

Woodfield Welcoming Letter and General Information about the Woodfield HOA

Welcome to Woodfield. The board members of the Homeowners Association (HOA) are happy you have selected a home in Woodfield for you and your family. We are a subdivision of 525 homes, 7 ponds, acres of common grounds, and amenities such as a community pool, a playground, a walking trail and a soccer field. The Subdivision was incorporated in 2004 and building started shortly after. When Woodfield was created, the developer established a Declaration of Covenants, Conditions and Restrictions (Covenants) for the three sections of Woodfield that would help ensure the Subdivision would move forward and maintain its common grounds and encourage the homeowners to maintain their property by implementing a consistent and reasonable set of rules and guidelines that all deeded homeowners are bound to and required to obey.

To help manage the needs of Woodfield, there is an elected five-member Board of Directors. The Board has contracted with Main Street Management to oversee the day-to-day business of Woodfield. This includes managing all the financial affairs of Woodfield, answering questions from homeowners, working with the Board to review requests from homeowners for improvements to their home and property, contracting with vendors to provide the services needed to maintain the amenities of Woodfield, and doing inspections of the neighborhood on a regular time frame to look for violations of the Covenants or problems in and around the common grounds. Main Street is responsible for maintaining a website that has the legal documents, forms that need to be submitted when planning improvements to the exterior of your home or property and other useful information for Woodfield Residents. The information for Main Street Management is:

Main Street Management – Indianapolis 4735 Statesmen Dr Suite E Indianapolis, Indiana 46250 Phone - 317-218-7650 Fax - 765-742-6401 info@mainstreetmanagementllc.com	Property Manager- Joey Harris Office - 765-701-4141 Email- Joey.harris@Mainstreetmanagementllc.com
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The website for Woodfield is www.mainstreetmanagementllc.com/woodfield-hoa. The Board of Directors encourages all homeowners to become familiar with the Covenants for Woodfield to prevent any misunderstandings about the guidelines and rules for Woodfield, and the expectations of each homeowner. The Covenants can be found on the Woodfield website. Any questions about the Covenants can be directed to Joey Harris.

HOA Assessments/Dues:

To maintain the common grounds and amenities of Woodfield, annual dues are assessed to each lot in Woodfield. Currently dues are \$425 per year, which is subject to change due to the financial needs of the HOA. An invoice for the dues is sent out each December and payment is due February first of the next year. There are penalties and late fees for not paying the annual dues.

The Use Restrictions/Residential Maintenance/Architectural Guidelines:

It is easy to get bogged down with the legalese of governing documents. The most important portion of the Covenants for each resident to read and understand is the **ARTICLE X – Use Restrictions**. This section details the acceptable activities, permitted improvements, and maintenance expectations for each resident. Keeping up the exterior of your home, maintaining your lawn/landscaping, and adding improvements is one of the best ways to ensure your property value and that of all the other homes in Woodfield stays up with or exceeds the market value for homes in our area.

The **Architectural Guidelines** document is an extension of the Use Restrictions section that details the restrictions for many standard improvements. When homeowners want to make improvements to the exterior of their home or property, the homeowner must submit the form found on our website outlining the requested improvement and submit it to Main Street Management. Main Street will review it to be sure it is complete and then forward it to the 5-member Architectural Standards Committee for comment. A majority of the Committee must vote to approve or deny the request. The homeowner is informed by Main Street Management as soon as the Committee Members have made their decision. Do not proceed with proposed improvements until you receive an approval or denial letter via email from Main Street Management. Please contact MSM with any questions while your application is being reviewed.

The Architectural Standards, Guidelines & Procedures, which can be found on the HOA website, is a document that many residents, especially new residents, generally have questions about. There are other items in the Covenants that the Board encourages the homeowners to review and become familiar with to avoid problems. The 2 exceptions to the attachment are: [1] applications should be submitted to Main Street Management, [2] Portable basketball units are no longer allowed, per the Sixth Amendment.

Again, the Board of Directors of Woodfield wants to say welcome to our Subdivision and encourage you to maintain your home and property so the value of your home and all the homes in Woodfield meets or exceeds the market value of homes in the surrounding area. Also, the Covenants strongly encourages keeping up the appearance of your home and property.

This letter is meant to give each homeowner a brief outline of the guidelines and rules that each homeowner is expected to follow when living in Woodfield. The complete legal documents can be found on the Woodfield Website. If you have questions, please contact Joey Harris at Main Street Management to get more information as required.