



## Association Dues

HOA dues are paid annually in January and they typically increase 5% every year as the costs of maintenance and improvements rise. Our subdivision is over 30 years old so is in need of some important maintenance and upgrades. We appreciate you paying your dues on time to help us keep our neighborhood nice.

If you are unable to pay your dues in one lump sum in January, our property management company will work with you to establish a payment plan. This allows you to pay your dues monthly instead of annually. If you need this option, please contact our property management company for more information.

If you do not pay your dues by their due date or establish a payment plan, the HOA will send the matter to collections, and eventually it will end up in the courts. You will then become responsible for attorney and court fees in addition to your HOA dues.

**It's important and beneficial to you to ensure your dues are paid on time to avoid additional expenses that you will have to pay.**

Unpaid HOA fees will result in a lien being placed against your property.



## Annual Meetings

Annual Meetings are held in the fall, typically in September or October.

All HOA members will be notified at least 30 days in advance of the Annual Meeting and have the opportunity to attend in person or provide their vote to a proxy who can vote on their behalf.

Attendance at the Annual Meeting is highly encouraged so that your voice can be heard and you have a part in the decisions made in the running of our neighborhood.



## How to Contact Us

Our current property management company is Elite Property Management.

For questions or issues in our neighborhood, please contact them at:

**Phone: (317) 534-0200**

**Email: [christina@elitepmgt.com](mailto:christina@elitepmgt.com)**

The property management company will contact the HOA Board of Directors and work with them to address any concerns or issues.

# Country Club PINES

**Helpful information  
about living in the  
Country Club Pines  
Home Owners  
Association**



## Rules & Compliance

One of the important things to know about living in an HOA is that all property owners must adhere to the rules or policies in the following HOA documents:

- Articles of Incorporation
- Bylaws
- Covenant & Supplemental Covenants

**If you need copies of these documents, please contact our property management company who can send these to you. Being a homeowner in our association requires you to adhere to all regulations.**

Although the HOA board does not currently enforce all regulations, they could choose to enforce any of the HOA rules at any time.



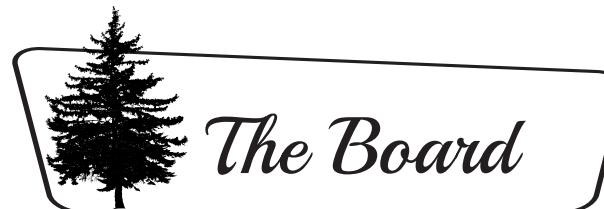
## Snowplowing

Even though the streets in our neighborhood are city-owned, our board works with our local plowing vendor to ensure that our roads are clear whenever there's three inches of snow or more.

Please ensure all vehicles are moved off the street so the plows can complete the work.

Below is a short list of rules and regulations that the board feels is important to follow to keep our neighborhood looking good and maintain our property values. Failure to follow these rules will result in a violation letter from our property management company.

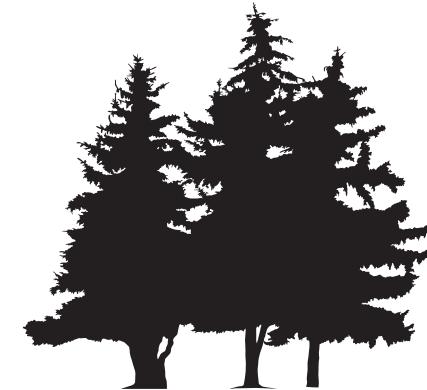
- General maintenance of the house. No missing siding, broken lamp posts, holes in trim or visibly rotting trim, etc.
- Landscaping areas should be regularly maintained, shrubs trimmed, weeds and dead trees removed.
- Lawns should be regularly mowed and treated for weeds.
- Personal household or maintenance items should not be stored in driveways or on porches.
- Trash cans should not be visible.
- Boats or RV's should not be stored outside of garage long term.
- Inoperable vehicles must be removed or placed in garage to be not visible.



## The Board

Currently, we have three board members. We would like to increase this number so that a larger team of neighbors can help make decisions and help keep our neighborhood running smoothly.

If you're interested in serving on the HOA board, please send an email to our property management company and plan to attend our Annual Meeting in the fall.



## Making Changes



Any external changes to your home need to be approved by the HOA Architectural Advisory Committee before work begins.

Please contact our property management company for an Architectural Change Application. The HOA board has two weeks to respond to all applications.

Types of external changes that need to be approved include:

- Paint, siding or roofing color changes or updates
- Tree removal
- Major landscaping changes
- Fence/Deck installations or modifications
- Shed installations

Please be sure to receive an "approved" determination before beginning any changes.