

The Villas of Meadow Ridge

Ankeny, Iowa

Dear Resident:

Congratulations on the recent purchase of your new home. You are now a member of the Georgetown Townhome Association. This letter and accompanying information is intended to welcome you to The Villas of Meadow Ridge community and provide you with helpful details about the Association. Please read through this information carefully, as the contents directly impact your roles and responsibilities as a homeowner/resident.

Administration of The Villas of Meadow Ridge

The Villas of Meadow Ridge [VMR] is governed by a Board of Directors whose members serve as volunteer officers of the Association. All Board members are VMR homeowners and residents. Board members are subject to change, and the list of the currently elected officers and their terms of office are published in periodic Association newsletters and on the Association website.

The Board of Directors typically meets monthly and is responsible for policy making and overall operation of the Association. All officers are volunteers and are prohibited from receiving any compensation for their services per the Association documents.

The property manager for VMR is Property Management of Iowa, LLC. Property Management of Iowa [PMI] is a full service Association management company and will assist homeowners/residents with any questions, concerns, or issues that may arise. Please visit the Association's website through PMI for VMR by-laws and other important documents. Homeowners and residents may contact Property Management of Iowa via phone (515-963-1717) or e-mail (robert@propertymanagementofiowa.com). Dues and correspondence should be mailed to:

Property Management of Iowa
PO Box 42293
Urbandale, IA 50323

Current Dues are: \$120.00

No Monthly Invoices will be mailed.

A general meeting of all Association members and homeowners is convened on an annual or basis. Typically, a homeowner Association meeting is scheduled during the month of April of each year. The purpose of the meetings is to provide a homeowner forum to review financial and operating information, to discuss Association policy issues which affect all members, and to solicit feedback from homeowners on problem issues. All members are strongly urged to attend these meetings.

Newsletters are typically published on quarterly basis and posted on the Association's website.

Website

PMI maintains and operates a website for the purpose of providing easy access to information and downloadable documents of common interest to all homeowners: <http://www.pmiowa.com>

You may also submit maintenance work orders directly to PMI through the website's service request form. If you have Internet access, please review the website, which currently contains

information related to the Association governing documents, finances, Board of Directors, insurance, meeting minutes and maintenance.

Rules and Regulations

The Villas of Meadow Ridge Homeowners Association has adopted a set of Rules and Regulations that are in addition to the rules found in the By-Laws. These rules are set up to help protect our property values and to improve the neighborhood. An overview of these rules may be found on the Association’s website. All homeowners/residents are responsible for following these rules and regulations. Failure to do so will result in fines according to the following schedule:

The Villas of Meadow Ridge Fines – Updated 10/15/2013

Violation	1st Offense	2nd Offense	3rd Offense
Resident parking in visitor parking	\$50	\$100	Tow
Resident parking anywhere other than their garage, driveway, or the public portions of NW Heritage and NW 27 th	\$50	Each Offense	
Trash/recycling container left out	\$25	Each Offense	
Not picking up after dog	\$25	Each Offense	
Violation of animal rules (tie-outs, unleashed or unattended dogs)	\$25	Each Offense	
Light out (porch or garage)	Association will replace		
Rental units with no lease on file	\$250	Per Month	
Noise complaints	Warning	\$25 each offense	
Destroying association property	\$1,000	Each Offense	
Threatening or harming a resident resulting in law Enforcement involvement with report	\$2,500	Each Offense	
Participating in illegal activity on property resulting In a conviction (e.g. drug distribution)	\$5,000	Each Offense	
Other violations as listed in Covenant, not shown	\$25	Each Offense	

Services

Garbage and recycling are normally picked up weekly—recycling on Thursday and garbage on Friday. Note that this schedule is sometimes delayed or interrupted during weeks in which a holiday falls. Garbage and recycling containers should be placed at the curb no earlier than 5:00 PM the night before. Garbage should be enclosed in securely tied bags to reduce litter and placed in bins that should have been supplied with the sale of the home.

Similarly, recycling should be placed in the supplied recycling containers. Recyclable materials should be sorted and placed within grocery bags in the container.

Homeowners are responsible for arranging for the disposal of large items (e.g., furniture, appliances, mattresses, etc.).

Mailboxes

The U.S. Postal Service owns and maintains the mailboxes at VB. Contact the local post office if you have trouble with the mailbox lock or lose your key.

Insurance

MORTGAGE COMPANY Annual Proof of Insurance State Farm Tim Ford (515) 277-6331

The Villas of Meadow Ridge [VMR] is responsible for carrying a Master Insurance policy on all units. This policy is typically focused on protecting the Association from catastrophic insurable events (fire, wind and hail, tornado, etc.). Premiums associated with the Master Insurance policy are incorporated into the monthly Association dues which each owner pays.

The Association insurance is serviced through State Farm. If you need a copy of your insurance certificate for any reason, or have any questions on the Master policy you may contact Property Management of Iowa [PMI]

Each homeowner should also be aware of the following:

1. **All home owners are required to carry a homeowner insurance policy such as a Condominium unit owner's policy, HO-6 policy, or equivalent** for the purpose of insuring those portions of the building not covered by the Association's Master Policy, and for covering gaps between the Association's policy and the unit owner's responsibility. All homeowners are responsible for making sure that they have the proper limits for Coverage A or Real Property, and Loss Assessment insurance on their policy.
2. Personal property such as, but not limited to, furniture, clothes, vehicles, valuable papers, window treatments, etc. are the responsibility of the homeowner's policy.
3. The Association's Master Policy insurance will not pay for damage to vehicles under any circumstance.

Satellite Dishes and Antennas

VMR requires a waiver document to be completed and proof of insurance for all homeowners intending to install a satellite dish on their unit. The document is available on the PMI website and should be completed and returned to the Board prior to installation. VMR does not permit mounting of satellite equipment directly on the roof of any building. If an exception to this rule is requested, then the Board must provide approval.

If you or a prior owner has installed a satellite dish or antenna without proper approval, please contact the Board regarding the possible corrective actions or processing of the appropriate paperwork.

In all cases, the homeowner assumes responsibility for any damage or roof leaks which may occur due to the mounting of any satellite dish or antenna.

Additional Note

The Board and Property Management of Iowa, LLC. would be happy to answer any questions you have as you adjust to your new home.

Sincerely,

The Board of Directors,
The Villas of Meadow Ridge Townhome Association