



TIMBERS OF SOUTHRIDGE HOMEOWNERS ASSOCIATION (HOA)

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

PRIMARY CONTACT INFORMATION: Mailing Address: The Timbers of Southridge Homeowners Association
156 Reasor Street / Box 244, Tahlequah, OK 7446
HOA Email: timbersofsouthridge@gmail.com
Website Direct: <http://sites.google.com/view/timbers-hoa>
Alternate Link: www.southridge.net/timbers

ACCOUNTING SERVICES: Tonia Williams, Records Trustee
(Dues, Payments & Billing Records) Phone: 918-822-2517 Email: timbersofsouthridge@gmail.com

TRUSTEE COMMITTEE FOR THE TIMBERS PROPERTY OWNERS

Records Trustee: TONIA WILLIAMS Address: 1540 Aspen Drive, Tahlequah, OK 74464
Email: timbersofsouthridge@gmail.com / tonia.williams2008@gmail.com
Phone: 918-822-2517

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

Maintenance Trustee: BRIAN KING Address: 2020 Aspen Drive, Tahlequah, OK 74464
Email: timbersofsouthridge@gmail.com / anziano.brian.king@gmail.com
Phone: 608-658-0505

- 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 payment.
- Coordinates solicitation of annual mowing contracts & monitors job performance of mowing contractors.

Quality Standards Trustee: TONI HAIL Address: 2035 Birch Lane, Tahlequah, OK 74464
Email: timbersofsouthridge@gmail.com / hail@nsuok.edu
Phone: 918-207-7518

- 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.