

Country Club Villas Owners Association (CCVOA)

Rules & Regulations

(Revised/Updated 12/29/10)

Welcome to Country Club Villas! We are providing this copy of the CCVOA Rules & Regulations for your reference now and in the future. These have been adopted by the CCVOA Board of Directors for the good of the community. These rules and regulations are designed to make it possible for us all to enjoy living at Country Club Villas. It is the responsibility of all owners to abide by the rules and regulations as set forth. The CCVOA Board of Directors may, from time to time, adopt and amend the rules and regulations as long as they do not conflict with the Bylaws.

1. The monthly CCVOA dues are \$115.00/month beginning February 1, 2011. If paying by check or money order, please make payable to Country Club Villas or CCVOA and note your address on your payment (if your address is not already included) and send to:

Country Club Villas Owners Association
C/O Smart Management
545 Fifth Street
West Des Moines, IA 50265

Automatic Payment of Dues (ACH) is offered as a convenient way to pay your association dues. If interested in this service, please visit Smart Management's website (www.smartmgt.com) for an enrollment/authorization form or e-mail tina4smart@gmail.com for more information.

If payment is not received at the Smart Management office by the 15th of the month OR if there is a balance due on your account after the 15th of the month, a late fee of \$25.00 will be assessed and added to your account. To save the costs associated with mailing, no monthly billing statements will be sent.

2. CCVOA is responsible for:
 - exterior maintenance of the buildings (excluding the windows, doors, patios and deck), the downspouts and foundations, the yard surrounding the structure, driveways and sidewalks, any common conduits, ducts, wiring and pipes within the attic or basement that provide service to more than one unit – owners not receiving prior Board approval for repairs may be held responsible for the expense.
 - street maintenance and the parking
 - CCVOA provides community lawn care and snow removal. As a rule, snow removal is not provided for amounts under 2" unless conditions warrant such action (extreme ice, blowing snow, etc.).
3. CCVOA carries insurance for the exterior of the buildings and liability for the common areas. You will need to contact your insurance agent to determine the amount of coverage you will need for personal property, liability and interior structure.
4. The paved driveway of each unit is for the exclusive use of the owner and their guests. Boats, snowmobiles, trailers, camping vehicles or other recreational vehicles or commercial vehicles are not allowed, except for making pick-ups or deliveries. These types of vehicles are permitted only in the garage of the unit. There is no parking on the street. Guest parking is available throughout the community (posted areas for visitors). Owners are to keep these parking spaces available for guests. Smart Management must be notified and approve your request if guest(s) use available parking for more than 48 hours.
5. No building, fence or other structure can be erected on the property. No alterations shall be made to the exterior without the written approval of the CCVOA Board of Directors. All plans and specifications showing the nature, kind, shape, height, materials and location shall be submitted to the Board of Directors for their review pending approval.

6. No residence shall be used for any other purpose than a single family home.
7. All garbage and recycle receptacles must be stored in the garage of the unit. Containers must not be placed at the curb any earlier than 5:00 PM on the day before your regular scheduled collection day. After collection, empty containers need to be removed from the curb or edge of the street on the same day as the scheduled collection day. If you need a smaller container or wish to have an unused container picked-up, please contact the appropriate company. Violations will result in a fine.
8. No tower or antennae shall be placed upon the lot or living unit that has a circumference that is greater than one meter in diameter. Installation of satellite dishes will be made in accordance with the instructions set forth by the Board of Directors. The CCVOA Board of Directors reserves the right to a Waiver and Hold Harmless for responsibility if such devices cause exterior damage to CCVOA property.
9. Owners shall not cause any noise or activity which disturbs the peace, comfort and quiet enjoyment of the other owners. Each owner is responsible for the conduct of all guests.
10. Nothing shall be done or kept on any lot or in the common area which will increase the rate of insurance held by CCVOA or cause the cancellation of the insurance.
11. Toys, bicycles and other personal property are not allowed to obstruct any driveway; nor shall they be stored in the open along the building or other locations of public view.
12. Pets must weigh no more than 25 pounds at maturity. Pet owners are required to cleanup waste or excrement from the lot in a timely manner. Violations will result in a fine. All pets must remain on a leash when outside and under the control of the owner. No dog run or enclosed shelter shall be erected.
13. The CCVOA Board of Directors has the authority to adopt rules and regulations governing the use of the Lot, the Common Area and the Association Responsibility Elements and such rules shall be observed by owners and their guests.
14. No signs are permitted on the lot or in the windows of the unit with the exception of FOR SALE signs, which are to be placed only in front of property that is for sale. Upon sale, the sign(s) should be promptly removed.
15. Leasing of units. Owners wishing to lease their unit are required to notify Smart Management and the CCVOA Board of Directors of their intentions. All leases must be for a period of at least six months. It is the owner's responsibility to ensure their tenant's compliance with all CCVOA Rules and Regulations.
16. The CCVOA provides for the irrigation of the lots. It is the desire of the Board of Directors to provide adequate amounts of water to the grass, but weigh need with the cost of water.
17. Owners are encouraged to take some personal responsibility in maintaining their sidewalk(s) during the winter (ice melt). It is not economically feasible to pay our snow contractor to place ice melt on the sidewalk each and every time we experience thawing and refreezing.
18. Owners shall be liable to the CCVOA for the expense of any maintenance, repair or replacement rendered necessary by his neglect or by that of his family, guests, employees, agents or lessees, which liability shall include any increase in insurance rates resulting there from.

Violations and Fines

The first violation is the notice to cure (no fine) and owners will receive a written notice for failure to comply with CCVOA Rule & Regulations. The second violation will result in a \$25.00 fine. The third violation will result in a \$50.00 fine. Continued violations will result in additional \$50.00 fines until the owner is in compliance. The CCVOA Board of Directors exercises the right to file liens against owners for unpaid fines and excessive unpaid dues.

Maintenance Responsibility of Homeowners

As a homeowner you are responsible for the following:

- All the interior items such as carpet, cabinets, paint, appliances, plumbing fixtures, water heater, fireplaces, HVAC units and all the connections to such appliances
- All wiring and plumbing that service your home
- Owners whose unit includes a patio are responsible for the repair and maintenance of said patio
- All interior walls and ceilings, with the exception of the exterior walls, load bearing walls or shared party walls. As the Declaration of Condominium states, owners own from the decorated surfaces in on those walls
- Windows and window frames, exterior doors and frames and garage doors and openers are all the responsibility of the homeowner

If you have any questions about CCVOA or the Association Rules & Regulations, please contact our property manager at Smart Management via Phone 515.224.0511, Fax to 515.224.0784 or e-mail smartmgt@gmail.com.