

PHEASANT RUN

Homeowners Association Inc.

■ Welcome Home

Pheasant Run Homeowners Association Inc. would like to welcome you to the neighborhood. Provided in this packet is all the information you will need to understand and enjoy your new home.

Our Board of Directors has chosen to hire Omni Management Services Inc. to handle day-to-day operations. Please contact our property manager Mia Evans with general questions, covenant violation reports, assessment payment, architectural improvement requests, and any other routine matters. For your convenience you may do so through our online Helpdesk on our website <http://www.pheasantrunhoa.org>.

The members of the Board of Directors are also available for any issues you may wish to bring to their attention.



■ Workings of an Association

Homeowner's Associations are created to protect the value of the homes within a community and generally to improve the quality of life for neighborhood residents. Homeowners become members of the Association upon purchasing their property and are bound by the Covenants.

The Association has the duty to enforce the provisions of the Covenants. Homeowners who notice violations are asked to report them to the property manager. Owners who commit violations of the Covenants are mailed violation notices reminding them that they need to comply with the Covenants and that legal action will be taken if required. Homeowners are liable for all expenses of the Association incurred enforcing the Covenants.

The Association also has a duty to approve exterior improvements to homes and/or property. Homeowners must request architectural review through the association prior to beginning any improvement. Exterior improvements would include, decks, patios, fencing, landscaping, any and all changes that affect the exterior appearance of any Lot. Not getting prior approval is a Covenant violation.

Association Assessments (aka dues) are the primary source of income for funding the maintenance and upkeep of common areas, covenant enforcement activities, property management, winter snow and ice removal, and other activities. Owners who fail to pay their assessments are liable for all attorney and collection fees the Association incurs while attempting to collect the debt. The Association has the right to obtain judgments against owners who fail to pay assessments as well as impose liens and even foreclosure on the home.

The Board of Directors, elected volunteer homeowners, hold 4 quarterly homeowner meetings a year in January, April, July, and October.

Contact Info

www.pheasantrunhoa.org

Property Manager

Mia Evans
Omni Management Services
317.541.0000
317.591.5079 Fax

helpdesk.omni-property.com

Mailing Address

Pheasant Run HOA
c/o Omni Management Services
4138 N. Keystone Ave
Indianapolis, IN 46205

Board of Directors

board@pheasantrunhoa.org
Voicemail: 317.455.5110

In This Packet

1. Welcome Information
2. Declaration of Covenants
3. Association Bylaws
4. Architectural Improvement Request Form
5. Neighborhood Map
6. Current Year Budget

Concerns & Complaints

If you have a question, concern, or complaint on the following topics you should contact the Association:

- Covenant Violation(s)
- Architectural Review Requests
- Common Areas
- Budget & Assessments
- Closing / Refinancing / Title Co

Some issues overlap both the Association & the City. In those cases we attempt to have the city resolve the matter given our limited resources.

If you have a question, concern, or complaint on the following topics you should contact the Mayor's Action Center / Request Indy:

- Violation of City Code
- Noise Complaints
- Crime
- Weeds
- Abandoned Vehicles
- Trash Pickup
- Potholes
- Stray Animals
- Missing Street Signs
- Drainage / Flooding
- Zoning

Phone : 317-327-4MAC (4622)

Website:

<http://www.indy.gov/eGov/Mayor/Mac/Pages/Home.aspx>

Association Website

www.pheasantrunhoa.org

The Association maintains a website as tool for homeowners. Through the website homeowners can:

- Stay informed
- Contact the property manager
- Contact the Board of Directors
- Report covenant violations
- View and download copies of association documents including Articles of Incorporation, Declaration of Covenants, ARC Request Form, ARC Guidelines and Standards, Standard Operating Policies & Procedures, Homeowner Newsletters, Information from the City of Indianapolis, Various Maps

Architectural Review

Homeowners are required to get prior approval for exterior improvements by Covenants Article 3 Section 1 and Article 4 Section 3.

Homeowners must submit a fully completed ARC request form and include maps, drawings, blueprints, material information, photographs as appropriate.

Examples:

- Decks and patios
- Fencing
- Landscaping
- Siding or trim replacement or color change
- Any other changes that significantly alter the exterior appearance of a lot.

ARC requests are processed and considered according to our established ARC standard operating procedure.

Assessment Payment

**Current Assessment:
\$180/yr
Assessments are Due in February**

We use an automated payment processing center located in Phoenix, AZ for all homeowner assessment payments. Only homeowner assessment payments should be mailed to the processing center.

Use the following guidelines when paying by check:

- Make check payable to Pheasant Run HOA
- Enclose payment coupon with payment
- Mail your check to: P.O Box 62435 Phoenix, AZ 85082

When paying via online bill pay through your personal bank:

- Be sure to note the 10 digit account number located on the bottom of the payment coupon.
- Have mailed to P.O Box 62435 Phoenix, AZ 85082

Credit Card or E-Check Payments:

www.omni-property.com. Additional charges may apply.

Homeowner Meetings

The Association holds 4 quarterly homeowner meetings in January, April, April, July, and October. The July meeting is our annual meeting where members of the Board of Directors are elected. The October meeting is our annual Budget meeting where the budget for the following year is adopted.

Meetings are usually held in the Decatur Middle School Cafeteria at 5108 South High School Road. If entering near the gym, the cafeteria is straight ahead and to the left. If entering the main (rounded) entrance nearest High School Road, the cafeteria is to the left of the library.

Common Areas & Map

Our Association consists of Sections 6B, 7, 8, and 9 of the Pheasant Run Subdivision. The “older” part of the neighborhood are not part of the association. We have two common areas that belong to and are for the use of all homeowners. The first is the wooded creek area between sections 7 and 8 off of Devinney Drive. The second common area is our retention pond. Pond access is through an easement between 6851 and 6861 Devinney Lane.

Board of Directors

Members of the Board of Directors are volunteer homeowners who lead our association on behalf of all homeowners. They are elected each July or appointed to fill vacancies. The Board oversees the property manager who performs daily operations for the association and they make decisions according to our governing documents.

We often have difficulty filling all 5 positions on our Board. New homeowners are encouraged to consider volunteering to serve on our Board. Serving on the Board may take up to several hours of your time a month.

Homeowners interested in serving on the Board should contact current members of the Board or Mia Evans.

Pheasant Run HOA

Section Map

