

RULES
AND
REGULATIONS

**JEFFERSON COURT
CONDOMINIUM OWNERS
ASSOCIATION**

5-2018

INTRODUCTION

As members of Jefferson Court Condominium units, we are members of the Jefferson Court Homeowners Association, a nonprofit corporation registered in the State of Iowa. This corporation, which is described in the Articles of Incorporation, is the legal entity within which we do business as a group. Since we are all members of the Corporation and owners of the common property, it is important that we govern ourselves in a manner which retains and enhances the value of the property and creates an atmosphere conducive to peaceful enjoyment of our property. The property which is included in the Corporation's holdings is described in the Transfer of Property to the Horizontal Regime (known as the covenants). The By-Laws describe the duties of the officers and how we are to conduct our business. All of these documents are recorded (Polk County Recorder) and cannot be changed without a vote of the membership.

This document further defines the rules and regulation of protection and enhancement of our property values and to guide the relationships between owners, residents and guests. It is published by the Board of Directors and may from time to time be changed by them. It must at all times conform to the documents listed above.

ANNUAL MEETING-Article 4, Section 1 of the bylaws

The annual meeting is the second Wednesday in May. Attendance is encouraged.

DUES-Article IX, Section 3 and 5 of the bylaws

Association dues are due and payable on the first day of each month. A penalty will be assessed for any dues not paid by the 10th day of each month. Any member who has not paid his/her dues for two months shall be subject to legal action to recover the amount due, including penalties which have been assessed and all legal fees incurred by the Association in the effort to collect such dues and penalties.

1.0 In accordance with Article VII.4 of the bylaws of Jefferson Court Condominium Owners Association, these rules and regulations herein set forth shall govern the use of the common areas and facilities and the personal conduct of the members and their guests thereon. The Board of Directors shall publish and distribute to the membership and keep current a set of "Rules and Regulations". The Board may from time to time revise the "Rules and Regulations". Penalties for infractions of the Covenants or Rules and Regulations may be assessed by the Board of Directors at the time of the infractions. These penalties may include monetary assessments, loss of privileges, legal proceedings or any other penalty, which is not in violation of civil law.

2.0 SPEED LIMIT

The maximum speed limit for any vehicle traveling on the common property shall be 15 miles per hour.

3.0 PARKING Covenant Article X, Section 3

Owner parking is provided in the garage attached to the unit and the driveway approach to the garage. During the winter months (November-March) owners are asked to refrain from parking in front of the garages. This will aid in snow removal.

Guests and owners may use the parking stalls provided in the common areas. There is no parking on the Jefferson Court streets except to load or unload passengers. No one shall use the common parking stalls for parking or storage of boats, snowmobiles, trailers, camping or recreational vehicles or for the parking of trucks or other commercial vehicles except temporarily for a pick up or delivery. All vehicles in the common area parking must be licensed, operable and used regularly. Vehicles that have not moved (7 days or longer) are subject to towing.

4.0 PETS Covenant- Article X, Section 11

Members may not keep pets of any kind on the common area or in their residences. Guest who have pets should be discouraged from bringing pets onto the property and, in no case, shall a pet be in residency for more than five (5) days. Member's pet-sitting cannot have a pet in residence for more than five (5) days. Any waiver of the pet restrictions to comply with ADA requirements must be completed prior to move-in.

5.0 ESTATE SALES

A resident may conduct, or have conducted on their behalf, one estate sale at the time of sale, or pending sale, of the member's property or at the time of death of a member or member of the resident's family who lives with the member. A member wishing to have a sale must contact the Board to obtain specific approval for the sale.

Hours of sale: FROM 8:00 AM to 5:00 PM

Length of sale period: Maximum of two days

Parking: The member holding the sale, or his/her appointed agent, shall ensure that persons attending the sale do not park in locations which hinder the free movement and parking of members.

Inventory: The sale will be held to offer for sale the goods and belongings of the member and his/her immediate family. Sale items must remain on owner property (in unit) and not on common property. Any appointed agent(s) should be discouraged from bringing in additional merchandise from their personal inventory.

6.0 GARAGE SALES

A condominium-wide garage sale may be conducted no more frequently than once per year. The social committee will plan and organize the garage sale. The committee shall obtain the approval of the Board as to the date and time of the sale; notify members of the sale date and publish rules for the conduct of the sale, and oversee the event to assure compliance with the rules. The rules, published by the committee, shall be subject to the board approval and must contain, as a minimum: hours of operations, parking restrictions and other limits as may be appropriate.

7.0 USE OF HALLWAYS:

Hallways in the four-plex units shall not be used for storage of any articles. No objects may be placed in the hallway or outside of an apartment door that can impede a homeowner in exiting the hallway in case of fire/smoke. These hallways may not be decorated or altered in any way without specific approval of the Board of Directors. Personal property stored or left unattended in any common area may be removed by the Association and the Association shall not be liable for the property.

8.0 "FOR SALE SIGNS" Covenant Article X, Section 2

A member offering his/her property for sale may post, or have posted on their behalf, signs located as defined herein. No other signs may be posted. A single sign no larger than three feet by two feet may be posted on the parking strip along 49th Street. A sign of the same maximum size may be posted on the deck or patio or in a window of the unit which is for sale and near the unit in the common area of the unit. These signs may be left posted so long as the property is unsold, but must be removed promptly upon closing the sale. An additional sign of the same maximum size may be posted on the common property near the unit which is for sale only during an open house. The sign may be placed no earlier than the Friday before the open house and must be removed the same day after the open house. Members are responsible to notify realtors of these restrictions and to see that they are followed.

9.0 CARE OF THE EXTERIOR SURFACES-Covenant-Article X Section 2

Alterations to the exterior surfaces of the common property are absolutely forbidden. Alterations shall include, but are not limited to painting, attaching objects by any means and staining. Members are personally liable for any damage to the buildings, grounds or equipment of the Association caused by themselves or their guests. Any required repairs will be contracted by the Association and billed to the responsible member.

10.0 SATELLITE DISHES

Any member wishing to install a satellite dish must have the approval of the Board of Directors. The member requesting a dish must provide to the board a written request indicating the location of the dish and where all wiring will run and enter into the building. Approved locations for dish on the 4 plex units (north side) is the roof of the building (not the garage roof) and toward the back (north). The 4 plex units on the south side, may use the roof or a pole mount on the south end of the buildings.

Installation of the duplexes should be on the roof back side. Once the written request is received, the board will respond within 48 hours. In addition, a liability waiver must be signed prior to installation.

General restrictions on installation: no holes in brick; all wiring must be secured to the building (wires are generally run up the downspouts and along the guttering or tucked neatly around the base of the building)

11.0 BALCONIES AND OR PATIOS Covenant Article X, Section 9

Balconies and or patio may not be enclosed in any manner other than iron or steel railings with are open lattice design. These areas shall be maintained in an orderly fashion and may not be used as storage. Only appropriate outdoor furniture, plants and flowers--all of which are intended for current use, are permitted. Flags, banners and other pennants which are not political or "cause" oriented may be displayed. Display of the American flag is explicitly allowed. No advertising of any kind may be displayed, except as noted in Articles 8.0 and 24.0. No barbeque grill or other devises which produce ash or embers shall be operated or stored within 20 feet of a multi-story building. The use of charcoal grills is strictly prohibited. Birdfeeders and or chimes are not allowed on the balcony or deck. Birdfeeders may be placed in the common area with Board approval.

12.0 BEHAVIOR OF RESIDENTS AND GUEST: Covenant Article XIII, Section 5d & e

Residents must at all times be considerate of their neighbors by conducting themselves and controlling their guests, so as not to cause their neighbors any discomfort from either noise, noxious behavior, or use of common property for purposes other than mutual enjoyment. Radios, sound systems, TV or other devises must be turned to acceptable volumes. Also, please be considerate of your neighbors when running appliances (washer, dryer, dishwasher, and disposal) between the hours of 10:00 PM and 7:00 AM. The Board of Directors may levy assessments against residents who violate this Article.

13.0 GARAGES

Garages cannot be used as storage to the exclusion of parking a vehicle in the garage unit.

RESIDENT INFORMATION

Jefferson Court is an all electric complex. In the event of a power outage, the garage doors will not open. Located in the upper middle of each garage door is a keyhole that will enable the garage door to be converted to a manual method of operation. You must have a key for this. This may not be necessary or available if you have a unit with direct access to the garage from your unit.

14.0 SNOW REMOVAL

Snow is removed by a contracted snow removal company. Snow removal begins at 2 inches. This is the threshold we use, however, drifting snow, temperatures, frequency of snow events all determine when snow removal will take place. While the Association does it's best to monitor removal of snow on a timely basis, please make us aware of any hazards that may be of concern. Between the months of November-March, refrain from parking in front of the garages. This will aid the contractor in snow removal.

15.0 INSURANCE Covenant Article X, Section 4 and Article XIII, Section f

The Jefferson Court Condominium Owners Association carries insurance for the exterior of the buildings and the property. It is recommended that individual unit owners carry coverage for the interior surfaces of their unit, (paint, wallpaper, cabinetry, floor coverings, appliances, windows, doors and patio, air

conditioning and heating units, etc). Refer to the Horizontal Property Regime, Article IX for complete guidelines.

No member shall permit anything to be done or kept on the member's property or in the common areas which could result in the cancellation of insurance held by the Association or which could be in violation of any public law or ordinance.

16.0 LEASING/RENTALS Covenant Article X, Section 10

Units may be leased or rented to immediate family members without additional restrictions. Immediate family is defined as parents, siblings, children (no cousins, aunts, uncles, niece or nephew) grandparent, and grandchild. Homeowners who purchase a unit for the exclusive use of a family member are exempt from the mandatory occupancy period (2) years given that the family members reside in the unit. Once a family member does not reside in the unit, the unit must be lived in by the owner or sold. It cannot be used as a rental. Estate units cannot be rented or leased unless to a family member. Restrictions apply as if purchased for the exclusive use of family. All leases for family members must be approved by the Board prior to occupancy. Units purchased for family members prior to 5-2018 are grandfathered in and the unit can be leased to non family members. Other leasing requirements (excluding family rented units) are as follows:

1. The owner must live in the unit for a minimum of two (2) years prior to offering it to the general public for rental
2. Renters may not park their vehicles in the center island spaces for extended periods.
3. Owners are responsible for the conduct of renters.
4. All leases must include the rules and regulations of the Association and be for a period of not less than 1 year.
5. For rent signs may be placed in a window or on the patio or balcony of the unit. No other rental signs shall be placed on the common property.

17.0 SMOKE DETECTORS

Smoke detectors will need to have batteries changed at least annually. Remove the cover and replace the 9-volt battery. You may want to use the daylight savings time as a reminder to change the battery. The detectors in the common area hallways will be maintained by the Association.

18.0 TRASH REMOVAL

There are three gazebos located in the center islands of the driveway. The center gazebo is for recycling of paper, plastic, newspaper, cardboard, etc. Recycling rules are posted in the gazebo. PLEASE DO NOT USE THIS CONTAINER FOR TRASH. The remaining two gazebos are for the disposal of garbage. Put your garbage in closed plastic bags prior to placing in dumpster. This will help to control odor problems associated with garbage collection. During the summer months, lawn waste containers will be available. Construction debris must not be placed in the garage containers. All material (old carpet, appliances, drywall, etc) must be hauled away by the contractor.

19.0 LANDSCAPING/ GARDENING

Members may, at their discretion, plant flowers or add potted plants (flowers or vegetables) to their patios. No potted plants can be placed in front of garage units or on common ground. Owners may request permission from the Board to add other landscaping and features or fixtures, such as bird feeders, in the common property locations (See approval form for more information regarding changes to the exterior).

20.0 PROCEDURE FOR REQUESTING RULE CHANGE

Any member of the Association who is in good standing may petition the Board in writing to request a change to the current rules. The letter requesting the change may be signed by one or more members. The Board will discuss the requested change at its next scheduled meeting. The member requesting the change should attend the meeting to argue in favor of the change and answer any questions concerning the change. The decision of the Board is final.

21.0 PROCEDURE FOR REQUESTING BOARD ACTION OR FILING A COMPLAINT

Any member of the Association who is in good standing may petition the Board to request a specific action by the Board which is within the Board's jurisdiction. For example, a member may request a certain landscape project, a change to the method of doing a specific thing, such as lawn care, or a more detailed report on some project, etc. A member in good standing may also petition the Board to report a violation of the Rules and Regulations. All requests must be in writing and must state clearly what action is requested. The Board will discuss the request at its next scheduled meeting. The member making the request or filing the complaint should attend the board meeting to answer questions from Board members. The decision of the Board will be final.

22.0 WATER SHUT-OFF VALVES

The hot and cold water shut-off valves for the clothes washer are located behind the washer. It is prudent to turn these valves off when the machine is not in use and especially when you are absent from your unit. The main shut-off valve for each unit in the four-plexes is located underneath the stairs in the entry hall. The water meter and shut-off valve are numbered for each respective unit. The shut-off valves for the duplexes are located in each laundry room. There is an additional shut-off valve in the #2 unit that controls the outside irrigation. Owners need to be aware which valve controls their unit and which controls the outside faucet line. The Board will turn off the outside lines (in the four plexes) around November 1 (or as weather dictates). It is recommended that the main shut-off valve be closed when you leave on vacation or during extended absence. Consider leaving a key with someone in your building so access can be gained in case of a water emergency.

23.0 FIREWOOD

Firewood should be stored outside away from the building on concrete blocks. This area should be on the side of the building away from the driveway in a place which does not distract from the landscaping. Wood should not be stored inside (garage) where it can become a source of termite and other destructive pest breeding.

24.0 MAIL KEYS

The Association does not have mail keys. Any lost or misplaced key must be re replaced by the Homeowner. (Lock change).

25.0 PEST CONTROL

Pest control is the responsibility of the Homeowner. On behalf of the owners, the Association does spray around the exterior of the buildings in the spring for general pests-ants, spiders, etc.

26.0 CHANGES TO THE EXTERIOR

Homeowners wishing to add to or change the exterior of the building, the common area hallways or landscaping must submit a request in writing to the Board of Directors prior to any change. (See approval form). Any non-approved change is subject to removal by the Board of Directors at the owner's expense.

Notice of Rule(s) Update effective 12-1-2019

24.0 Smoking. There is no smoking in the common areas of the community. This includes cigarette, cigars, vaping, and all other tobacco products that produce a smoke when used. Those smoking outside should dispose of cigarette butts properly-not on the ground. Homeowners are allowed to smoke in their unit, however, the smoke and odor must be contained within the unit. The following restrictions apply to smoking within a unit:

1. Installation of an air filter system-we recommend Honeywell Model HPA300. Smaller units are available but provide less coverage in the removal of air particles. Other units are available but must have an activated charcoal filter. We estimate this cost at \$250.00.
2. Weather strip doors (both front and back). Recommended installer: Kevin Jones-contact information available from management.
3. Sealing of all penetrations of plumbing-under sinks and in the utility room
4. Install insulating seals in all outlets and switches
5. Clean ash trays often to remove the butts; use a smokeless ash tray.
6. Use activated charcoal air purifying bags. These bags readily available on line. You will need approximately 8 bags placed throughout the home. Bags are generally \$20.00 for 4 and last for several years.
7. Smoke outdoors as often as possible
8. Do not run exhausts fans while smoking.

Homeowner's have the right to smoke in their unit; they do not have the right to allow their smoke/odor to drift into the common area and/or other units. Smoke must be contained within the unit. Homeowners have 30 days after move-in to complete the above requirements. Units not in compliance with the smoke abatement regulations will be subject to monthly fines until in compliance. Current homeowners will 60 days in which to become compliant.