



MOUNTAIN OF SOUTHRIDGE PROPERTY OWNERS ASSOCIATION (POA)

Created in Accordance with Provisions Contained in the Protective Covenants to Establish Quality Neighborhood Standards for the Benefit of all Residents, and The Protection of the Highest Property Values for Each Property Owner.

PRIMARY CONTACT INFORMATION:

Mailing Address: The Mountain of Southridge Property Owners Association
P.O. Box 1572, Tahlequah, OK 74465
POA Email: mountainpoa@gmail.com
Website:: www.southridge.net/mountain

ACCOUNTING SERVICES:

(Dues, Payments & Billing Records)

Melody DuVall, Records Trustee
Phone: 918-458-7111 Email: mountainpoa@gmail.com

TRUSTEE COMMITTEE FOR THE MOUNTAIN PROPERTY OWNERS

Records Trustee: MELODY DUVALL

Address: 2307 Summerset Point, Tahlequah, OK 74464
Email: duvallstrans@att.net
Phone: 918-458-7111

- Acts as Chairperson of the Trustee Committee.
- Maintains Checking Account, including dues collections, bills payments, and annual itemized reports. Establishes annual POA Dues budget, subject to review & approval by all Trustees.
- Monitors Master POA Email Account and maintains POA Post Office Box key. Respond to inquiries and Re-directs as needed.
- Coordinates Trustee & POA General Membership Meetings at Conference Center of Wright Real Estate.

Maintenance Trustee: SCOTT WRIGHT

Address: 2303 Summerset Point, Tahlequah, OK 74464
Email: scott@century21wright.com
Phone: 918-931-2434

- Performs ongoing inspections of the common areas to determine any needed repairs / maintenance of items, including entrances, light fixtures, trash, utility services, landscape, signs, and entry & subdivision boundary perimeter fencing along streets.
- Contacts Maintenance Company to report & coordinate repairs needed to common areas. Submits maintenance billing statements to Records Trustee for forwarding to Accounting Service for payment.
- Coordinates solicitation of annual mowing contracts & monitors job performance of mowing contractors.

Quality Standards Trustee: TOMMYE WRIGHT

Address: 2303 Summerset Point, Tahlequah, OK 74464
Email: wright@century21wright.com
Phone: 918-931-2431

- Performs ongoing inspections of the entire subdivision to monitor Protective Covenants Standards.
- Makes courtesy calls and / or mails courtesy Covenant Violations Notices as needed. Coordinates with Southridge Development Company, if needed, regarding assistance for possible Covenant Violations.
- Notifies Maintenance Trustee regarding common area items observed in need of repair / maintenance.