

Policy Handbook

Plumwood Terrace Owners
Association

Revised 2021

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 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 determines, fines and penalties for violations.

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 is 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)

Any difficulties which arise due to the installation of an outside faucet by an owner are the responsibility of the owner. Plumwood Terrace accepts NO responsibility or liability due to damages caused from the installation and use of the faucet.

ANIMALS

Pets and animals of Owners and of Owners' guests are not permitted or allowed anywhere on the Plumwood property, including but not limited to the individual Units, common areas and grounds, except for service animals or assistance animals preapproved by Management. A violation of this provision will result in a fine of twenty-five dollars (\$25.00) per day and will be charged against the Owner responsible for the Unit.

Requests for approval of a service animal or assistance animal should be made to the Property Manager. Among other things, Owners will be required to provide proof of the animal's rabies inoculation and city license number, as well as any other requested information as allowed under applicable law.

To the extent an Owner has an approved service animal or assistance animal (collectively “Animal(s)”), the following rules apply:

1. Animals shall not act in a manner that is a direct threat to the health or safety of others, which includes, but is not limited to, any instance of attacking or biting, or otherwise acting in a vicious or aggressive manner toward, a human being or other domestic animal.

2. Animals shall not make excessive noise that unreasonably disturbs others, shall not cause damage to Common Areas, and shall not be a nuisance. In particular, excessive or needless barking or howling that unreasonably disturbs other Owners is not permitted.

3. Owners shall promptly clean up after their Animals, which means that Owners shall immediately remove and dispose of all Animal droppings.

4. Animals must always be on a short, hand-held leash while outside of the Owner’s Unit at all times and shall never be left outside without the Owner for any period of time.

5. Animals are not allowed in the gated tennis court area.

6. At all times, the Owner is responsible for the conduct of the Owner’s Animal.

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 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, nor 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 your cell phone or 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. Do not put food on the ground around dumpsters that will attract foraging animals.

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).

GRILLS AND PROPANE CYLINDER STORAGE

Urbandale fire code prohibits the use of charcoal grills or any other cooking devices that produce ash or embers within 20 feet of condominium buildings.

Storage of grills and propane cylinders is prohibited within living units. Deck and patio enclosures are considered part of the living unit.

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.

LATE PAYMENT PENALTY

All Association fees are due on the first of the month. Payment must be received by the Property Manager 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 the 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 10:00 pm or before 8:00 am. 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 includes 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) Please do not place doormats in the hallway, as they may constitute a tripping hazard.

“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 UNITS

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, subject to the following conditions:

- The maximum number of non-Owner occupied (i.e. rental) Units shall not exceed 13 (thirteen) Units of the total number of units in the Plumwood Terrace Condominium Complex
- No owner shall enter into any Lease Agreement unless written permission has been received from a majority (4) of the Board of Directors.
- Owners shall not rent or lease their Dwelling Unit for a term of less than six (6) consecutive months.

- The Owner shall provide the Board with a copy of the lease and any amendments or extensions of the lease.
- On all rentals the owner and tenant shall complete a Residential Information Form.
- The Owner shall provide copies of the Insurance and Annual Certificate of Housing issued by the City of Urbandale, Iowa.
- Any rental or lease shall be subject to such additional rules and regulations which the Board may establish.
- Leasing a unit without written consent of the Board shall subject the offending Owner to a \$250 per month fine or other sanction which the board may establish.
- Units considered rentals prior to 2012 shall continue to be allowed until such time as the Unit is no longer rented or leased. The right to rent or lease shall not pass to any successors.

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.

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 pool and deck area and 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.

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.

WATER SHUT-OFF

Owner must place notices at each entrance of the building and at the elevator 24 hours prior to shutting off building water supply.

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: The following documents are available on the Property Management website pmiowa.com.

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.

If you want hard copies of the above, ask our Property Manager. Rates for copies are fifteen dollars (\$15.00) per document, five dollars (\$5.00) for replacement handbooks.

Handbook revised 2021.

Plumwood Terrace Board of Directors

APPENDIX A

PLUMWOOD ASSOCIATION CLUBHOUSE RENTAL

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 passcode is given.

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 with 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 OR ON CLUBHOUSE DECK
- CLUBHOUSE RENTERS MAY FURNISH THEIR OWN GAS GRILLS FOR USE ON THE CLUBHOUSE DECK

RENTAL DATE: _____ **RENTED**

BY: _____

BUILDING _____ **UNIT #** _____

PLEASE COMPLETE AND LEAVE ON COUNTER IN 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

Unit Owner's

signature: _____

**THANK YOU, IN ADVANCE, FOR YOUR
COOPERATION**

APPENDIX B POOL RULES

- 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.
- The pool will be open from Memorial Day Weekend through Labor Day.
- Pool hours: 10:00 a.m. to 10:00 p.m.
Sunday-Saturday
- In accordance with 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.
- Persons with open sores, cuts or a communicable disease MAY NOT enter the pool.
- NO GLASS items allowed in the pool and deck areas.

- Chairs, lounges and tables shall not be removed from the pool or deck.
- No horseplay, running or loud noises are permitted in the pool or deck.
- **No smoking** permitted in pool or deck areas.
- No food or drink in the pool.
- Bathing suits only. NO CUTOFFS.
- Use of sun tan LOTION only. NO OIL, please.
- NO DIVING PERMITTED

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

