

Rules and Regulations for Jordan Square Townhouse Condominiums

Revised May 19th, 2017

The Board of Directors of the Jordan Square Townhouse Condominiums under the authority of the By-laws of the Association (article 3.01-f page 4) as may be amended from time to time promulgates these rules and regulations. Accordingly, these rules and regulations impose judicially enforceable legal obligations on all unit owners, renters, visitors, guests, tradesmen and agents. Resident unit owners and renters are responsible for communicating all of the governing covenants contained in the By-laws, as well as the Rules and Regulations as may be published from time to time by the Association, and are chargeable with any breach thereof by their lessees.

1. In accordance with the by-laws, Homeowner's are responsible for the maintenance, repair and replacement of all:
 - Windows and screens in their unit.
 - Entry doors to their unit.
 - Decks
 - Garage entry doors and casings, mechanicals (including garage door openers) as well as interior surfaces of their garage.
 - Heating and air conditioning systems.
 - Interior walls.
 - All interior plumbing

Note: If you can wear it out, then you are responsible for it!

All replacements of any of the above must not change the outer appearance of the property. All front exterior steel doors must be single paneled, flat and painted white. All back exterior steel doors are to be solid, panels to match existing doors, and painted white. There are to be NO windows in the exterior doors. Homeowners who were grandfathered in, when replacing any exterior doors, they must replace with approved doors. Any exterior doors that are not painted white must be re-painted by June 23rd 2017 or the association will paint and charge the homeowner's payable upon completion.

Screen doors must look the same on the outside as the original. The most recent replacement door style is Pella 05-1503 90410 0850. If you give this number to the store you are purchasing at, they will find either that door or the most similar door that will match. The color is almond.

Any inappropriate doors, garages, windows, and decks that are replaced will be replaced at the homeowner's expense. Homeowner will be given 30 days to correct the problem themselves.

2. Dog/Pet Rules
 - Owners can have 3 domestic pets per unit. With a maximum of 2 dogs
 - Dogs cannot exceed 40 pounds. Cats must be contained to the home. Current pets will be grandfathered in; future pets must abide by these rules.
 - Owners must be outside with their dog at all times, be in immediate proximity, and have their dog under control at ALL times.
 - Dogs cannot be tethered anywhere on the property at any time. Dogs cannot be gated on the deck without the owner outside with them.
 - Dog waste must be IMMEDIATELY picked up. NO warnings, IMMEDIATE fines.
 - Renters will no longer be able to have any dogs.
 - If any dog is reported to have aggressively approached, jumped on, or attacked another

animal or person, the owner of the townhouse will be immediately informed that the offending dog must be on a leash at all times, and the incident will be reported to Animal Control.

3. Parking

- All owners and their renters are responsible for parking their vehicle in their dedicated parking stall or in their designated garage space. Parking in another's assigned spot is strictly prohibited.
- Visitor Parking spots are temporary in nature and are for guests only. There is a two (2) day limit unless prior arrangements have been made with the management company.
- NO Parking in red fire zones at drive entrances.
- Garage overhead doors **MUST** be closed at all times when garage is not in use.
- Illegally parked cars will be subject to towing and impoundment as allowed by Iowa Law with any fees being borne by the owner of the vehicle.

4. Child Supervision and Play

- Children must be supervised by an adult at all times.
- Children ages 8 and younger are not to be outside without an adult with them at all times.
- Play, including bike riding, big wheels, tricycles. Etc. must be conducted on the sidewalks only. There is to be no vehicle play on the grass areas or in the driveway.
- Other non-vehicle play must be on the sidewalks or in the green space at their home. There are to be NO children playing in the driveway at any time.
- No baseball batting or throwing balls at or around the units at any time.
- Children are not to play or climb on the bridge at any time.
 - Any damage that is done by a child will be the responsibility of the parent to pay for the damage. This cost will be assessed directly to the homeowner's association dues account.

5. Noise

- The City of West Des Moines' noise ordinance will be enforced. This is in effect from 10:00PM – 8:00AM. The police are to be called if any resident or visitor is not following this ordinance. This includes verbal noise, music, power equipment and vehicles. The management company should be notified and a fine will be enforced.

6. Maintenance of plantings on grounds around townhouse.

- All homeowners are responsible for maintaining any plantings in the ground around their decks, stoops and on all sides of their unit.
- Plantings should be neat and weed free.
- If a homeowner should decide that they no longer wish to maintain the area around their home, they can notify the management company and all plantings will be removed and replaced with grass to be maintained by the lawn care service. This removal and replacement of grass will be at the Homeowner's sole expense.
- Should any plantings that are to be tended by a homeowner and if it is determined by the Board of Directors and/or the Management Company to appear unkempt by May 15th of each year, the Association will hire a contractor to come and trim/weed the area at the owner's expense. Such cost will be added directly to the homeowner's association dues account. No new in the ground plantings will be allowed.

7. Trash

- **Trash must be placed into a garbage and yard waste compost bags before being placed into the Association waste containers.**

If an owner needs to have larger items such as furniture, appliances, electronics or televisions removed, they will need to call to make arrangements with Waste Connections (515-265-7374) directly for haul away. There is a charge for the removal. They will collect the payment when you make the phone call for pick up. These items must not be placed in the Association waste containers. After you have made pick up arrangements, the item should be placed on the side of the waste container, with a note and your unit number attached to the item.

8. Decks, Common Grounds and Limited Common Grounds

- **No bicycles, toys or other private property shall be stored in any of the common areas, limited common areas, decks or other locations in public view.**
- **All personal property shall be stored in the garages, or in the resident's unit.**
- **Outdoor cooking equipment, potted plants and patio furniture can be on the decks.**
- **NO CHARCOAL GRILLS OR ANY OTHER SOURCE OF OPEN FLAMES are allowed in any areas. This is against the city code and insurance regulations.**
- **All propane grills must be 3 feet away from the siding to prevent melting the siding. Melted siding will be repaired at the owner's expense.**
- **NO exterior additions and/or changes are to be made to the common areas. In the event this is done, the items will be removed and put back to the original state, at the homeowner's expense. This includes any type of plantings, yard art, or structures.**
- **Satellite dishes are to be placed on the roof only. Failure to comply will result in the removal of the dish at the owner's expense.**
- **NOTHING is to be attached to the siding at any time.**
- **Deck stain must be Behrs transparent natural 100 weather proof oil based deck stain. If you choose a different brand, it must match this stain. You can get the Behrs brand at Home Depot. If you use the water based, it will only last between 1-2 years and it is more difficult to apply. It also does not absorb into the wood and provide good protection.**

9. Vehicles

- **Vehicles must proceed slowly and not exceed 10 miles per hour when in the parking areas and driveway. Proceed with caution to avoid pedestrians and vehicles.**
- **Repairs and or maintenance of vehicles (other than changing a tire) are not permitted on the property at any time.**
- **Noise from vehicle horns, stereos and exhaust systems is not permitted.**
- **Any abandoned, disabled or non-operating vehicles will be towed away at the owner's expense.**

10. All maintenance, repairs and replacements of the outside of the unit must be made within a timely manner to uphold the appearance of the community.

11. In the event that an owner or renter causes the need for maintenance or repair of any association responsibility element, the cost of the maintenance or repair shall be the responsibility of the owner.

12. No further rentals are allowed at this time.
13. Association dues are due on the first of each month and are considered late on the 16th. A late fee of \$25.00 per month will be added to homeowner's account after the 15th.
14. A non-sufficient funds charge of \$25.00 will be billed to the homeowner for any returned ACH or check payment.

ACH automatic with draw can be set up with Gulling Property Management. Email gullingpropertymanagementllc@gmail.com for information about payments and setting up ACH.

15. Only homeowners are allowed to serve on the board of directors or its committees. Homeowners with delinquent dues may not run for the board of directors or vote at the annual meetings. Only homeowners are allowed to attend board and annual meetings.
16. All violations of the covenants or rules and regulations shall be handled in the following manner:
 - (a) Written warning, if you have not been previously warned for infraction (b) \$50.00 fine, (c) \$100.00 fine, unless otherwise specified above. After a written warning, the homeowner will be given 7 days to rectify the problem.

We are a community. It is extremely helpful if all residents follow the rules, and support the community by reporting any residents who are not following the rules. Please report any infractions to Gulling Property Management, preferably by e-mail gullingpropertymanagementllc@gmail.com

You can also call Gulling Property Management at 515-967-6454.

For all Jordan Square information, or questions, please see the Gulling Property Management website. gullingproperty.com