

Normandy Oaks Owners Association, Inc.

P. O. Box 184

Madisonville LA 70447

www.normandyoaksoa.com

Managed by Renaissance Property Management Company

OWNER INFORMATION

Management of Homeowners Association

Your board of directors contracted with Renaissance Property Management to assist in managing your subdivision. The mailing address is 506 E Rutland St, Covington LA 70433. The hours are Monday-Thursday from 9:00 a.m. to 4:00 p.m. and Friday from 9:00 a.m. to 2:00 p.m. Visitors are by appointment only.

Stacy Johnston is your association manager. She can be reached by email at stacy@renmgt.com or calling (985) 624-2900 #103.

Each homeowner can set up an AppFolio portal account which will give you access to your member account. You can use the portal to pay your association dues and view your association's bylaws, restrictive covenants, and rules/regulations.

If you have not received from Renaissance Property Management a link to your AppFolio portal account, please contact Ms. Johnston.

Website

The neighborhood website is www.normandyoaksoa.com. You will find a link to the neighborhood Facebook page on the website, as well as information on the subdivision.

Board of Directors

Your association is managed by a volunteer board of directors – President – Joe Gallodoro; Vice-President – Dan Cheramie; Secretary/Treasurer – Christine Solomon; and Director's at Large – Ryan Sharpe, Brett Caminita, Frank Oliveri III, and James Melancon Jr.

Approval Required for Exterior Alterations or Additions to Property

Written approval from the Architectural Review Committee is required before making an alteration or addition to your property. This includes removing a tree, adding a swimming pool, shed, fence, driveway extension, pergola, patio, or changing an exterior material or color on your home.

An application to request approval can be found on the website, on your portal account, or you can contact Ms. Johnston. Once your application is received, please allow 3-5 business days for a response.

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Covenant Enforcement

The management company conducts drive-by inspections in the subdivision once a week. This is to ensure that residents are complying with the subdivision's restrictive covenants which in turn will protect your property's value. If a property is found to be in non-compliance, a letter is mailed to the owner explaining the violation and what needs to be done to correct the violation.

Some examples of violations: Storing a boat, trailer, camper for more than 24 hours in view of the subdivision, trash containers not stored out of view of the subdivision on non-collection days, unmaintained yards and homes, unmaintained vehicles on your property, and unauthorized signs in the yard.

- Storing a boat, trailer, camper, etc. for more than 24 hours in public view.
- Not maintaining your yard, garden beds, and drainage ditch.
- Not maintaining the exterior of your house, including mailbox, fence, storage shed, etc.
- Unauthorized signs in the yard.
- Not receiving written approval to make an exterior change or addition to your property.

Please refer to the restrictive covenants for detailed information on all violations.

Traffic or Security Concerns, Streetlight Out, Drainage Ditch

Please report any traffic or security concerns to St. Tammany Parish Sheriff's office at 985-898-2338.

Cleco Electric Company is responsible for the streetlights. You can report any streetlight problems to <https://www.cleco.com/residential-commercial/service-requests/report-streetlight-out>.

St. Tammany Parish Public Works Department maintains the ditch in front of your home and the streets. Please contact them directly with any concerns at dpw@stp.gov or 985-898-2557.

Communication

The board of directors and the management company will use email addresses to notify residents of things of interest happening in the subdivision.

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The management company will use email addresses to send statements. The notice to homeowners of the annual meeting is mailed to the address we have on file.

Please note that it is your responsibility to keep your contact information current.

Homeowner Association Dues

Each association member is responsible for paying the semi-annual association dues of *\$322.00 due on January 1st and July 1st of each year. A reminder statement will be emailed to you in the preceding month. You can pay your dues by mailing a check payable to Normandy Oaks Owners Association to P. O. Box 184, Madisonville LA 70447. You can also log-in to your AppFolio portal account and pay by electronic check, debit card, or credit card. A \$25.00 late fee will be charged to all members not paid by the last day of the month due.

*** Your HOA dues include the fees for your twice weekly trash collection.**

Annual Meeting of the Homeowners Association

The Annual Meeting of the members of the association is held on or about the first Thursday in April. At this meeting there will be an election of board members, as well as an overview of the financial state of the association, and an opportunity for members to ask questions or voice their concerns. A meeting notice will be mailed and emailed to you at the address we have on file.

Mailboxes

Mailboxes are the responsibility of the homeowner. The preferred vendor to order a new mailbox unit or to request a repair, part, or refurbishment is Magnificent Mailbox at (985) 641-3145.

Utilities

- Electric Company Cleco, Inc. 800-622-6537
- Water and Sewage Utilities, Inc. 877-875-3711
- Trash Collection Coastal Environmental 888-438-2427

(Trash collection cost is included in your HOA dues.)

Trash pick-up is Monday and Thursday.