

POLICY

HANDBOOK

PLUMWOOD TERRACE

Plumwood Terrace Owners Association

Board of Directors

Responsibilities of a Board Member:

1. To become knowledgeable about the Association and its documents.
2. To know the prescribed duties of the Board.
3. To know the authority of the Board.
4. To enforce by legal means the provisions of the Horizontal Property Act, the Articles of Incorporation, the By-Laws of the Association, the Declaration, and the regulations for the use of the property in the Regime; and to take legal action in the name of the Association and on behalf of its members.

Board discussions and decisions about any matter and the disposition thereof is based solely on the documents, which cannot be changed by the Board, and affirmatively passed motion, which can at any time be changed by the Board. The Board abides by and enforces, as well as determining , fines and penalties for violations.

Revised January 2003

ALTERATION TO PROPERTY

Nothing shall be altered, constructed, or removed from the Common Elements or limited Common Elements except upon written consent of the Directors. (Declaration of Submission of Property to the Horizontal Property Regime, Article VIII, D-14).

NOTE: The Common Elements are the Building and Grounds. The inside of each unit is private property and includes "to the walls" and "floor to ceiling", as well as Owner-enclosed patios. Patios not enclosed are Limited Common Elements.

If Owner desires to enclose balcony area, it shall be enclosed according to the approved plan on file with the Association. No other designs will be permitted. Enclosed area shall not be considered Limited Common Area. If balcony is enclosed, the owner shall be responsible for the maintenance and repair of the enclosure and the enclosed area which includes, but not limited to, enclosed area, panels, railing enclosure and enclosed area. Each Owner must furnish the Association a licensed structural engineer's or architect's opinion as to the structure acceptance of such addition prior to beginning installation. The Board will select the balcony plan. Be sure to consult the Board of Directors before proceeding with any work of any kind. (Certificate of Amendment, Horizontal Property Regime 9-1988, Article IV)

ANIMALS

Pets are NOT allowed on the premises (except service animals), which includes the buildings and the grounds. The fine is twenty-five dollars (\$25.00) per day and will be charged against the Owner responsible for the Unit.

The Owner is also responsible for family and guests.
(Declaration VIII D-16)

Violations of this Policy are to be reported to the Property Manager, in writing, at the office. (Effective 12-15-1987)

BICYCLES

Bicycles are to be stored in the garage space assigned to each Owner. The patios and balconies are NOT to be used for extraneous storage.

CARS

The parking, storing, or servicing of commercial and recreational vehicles, including but not limited to campers, trailers, motor homes, boats, disabled vehicles, heavy equipment, or large, unsightly equipment, is prohibited. Recreational vehicles may be brought to the Unit only so long as is reasonably required for packing and unpacking provisions for such vehicles. This paragraph is not intended to prohibit the parking and reasonable use of any licensed motorcycles, motorbikes, mopeds or similar vehicles on paved areas of the property. (Declaration VIII D-4) Vehicles must not be serviced or worked on at Plumwood Terrace, either outside in the parking lot, or inside in the garages.

CHILD SAFETY

Children may not run and play in the Common Elements of the buildings and must not use the elevators without adult supervision. Roller-blading or roller-skating is not allowed in the buildings or in the Parking areas of the Complex.

CLUBHOUSE RENTAL

Please refer to Appendix A.

COMMERCIAL ACTIVITY

No part of the property shall be used for other than housing and the related common purposes for which the property was designed. Each Condominium Unit shall be used as a residence for a single family and for no other purpose. A Unit Owner may use a portion of the Unit for an office or studio, provided that the activities therein shall not interfere with the quiet enjoyment and comfort of any other Owner or occupant. (Declaration VIII D-2)

No industry, business, trade, occupation or profession of any kind, commercial religious, educational, or otherwise, shall be conducted, maintained, or permitted on any part of the property, no shall any "For Sale" or "For Rent" signs or other window displays or advertising be maintained or permitted on any part of the property or in any Unit therein. (Declaration VIII D-13)

COMMON ELEMENTS

All Owners share use of entrances, hallways, elevators, garages, stairways, and grounds. The Clubhouse, Pool, and Tennis Court are also Common Elements. Therefore, it is essential that each Owner and Tenant be responsible for his or her family and guests.

COMPLAINTS BY OWNERS

Any complaint concerning the policies, rules, and regulations should be in writing to the Property Manager. It should be in detail and signed and dated by the Owner. The Board of Directors will review the complaint.

DISPLAYS

Unit Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of the buildings. No sign, awning, canopy, shutter, radio or television antenna, or satellite dish shall be affixed to or placed upon the exterior walls, balcony, roof, Common Elements, or any part thereof without the prior written consent of the Board of Directors. (Declaration VIII D-6)

ELEVATORS

The elevator may never be locked open for more than 3 minutes. You may load the elevator once the items to be loaded are at the elevator door and unload at your floor. Unload all items and release the elevator for use. Do not overload the elevator, as this can cause the elevator to stop between floors.

EMERGENCY CALLS

1. Life-threatening situations: **dial 911**
2. Building or Unit concern:
 - a. **Call 963-1717** during office hours
 - b. Call your Building Director or a Board Member after hours.

The phone box in the Pool area is for **911** calls **only**. For **all** other calls, use the phone in your unit.

FIREWOOD STORAGE

Firewood may be stored in the garage space and extended not more than twenty-one inches (21") from the garage wall. Deck and patio-storage is not to exceed one cord of firewood. Urbandale Building Code requires that emergency exits (i.e. balconies and patios) from all Units be unobstructed.

GARBAGE (DUMPSTER)

All boxes are to be flattened before being placed in the dumpster. Trash and garbage bags should not be placed on the ground by the dumpster.

REMINDER: Use the south dumpster if the north dumpster is full.

Furniture, carpeting, paint, appliances, oil, etc. are **NOT** allowed. The fine for violation is fifty dollars (\$50.00).

LATE PAYMENT PENALTY

All Association fees are due on the first of the month. Payment must be received at the Clubhouse Office or dropped in the black boxes in entryways on or before the fifth (5th) of each month. Late fees must be paid with the regular dues. **If a late fee is not paid, the Owner's payment is still late.** The late fee penalty is fifteen dollars (\$15.00). A Not-Sufficient Funds (NSF) charge of twenty dollars (\$20.00) will be applied to the Owner's account for any checks returned.

LAWN CARE

Driving on the lawn for any purpose is prohibited. This includes, but is not limited to, work crews who are working on Units when the Owner is not on premises. The Owner will be fined fifty dollars (\$50.00) for each incident. In addition, any costs incurred for damage repair will be charged to the Owner.

NOXIOUS OR OFFENSIVE ACTIVITY

No noxious or offensive activity shall be conducted in any Unit or in the Common Elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Owners or Tenants, cause them embarrassment, or constitute a disturbance. (Declaration VIII D-8) Washers, dryers, disposals, dishwashers, vacuums, etc. are not to be used after 9:00PM or before 8:00AM. Please limit construction noise and activity between the hours of 9:00am and 5:00pm. If necessary, a written complaint may be made to the Property Manager.

OTHER ACTIVITY

No light shall be emitted from any Unit, which is unreasonably bright or causes unreasonable glare. No sound shall be emitted on the property, which is unreasonably loud or annoying. No odor shall be emitted on the property, which is noxious or offensive to others. No tents or other temporary building, improvement, or structure shall be placed on the property. (Declaration VIII D-9)

No birdhouses or birdfeeders can be installed in or on any Common Element or Limited Common Element. No flowers can be planted on the grounds of the property. Flower boxes on balconies or patios need signed certification on file agreeing to accept all responsibility for any damages to persons or property caused by hanging flower boxes or pots from any balcony or patio.

In accordance with the City of Urbandale Code (January 1996), charcoal grills are **not** permitted on the property of multi-family dwellings. This included Plumwood Terrace Condominiums.

No activities shall be conducted on the property, which are or might be unsafe or hazardous to any person or the property. Without limiting the generality of the foregoing, **NO FIREARMS** shall be discharged on the property and **no open fires** shall be permitted on the property. (Declaration VIII D-10)

No clothes, sheets, blankets, laundry of any kind, or other articles shall be hung or exposed on any part of the Common Elements. The Common Elements shall be kept free and clear of rubbish, debris, and other unsightly materials. (Declaration VIII D-12)

"Open House" signs are permitted on the day of the Open House only.

PARKING

Garage parking is for Owners and Tenants only with one space per Unit. No parking is permitted in an unoccupied Unit space in the garage area without the Owner's written consent with a copy to the Property Manager. Parking two (2) vehicles in one (1) space is prohibited.

No parking in Common Elements.

No parking in front of dumpsters.

Violations will be twenty-five dollars (\$25.00) for the first incident. The Board of Directors will levy subsequent fines.

Parking in a designated No Parking area will result in a fifty-dollar (\$50.00) fine levied against the Owner whose family or guest vehicle is found in violation.

If you wish to store a vehicle, ask the Property manager where space is provided.

POOL RULES

Please refer to Appendix B.

RENTAL

The Units and Common Elements shall be used and occupied solely and exclusively for the purpose of a lodging or dwelling for the Unit Owner, his family, guests, agents and tenants, as hereinafter provided, and no Unit, in whole or in part, shall be used for any business purpose; provided that a Unit Owner may enter into a rental agreement to lease the Unit alone or together with as many other Unit Owners who so desire; provided, however, that any rental agreement or lease is specifically made subject to this Declaration and exhibits and provided further, that the Association is hereby appointed as agent for the Owner for the purposes of evictions and terminations of tenancy, and for the purpose of imposing fines and penalties. (Declaration VIII D-1)

SAFETY

Never allow anyone you do not know access to the buildings. Anyone wishing to gain entrance to a building should use the buzzer system. **DO NOT BUZZ SOMEONE IN UNLESS YOU ARE CERTAIN YOU KNOW WHO THEY ARE!**

DO NOT PROP THE ENTRANCE DOOR OPEN UNLESS YOU PLAN TO STAY THERE!

Should you observe anything suspicious on the grounds or around the buildings, please call the Property Manager or Building Directors, who are listed on the building bulletin boards or in this handbook.

SIGNS ON BULLETIN BOARDS

Owners may post signs on bulletin boards for personal use for a two-week period. All such postings **must be dated with the Unit number.**

SMOKING

Smoking is prohibited in or on the Common Elements. This includes the inside of all buildings, garages, elevators, and the Clubhouse. Any Owner may smoke in the Owner's Unit (including balcony or patio) only. This rule applies to guests, vendors and delivery and service persons as well.

SNOW REMOVAL ORDINANCE

Effective when City of Urbandale snow removal ordinance in effect.

EVEN NUMBERED DAYS: Buildings A,B, and C Owners and Tenants will park all vehicles not already in their garage space on the **WEST** side of Building D. Any overflow will park on the **EAST** side of Building D. Building D Owners and Tenants will park on the **EAST** side of Building D.

SNOW REMOVAL (cont.)

ODD NUMBERED DAYS: Buildings A, B, and C Owners and Tenants will park all vehicles not already in their garage space on the **EAST** side of Building D. Any overflow will park on the **EAST** side of Building D. Building D Owners and Tenants will park on the **EAST** side of Building D.

Anyone who does not comply with this ordinance will be responsible for digging his or her own vehicles out of the resulting snow bank. There will be no exceptions.

SOLICITORS

"NO SOLICITING" signs have been posted on all entrance doors. Should you have a solicitor, contact the Property Manager or a Building Director.

SPEEDING

Please observe and obey the ten (10) mile per hour speed limit signs. Violators will face a fifty-dollar (\$50.00) fine from the Board of Directors, in addition to any legal fines incurred.

SAFETY AND HOLIDAY DECORATIONS

Live trees and/or fresh-cut greenery in any displays or decorations on the property are prohibited. This is a City of Urbandale Fire Code for multi-family dwellings and will be strictly enforced.

SPECIAL NOTES

All policies, rules, and regulations that are in the Declaration of Submission of Property to the Horizontal Property Regime and referred to in parentheses are mandated in the By-Laws of Plumwood Terrace Owners Association and can be amended only by a seventy-five per cent (75%) vote of the Association members.

The Board of Directors hopes that this Policy Handbook will provide all Owners and Tenants the necessary information for making Plumwood Terrace Condominiums a pleasant and trouble-free place to live.

REMINDER: Each Owner should have a copy of the following documents:

1. Articles of Incorporation
2. The Declaration of Submission of Property to the Horizontal Property Regime.
3. By-Laws of Plumwood Terrace Owners Association.
4. Two Amendments to the Declaration.
5. Second Supplement Declaration.

Renters will be provided a copy of this Handbook only.

Ask our **Property Manager** for copies that you may find missing from your files. Rates for copies are fifteen dollars (\$15.00) per document, five dollars (\$5.00) for replacement handbooks.

Handbook revised 2003.

The Board of Directors

PLUMWOOD ASSOCIATION CLUBHOUSE RENTAL – APPENDIX A

A thirty-five (\$35.00) dollar **Rental fee**, which is not refundable, is due from the owner of record, at the time the reservation is made. A one hundred seventy-five (\$175.00) dollar **Damage/Cleaning deposit is due, from the owner of record**, when the key is picked up.

The checklist below should be reviewed before taking possession of the clubhouse for your rental period. **You must clean the clubhouse and complete the checklist at the end of your rental period.** Cost of any unsatisfactory clean up or damage to the clubhouse or deck area will be withheld from the deposit and or charged to the owner responsible. If no damages, the deposit check will be returned within two (2) business days.

RULES:

- ALL KEGS/COOLERS **WILL BE KEPT OUTSIDE** ON THE DECK **NOT** IN THE CLUBHOUSE.
- **NO** FURNITURE FROM THE CLUBHOUSE SHALL BE TAKEN OUTSIDE.
- **NO** GLASS CONTAINERS IN THE POOL AREA.
- **NO** CONFETTI TO BE USED IN/OUT OF THE CLUBHOUSE: **TAPE CANNOT BE USED ON ANY SURFACE.**
- SECURE ALL DOORS WHEN LEAVING.
- **NO** SMOKING IN THE CLUBHOUSE.
- CLUBHOUSE RENTERS **MAY** FURNISH THEIR OWN GAS GRILLS FOR USE ON THE CLUBHOUSE DECK.

RENTAL DATE: _____ **RENTED BY:** _____
BUILDING _____ **Unit #** _____

CLUBHOUSE.

CLEANING CHECKLIST:

- VACUUM ALL CLUBHOUSE CARPETS.**
- MOP THE BATHROOM FLOORS WITH CLEANER.**
- MOP THE FLOOR IN FRONT OF THE FIREPLACE WITH CLEANER.**
- REPLACE LINERS IN WASTE CANS.**
- RETURN FURNITURE TO ORIGINAL PLACE.**
- CLEAN OVEN AND/OR MICROWAVE, IF USED.**
- CLEAN REFRIGERATOR, IF USED.**
- CLEAN SINK WITH CLEANER.**
- CLEAN COUNTER TOPS IN KITCHEN, BAR AND BATHROOMS.**
- CLEAN ALL TABLES: GAME TABLES, END TABLES.**

MISCELLANEOUS CHECK LIST

- LOCK POOL SIDE DOOR(S).**
- LOCK DOOR TO BATHROOMS.**
- TURN THERMOSTAT TO:**
 - 65 DEGREES IN WINTER (HEAT).**
 - 80 DEGREES IN SUMMER (AIR).**
- CLOSE ALL DRAPES.**
- CLUBHOUSE INVENTORY ACCOUNTED FOR.**
- LOCK MAIN DOOR AND PUT KEY IN OUTSIDE MAILBOX ON PILLAR.**

Unit owner's signature:_____

THANK YOU, IN ADVANCE, FOR YOUR COOPERATION.

POOL RULES:

1. The pool is for the use of Plumwood Terrace residents. Guests must be accompanied by a resident. DO NOT open gates for anyone you do not know. DO NOT leave the pool gate(s) open.
2. The pool will be open from Memorial Weekend through Labor Day.
3. Pool hours: 10:AM to 10: PM Sunday—Saturday.
4. In accordance with the Iowa Law, children under 14 years of age may NOT swim or use the pool area unless accompanied by an adult, (someone over the age of 18). Children wearing diapers are NOT to use the pool.
5. Persons with open sores, cuts, or a communicable disease MAY NOT enter the pool.
6. NO GLASS items allowed in the pool and deck area.
7. Chairs, lounges and tables shall not be removed from the pool or deck.
8. No horseplay, running, or loud noises are permitted in the pool or deck.
9. Smoking permitted ON DECK ONLY.
10. Bathing suits only. NO CUTOFFS.
11. Use of sun tan LOTION only, NO OIL, please.
12. NO DIVING PERMITTED.

THE OBSERVING OF THE ABOVE RULES WILL INSURE ALL RESIDENTS AND GUESTS ENJOYMENT OF THE POOL AND POOL AREA. ANYONE FOUND NOT OBSERVING ALL THE ABOVE RULES WILL BE ASKED TO LEAVE THE POOL AND/OR DECK AREA.