



Dear New Neighbor:

Congratulations on the purchase of your new home! On behalf of the Auburn Hills 13<sup>th</sup> – 16<sup>th</sup> Homeowners Association Board, we would like to officially welcome you to the Auburn Hills neighborhood. We are pleased that you have chosen to call the Auburn Hills neighborhood home.

The Auburn Hills Board of Directors is made up of residents from The Legends, The Meadows and The Village, who volunteer their time and energy to manage the Homeowners Association for the residents.

The board's primary duty is to preserve the integrity and maintain the appearance of the neighborhood by managing the following:

- 1) Provide Financial Management & Neighborhood Planning
- 2) Common Area Maintenance and Repairs
- 3) Provide Architectural Change/Improvement Guidance
- 4) Oversee the Declaration of Covenants and Rules Enforcement

Included with this letter you will find a form that provides you with general information regarding the Association. The Association created this form for your benefit and it contains some helpful information that may come in handy in the future. Please take a moment to look it over and let us know if you have any questions regarding the Association. The board will be happy to answer your questions now or anytime in the future.

The Board utilizes a website and social media to help keep the Neighborhood informed of special events, updates and/or announcements. Please visit our website at <http://auburnhills-hoa.org>. We also contract with HOA Management Services to assist us in the management of our neighborhood. They may be contacted at (316) 351-7650. They will in turn assist you or relay your question, comment or concern to the Board of Directors.

Again, welcome to your new home and your new community.

Sincerely,

Auburn Hills 13<sup>th</sup> – 16<sup>th</sup> Homeowners Association Board of Directors

## **Welcome to the Auburn Hills 13<sup>th</sup> – 16<sup>th</sup> Homeowners Association Homeowners Association**

Moving onto property governed by a homeowners association can be a confusing and challenging ordeal, especially for those who have never before been involved with a homeowner association. Auburn Hills 13<sup>th</sup> – 16<sup>th</sup> Homeowners Association would like your experience here to be a positive and enjoyable one.

To help you we have created this brief document to touch upon some key areas of interest for all new homeowners. This document is not designed to replace or substitute for the Auburn Hills 13<sup>th</sup> – 16<sup>th</sup> governing documents. All potential homeowners were given the opportunity to read and understand the governing documents prior to moving into the Auburn Hills Homeowners Association, and each homeowner has the responsibility to honor the provisions of those documents. A copy of the bylaws and covenants may be found at <http://auburnhills-hoa.org> or please contact HOA Management Services at (316)351-7650 to request a copy.

### **OUR ASSOCIATION**

Our homeowners association consists of residents from The Legends, The Meadows and the Village. Other Auburn Hills neighborhoods are not included in our association.

### **AUBURN HILLS MASTER SWIM FACILITY ASSOCIATION**

Residents of The Legends, The Meadows and The Village are also members of the Auburn Hills Master Swim Facility Association (AHSFA). This is a separate organization with its own board of directors and governing documents. The AHSFA manages the two clubhouses located in The Legends and The Meadows and the four swimming pools located at The Legends, The Meadows, The Enclave and The Fairways. To learn more about the swimming pools and clubhouses please visit their website at <http://auburnhillspools.com> or contact HOA Management Services at (316)351-7650.

### **GARBAGE SERVICES**

Our homeowners association currently contracts with Waste Connection for garbage and recycling services at discounted rates. All homeowners must utilize Waste Connection for their garbage and recycling services. Please visit our website at to read through the contract. When ordering garbage services please mention you are part of the Auburn Hills Homeowners Association.

### **WEBSITE**

The association has a website which has news updates, covenants, Design Review Applications, pictures of functions and many other useful items. Please visit the site regularly at <http://auburnhills-hoa.org>.

### **ARCHITECTURAL AND DESIGN CONTROL**

One of the benefits of a homeowners association is the ability to create and maintain a pleasing and cohesive physical appearance within the neighborhood. And, to accomplish that goal, the Auburn Hills HOA Design Review Committee is charged with reviewing any permanent exterior alteration or improvements. Keep in mind that each homeowner, by accepting the Auburn Hills 13<sup>th</sup> – 16<sup>th</sup> Homeowners Association governing documents at closing, has agreed to abide by the terms of those documents. They were created for your protection.

An important provision of those documents is the mechanism for ensuring that high aesthetic standards are maintained within Auburn Hills. **Please keep in mind that Design Review Committee approval is required for most alterations or improvements to the exterior of your property.**

Before you begin plans for any alteration or improvement, you should first consult your Declaration of Covenants. That document will give you a more detailed understanding of the architectural review process. For your benefit the Association has created an application for exterior alterations/improvements, please go to the website at <http://auburnhills-hoa.org> to obtain a form or contact HOA Management Services at (316)351-7650 to request an application or to receive clarification or help with the process.

### **Design Review Guidelines**

As a new resident, you may be thinking of making some alterations and/or improvements on the exterior of your house, or to your yard. If you are planning on doing so, right now would be the appropriate time to submit the required application, as defined by the covenants, to the Design Review Committee (DRC) for consideration.

Examples of improvements that need approval are:

- Roof material for replacement roofing if different than original
- House Color
- Any construction that would change the appearance of the exterior dwelling
- Antennas
- Retaining walls
- Fences
- Playground equipment
- Sheds
- Basketball goals and cement pads (backyard only)
- Dog runs
- Pools and ponds
- Fountains and yard art structures
- Drainage

### **Obtaining Design Change Approval**

Pursuant to the Declaration of Covenants, before anyone else performs any of the following work on any Lot, the plans and specifications for the work must be reviewed and approved in writing by the Design Review Committee (DRC). You may obtain the form and submittal information from the website at <http://auburnhills-hoa.org> to obtain a form or contact HOA Management Services at (316)351-7650 to request an application or to receive clarification or help with the process.

The Design Review Committee will meet to review the application and come to a decision based on the Declaration of Covenants, this Resolution, state and local ordinances, and basic design principles. The Design Review Committee will respond in writing to the applicant within forty-five days.

If the Application is approved, the Homeowner may proceed with the planned change or improvement as it is approved. Any variation from the Approved plan will be considered Not Approved. Additions to, or changes to the originally submitted and approved plan must be re-submitted for approval. If the application is denied, pursuant to the Declaration of Covenants, "Whatever shall be the decision of either of the Design Committees hereunder; its decision shall be final and conclusive." The homeowner may submit a new plan for approval that meets the specifications of the Declaration of Covenants and its amendments.

The Design Review Committee (DRC) reserves the right to approve applications that vary from this document. This document is meant to be used as an aid, and expands on the Declaration of Covenants and its amendments. This is not intended to facilitate self-approval of a Residential Improvement.

If you have any questions or concerns relating to the homeowner association please direct them to one of the board members or send an email to The Board of Directors at [auburnhillshoa@yahoo.com](mailto:auburnhillshoa@yahoo.com) or contact HOA Management Services at (316) 351-7650 to be placed on the agenda for an upcoming board meeting.

### **LET'S CONNECT!**

**Go:** to our official website at <http://auburnhills-hoa.org> for important information about your HOA!

**Visit:** Auburn Hills 13<sup>th</sup> – 16th HOA's page on Facebook and "like" us to keep up-to-date on neighborhood happenings!

**Email:** [auburnhillshoa@yahoo.com](mailto:auburnhillshoa@yahoo.com) if you are interested in learning more about how you can volunteer your time to help keep our neighborhood great!