
- Exterior trim painting assessment
- Any special assessments for capital improvements

When discussing owners' responsibilities we need to learn our ABC's.
They are:

Ask

Before

Commencing

to:

- alter privacy fences/gates
- maintain more than one pet per unit
- make interior/exterior structural changes
- make landscape changes
- make any deviations from approved replacements for or installation of ...
 - front doors/storm doors
 - garage doors
 - guttering
 - roof exhausts
 - roof shingles
 - privacy fences/gates
 - colors of exterior paint

Change requests must be submitted in writing to the Board of Directors through the managing Agent **BEFORE** changes are made. Failure to do so could result in removal of any new structure.

DOORS (front and storm)

- Front doors must be painted to match brown trim. Contact
- Managing Agent for details.
- Replacement front doors must be approved types. Contact
- Managing Agent for details.
- Storm doors must be approved types. Contact Managing
- Agent for details.

DOORS (garage)

- Must be painted to match other exterior trim.
- Contact Managing Agent for details about types and installation.

GARAGE SALES

- Only one sale per resident per year.
- Only one sale per weekend in complex.
- Must be approved by Midwest City and Board of Directors
- Maximum three days in length (Thurs.-Fri.-Sat. or
- Fri.-Sat.-Sun.)
- Sale items are restricted to driveways and garages.
- One sign at Complex entrance island and one at residence only.
- If shared driveway, must get neighbor's approval.
- Resident's responsibility to monitor parking problems.

GROUNDSKEEPING (contracted annually)

- Groundskeeper will maintain grounds of entire complex as per contract.

GUTTERING

- Must be approved types.
- Contact Managing Agent for details.

INTERIOR/EXTERIOR CHANGES

- No interior changes in a dwelling unit of a structural nature will be permitted prior to the approval of the Board.
- No Owner shall alter any of the Common Area or any Dwelling Unit exterior without the prior written consent of the Association. Nothing shall be done within the Properties, which would impair the structural integrity of any improvement located on the Properties.

LANDSCAPING

- Maintained by contracted groundskeeper.
- Association has an approved Architectural Master Plan. A copy may be obtained from the Managing Agent.
- Cost of landscape replacement is Association's responsibility. (See exceptions in Master Architectural Plan.)
- Must have written approval for any exceptions to Architectural Master Plan.

PAINTING (exterior trim)

- Residents may do touch-up painting of exterior trim. Paint must be approved colors as found at our website:
<https://oldtownemwc.org/FAQs/#stain>
- The Association contracts for painting the exterior trim of the entire complex. It takes eight years to complete a cycle of 15 units per year.
- An assessment per unit is made the year the unit is painted.

PARKING

- Parking is allowed only on unit driveways and the common area parking lots on Ember Lane and Queens Towne.
- **It is the unit resident's responsibility to inform guests where to park.**
- Parking of recreational vehicles is prohibited.
- No parking in streets allowed.
- Overflow parking – vehicles parked in common parking areas must be moved every 2 weeks or they will be towed.

PETS

- Must receive approval of Board to maintain more than one pet. Forms are available from the Managing Agent.
- Dogs shall be leashed at all times when outside a Dwelling Unit.
- **The owner's privacy fence area is the only designated area where dogs and pets are entitled to excrete.**

POLYCARTS

- Owners shall not permit or allow any garbage, trash or other waste to be placed in front of their premises except on the day of garbage collection and only in proper containers (polycarts).
- Polycarts must be stored out of sight inside privacy fences or garages.
- Polycarts should be put out on Monday night for pickup and must be returned to premises out of sight on Tuesday evening.

POOL

- Rules are posted at the pool.
- Open pool season is usually Memorial Day weekend through Labor Day weekend, but may be earlier or later depending on the weather and the decision of the Board..
- The official pool hours are 10:00 a.m. to 8:00 p.m.
- The Association contracts with a pool keeper annually.
- There is NO lifeguard on duty.
- It is the responsibility of each resident to observe all pool safety rules.
- No parties are permitted at the pool.
- Only 2 guests per resident allowed to use the pool.

PRIVACY FENCES/GATES

- Replaced at the expense of the individual owner.
- Contact Managing Agent for information concerning approved types and installation.
- Written request must be made to alter existing fence line.
- Board is authorized to repair or replace privacy fences and assesses each dwelling unit for the Association's costs.

RENTING IN OLDE TOWNE

POLYCARTS

- Renters shall not permit or allow any garbage, trash or other waste to be placed in front of their premises except on the day of garbage collection and only in proper containers (polycarts).
- Polycarts must be stored out of sight inside privacy fences or garages.
- Polycarts should be put out on Monday night for pickup and must be returned to premises out of sight on Tuesday evening.

PARKING

- Parking is allowed only on unit driveways and the common area parking lots on Ember Lane and Queens Towne.
- **It is the unit resident's responsibility to inform guests where to park.**

PETS

- Must receive approval of Board to maintain more than one pet. Forms are available from the Managing Agent.
- Dogs shall be leashed at all times when outside a Dwelling Unit.
- **The renter's privacy fence area is the only designated area where dogs and pets are entitled to excrete.**

POOL

- Rules are posted at the pool.
- Open pool season is usually Memorial Day weekend through Labor Day weekend, but may be earlier or later depending on the weather and the decision of the Board.
- The official pool hours are 10:00 a.m. to 8 p.m.
- The Association contracts with a pool keeper annually.
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- It is the responsibility of each resident to observe all pool safety rules.
- No parties are permitted at the pool.
- Only 2 guests per resident allowed to use the pool.

WATERING

- Please water your own lawn during summer months.

ROOF EXHAUSTS

- Types must be approved.
- Contact Managing Agent for details.
- Chimneys may be removed if fireplace is no longer in use

ROOF SHINGLES

- Replacement at the expense of individual
 - owners'.
- Must use approved type: Architectural shingles in Weathered Wood color.
- Contact Managing Agent for information about
 - someone to replace shingles, if needed.
- No solar panels allowed.

UNAUTHORIZED VEHICLES

- Unauthorized vehicles or improperly parked vehicles will be towed at the owner's expense. Unauthorized vehicles are considered to be any vehicle with an expired tag, derelict vehicles, or any vehicle that has been parked as if being stored, without being moved for 72 hours.
- Trailers of any kind attached or detached from a vehicle or any vehicle parked improperly, i.e. taking up more than one parking space **MAY BE TOWED WITHOUT NOTICE.**
- The Association will not be responsible for damages or cost due to towing.
- **REPAIRS TO ANY MOTORIZED VEHICLE ON THE PROPERTY ARE PROHIBITED.**

WATERING

- Please water your own lawn during summer months.

WOOD STORAGE

- Refuse piles or other unsightly objects and materials shall not be placed or remain upon the Common Area or any Dwelling Unit exterior.
- Wood storage piles shall be located as not to be visible from the street and/or Common Area or any other dwelling unit within the project.