



WOODLANDS 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 The Protection of the Highest Property Values for Each Property Owner.

PRIMARY CONTACT INFORMATION: Mailing Address: The Woodlands of Southridge Homeowners Association
P.O. Box 1254, Tahlequah, OK 74465
HOA Email: woodlandsofsouthridge@gmail.com
HOA Website: www.southridge.net/woodlands

ACCOUNTING SERVICES: Current: Southridge Development Company, PO 1352, Tahlequah OK 74465
(Dues, Payments & Billing Records) Attn: Emery Silvernail, Business Manager
Phone: 918-822-7207 Email: busmgr@century21wright.com

TRUSTEE COMMITTEE FOR THE MEADOWS PROPERTY OWNERS

Records Trustee: CAMI HIGHERS

Address: 599 Woodlands Drive, Tahlequah, OK 74464
Email: cami.highers@gmail.com
Phone: 918-230-1007

- Acts as Chairperson of the Trustee Committee.
- Maintains Communications with Accounting, reviews Dues Collections and Quarterly Accountant Itemized Reports. Relays any approved billing statements to Accounting Company for payment. 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: READE HOGAN

Address: 583 Woodlands Drive, Tahlequah, OK 74464
Email: hoganrwmaui@gmail.com
Phone: 918-931-8718

- 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: SCOTT WRIGHT

(Until Filled by Woodlands Home Owner)

Address: PO Box 1352, Tahlequah, OK 74465
Email: scott@century21wright.com
Phone: 918-931-2434

- 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.