

## WELCOME TO TOWNHOMES OF MEADOW POINT

This packet has been prepared to provide you with helpful information in making your home ownership in Townhomes of Meadow Point a rewarding and enjoyable experience. *You are encouraged to visit the website [www.meadowpointth.org](http://www.meadowpointth.org).*

This packet provides information on the management of the Association, the services your maintenance fee provides, general information about your obligations as a member, as well as the rules and regulations of the Association.

**We urge you to read through this information.** We also ask you to review carefully the By-Laws; Declaration, Covenants and Restrictions; along with the Amended Articles by which we operate, all of which are posted on the website ([www.meadowpointth.org](http://www.meadowpointth.org)). If you still have questions, please contact a current Board Member.

### ASSOCIATION MANAGEMENT

The day-to-day affairs and general management of the Homeowners Association is done through a three (3) to five (5) member Board of Directors.

Directors are elected annually in staggered terms by majority vote of the 73 Property owners. The election of the Directors is held at the annual meeting of the Homeowners in December. You are encouraged to run for office, if asked, or to contact any Board Member if you are interested in serving.

Officers of the Homeowners Association are elected by and from the Board of Directors. We have a Property Manager whose purpose is to oversee the Common Areas of The Townhomes of Meadow Point and the exteriors of the units. He will also provide assistance and guidance for members who have projects in their own units.

#### Board of Directors, October 2022-October 2023

- Kristine Milburn      President              2044 Elm Circle, 515-577-2654
- Mark Pockrandt      Vice President        1931 Maple Circle
- Joanne Boeckman    Secretary              2032 Elm Circle
- Kent Freise            Treasurer              1911 Elm Circle
- Kathy Olah            At Large                1912 Maple Circle

#### Property Manager

- Mark Gisch            515-633-7151

The Board of Directors meets monthly, or as needed, in their homes. Residents may attend any of the Board Meetings. If you have concerns, please notify the President in advance so your concerns can be placed on the agenda.

The Annual Meeting of homeowners is held annually in the fall, provided extenuating circumstances. Homeowners will be notified at least 10 days in advance of the location and details.

Assessment fees are determined annually, by the Directors, based on the income needed to maintain the property in a satisfactory manner. Monthly fees cannot be increased by more than ten percent (10%) of the previous year without a vote of the homeowners. Assessment fees are due on the first of each month. All homeowners are encouraged to pay by direct deposit (ACH). If you pay by check, make payable to “Townhomes of Meadow Point” and mail to the Financial Manager.

Financial Manager: Steve Grodahl  
Box 7594  
Urbandale, IA 50323

## ASSOCIATION SERVICES

### **Common Grounds Maintenance:**

Seasonal maintenance of the common grounds is the responsibility of the Board and the Property Manager. Contracts are maintained with professional contractors. These contracts provide for regular cutting and trimming of the lawn, aerating, fertilizing, weed and insect control, edging of sidewalks and drives, trimming of trees, hedges and shrubs in the Common Area, and other services as needed. This also includes snow removal from the driveways and walkways. Your cooperation is asked in not questioning or complaining to any of the yard-care workers. If you have a question or a problem with any work being done, please contact a current board member.

### **Insurance:**

The Association provides coverage, through State Farm, for the buildings and everything permanently attached to the interior of the buildings. Our policy agent, **Tim Ford** can be reached at 515-277-633. In order to ensure adequate coverage with no overlapping areas, it is strongly recommended your agent contact Tim Ford. A Personal Insurance Policy is highly recommended, particularly for interior water damage resulting from broken pipes and lines or interior fire damage. This is not to indicate these are the only items to be covered in a personal policy. As well, a loss assessment rider is highly recommended for any community assessments due to community insurance claims. Discuss with your agent.

### **Cable and Internet Service:**

Each homeowner is responsible for the cost of utilities, including cable and internet. Please contact your provider of choice.

### **Trash Removal:**

Trash removal is provided by the City of West Des Moines. Please contact them for information.

## GENERAL INFORMATION

### **Exterior Building Appearance and Maintenance:**

The Board of Directors will appoint three (3) representatives of the membership for the **Architectural Committee** for the purpose of maintaining the overall structural appearance of all buildings within the townhome development. Any owner wishing to do any work such as changing windows or storm doors, changing or enclosing a deck, changing exterior light fixtures, installing skylights or awnings, or any work construed as an addition or alteration must submit detailed drawings and specifications for approval. ***No work is to commence until such approval is obtained in writing.*** (See *Covenants, Article XI for supportive language.*)

Approval of any work which will increase the Association's cost of maintenance will require the written consent of the owner to assume such costs.

The Association By-Laws and Covenants provide for certain maintenance functions to be provided by and through the Association. You are urged to read By-Laws and Covenants thoroughly as they spell out exactly what is the responsibility of the owner and what is the responsibility of the Association ([www.meadowpointth.org](http://www.meadowpointth.org)).

Generally speaking, the exterior walls of all homes and garages, roofs, sidewalks, except wooden entrances, and driveway are maintained by the Association. This includes repairs when, and as necessary, as well as painting. Responsibilities of homeowners include doors, windows, skylight, decks, patios, and fences between units.

The Board of Directors attempts to maintain a systematic schedule of painting, and checks annually all buildings for needed repairs and touch-up painting. It is the intention of the Board that routine maintenance and painting is done on a "pay as you go" basis. In other words, the monthly maintenance fee is set to provide funds adequate to cover these costs as well as a prudent reserve to handle the costs of unexpected or major projects such as roof replacement, etc. Repainting doors is the responsibility of the homeowner and must be done using Association approved paint colors. (See *Covenants, Articles VI & XI for supportive language.*)

While the Board uses its best judgment, owners should realize circumstances could arise for which adequate funds are not available. These costs would have to be covered through special assessments as provided in the Covenants (*Article IV*) and Bylaws (*Article XI*).

The Board also checks periodically to ensure owner-responsible elements are maintained in such a way that they do not detract from the overall appearance of the development. Needed repairs or maintenance are brought to the owner's attention with a request to take corrective action in a timely manner. If corrective actions are not taken within a reasonable period of time, the Board will make the needed repairs and assess the cost to the unit owner. This includes decks, privacy fences, storms, screens, and storm/screen doors that need repair or replacement.

No repair or maintenance of any Association Responsibility Elements should be authorized and paid for by any homeowner. Such bills submitted for reimbursement of unauthorized repairs will not be paid. (See Covenants Article VI for supportive language.)

### **Landscape:**

The Board of Directors wants to take a cooperative attitude toward individual landscaping preferences. However, in the interest of maintaining the overall appearance of the development, any homeowner wishing to landscape around their unit, within the thirty (30”) inches from the building, must submit written plans to the Property Manager for presenting to the Board for approval. Such landscaping, when approved, becomes the sole responsibility of the homeowner. No planting of any kind is to be made in the Common Area without written consent of the committee. **Homeowners who landscape in the common areas without permission will be responsible for returning to the original condition as soon as possible.**

***Any Homeowner who has been granted special permission to landscape in Common Areas must maintain such landscaping. If the Homeowner no longer wishes to maintain such landscaping, the Homeowner must return the Common Area to its original state. If such landscaping is not properly cared for, then the Association will restore the Common Area to its original state, at the Homeowner’s expense.***

### **Parking:**

The Board of Directors asks all homeowners to use good manners and common sense in parking vehicles, particularly when entertaining or other times when large numbers of people are in the development. Because the streets are owned by the City of West Des Moines, homeowners must also follow all city laws for parking vehicles.

1. Do not permit any vehicle to be parked on any grass area.
2. Do not park any vehicle so it blocks the sidewalk or any public pathway.
3. Do not park on adjoining driveways or in such a manner as to make entry into or exit from adjoining garages or driveways impossible.
4. Observe the “No Parking” areas as indicated by signs erected by the City of West Des Moines. This is a necessity to permit emergency vehicles access into the area. In case of large crowds for parties, during holiday seasons or garage sales, it may be necessary for your guests to park on the west side of 19<sup>th</sup> Street and walk into the area.

Your cooperation is asked during periods of snow removal in keeping driveways clear of vehicles. It is necessary to push snow across the streets and pile it on the Common Area. Avoid parking in front of large open Common Areas to permit the equipment access in moving snow.

## HOMEOWNER RESPONSIBILITIES, RULES, AND REGULATIONS

The Board of Directors of Townhomes of Meadow Point Association has the power to adopt, publish, and enforce rules and regulations governing the complex. *(See Covenants, Article XIV, Section 16 for supportive language)*

The following Owner's Responsibilities, Rules and Regulations are extracted from the Covenants, Conditions and Restrictions and are so referenced. ***This list is not all inclusive.*** For more complete, detailed information, please refer to the Covenants. Homeowners are encouraged to refer to the Meadow Point website for the most current responsibilities, rules, and regulations:

[www.meadowpointth.org](http://www.meadowpointth.org).

1. No parking or storage of boats, snowmobiles, trailers, camping vehicles, other recreational vehicles or parking of trucks or other commercial vehicles, except incidentally for making pick up and deliveries. *(See Article XIV, Section 12 for supportive language)*
2. No vehicle shall be parked so as to impede access from or to any lot or public street. *(See Article VIII for supportive language)*
3. No bicycles, toys or other private property shall be allowed to obstruct any driveway nor shall be stored in the open, alongside building walls or other locations of public view. *(See Article VIII for supportive language)*
4. As its general policy regarding animal control, the Board of Directors adopts and incorporates the City of West Des Moines's animal control ordinance. In addition, each Townhome unit is allowed to have two (2) pets. No animals except dogs and cats weighing less than 30 pounds at full growth may be kept as pets. No exotic or wild animals are allowed. Owners are required to "pick up" after the pet. Homeowners wishing to bring a dog or cat exceeding the 30-pound limit must petition the Board of directors. Approval is in the sole discretion of the majority of the Directors. *(See Article XIII for supportive language)*
5. No activity shall be allowed which unduly interferes with the peaceful possession and use of the property by the Owners nor shall any fire hazard or unsightly accumulation of refuse be allowed. Only gas grills will be allowed on wooden decks. No wood burning or charcoal devices, such as chimney pots or fire-pits, will be allowed anywhere at The Townhomes of Meadow Point. *(See Article XIII, Section 13 for supportive language)*
6. Units shall be used only for single-family residential purposes and shall not be used for any unlawful purpose. *(See Article XIII, Section 2 for supportive language)*
7. No tower or antenna shall be placed upon any lot or upon the roof of any unit. A satellite dish must be approved by the Board in writing and placement of the dish is at the discretion of the Board. *(See Article XIII, Section 8 for supportive language)*

8. All trash receptacles and garbage cans shall be stored inside the garages. *(See Article XIV, Section 6 for supportive language)*
9. Garage doors shall be kept closed except during times of access to the garage. *(See Article XIII, Section 9 for supportive language)*
10. Monthly assessment payments are due the first day of the Month. Prompt payment will avoid penalties and other legal actions. Automatic bank payments (ACH) from owner's accounts are strongly encouraged. A penalty of \$40.00/month will be assessed to any owner whose payment is received after the 15<sup>th</sup> of the month. *(See Article IV for supportive language)*
11. No change in the appearance or the color of any part of the exterior of a unit shall be made. *(See Article X for supportive language)*  
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12. No advertising signs of any kind shall be displayed on any lot without written approval of the Board. *(See Article XII, Section 1 for supportive language)*
13. Climbing vines on downspouts, fences or buildings are not permitted as they damage the paint and/or siding. NO attachments are allowed on the buildings. The siding on our buildings is HardiPlank, a fiber cement board. Hammering in nails or using screws on this siding can crack the siding. *(See Article XIII, Section 3 for supportive language)*
14. The use of the area under decks as a general storage area is NOT permitted. Firewood is not to be stored on or under decks. *(See Article XIV, Section 9 for supportive language)*
15. It is recommended that each homeowner have the fireplace chimney checked and cleaned each year, even if the fireplace has been converted to gas. It is also recommended that homeowners clean their soffit vents twice a year to ensure proper attic ventilation.
16. Fireworks are prohibited at all times on Meadow Point property.