

Welcome to
Forest Greens Condominium Association



Affinity Property Management Company EMail Address:

info@apmia.com

Forest Greens Condominium Association Website:

<http://www.forestgreenscondos.com>

The Forest Greens Condo Website is your source for up-to-date information. Plan to visit our site often for all the latest news on what is happening at Forest Greens.

Now that you have moved into your unit, we hope you will find your stay enjoyable. This is an informative packet that may answer some questions that you may have.

1) Forest Greens. The Forest Greens Condominium Association currently consists of 107 units with a mix of apartment style condominiums and townhomes. Forest Greens condominiums consist of 72 apartment style units located in three buildings. Forest Greens townhomes consist of 35 townhome units within six buildings. Throughout this document, “condos” will refer to the 72 apartment style units located in Buildings 1, 2 and 3 while “townhomes/houses” refer to the 35 townhome units within the #400 buildings.

2) The Association. All owners are members of the Forest Greens Condominium Association. We encourage all owners to be active members of the association. The Board of Directors meetings are usually held monthly and a notice is posted listing the time and place on: 1) the Association website; 2) each condo building's bulletin board; and 3) by the mailboxes for the townhouses. You are welcome to attend these meetings. In April an Annual Association meeting is held for association members to vote on by-law changes or important issues. Each unit has one vote. We need a quorum of all home owners for voting or we have to reschedule. Special meetings may be held throughout the year on important issues that affect all association members.

3) Association Dues and Property Management. Your association dues are paid either monthly, quarterly or annually to:

Affinity Property Management Office

116 27th Street NE
Cedar Rapids, IA 52402
(319) 393-0814 (Office)
info@apmia.com

You can set up automatic payment with them, if you desire. (A form is available to download on the Association website on the Property Management page.)

4) By-Laws. All Forest Greens Association members should have received a copy of the Forest Greens Condominium By-laws from their real estate agent. Ask your agent for one. It is important to be informed about your rights, privileges and responsibilities as an association member. (A copy of the By=Laws are available for you to download on the “By-Laws & Rules” page on the Association website).

5) Rules. Since we are living where multi-family units exist, it is common courtesy to control noise in our units, hallways, and outdoors. Certain rules also apply to owners about pets, parking, garages and changes made to your unit. If you have a complaint against other unit owners, first address the issue with that owner/renter and if the issue persists speak to one of the board of directors. (A copy of the Rules is available for you to download on the “By-Laws & Rules” page on the Association website).

7) Pet Applications. All owners need to fill out a pet application to the association **before they take up residency at the Forest Greens Condominiums or Townhouses - ask your Real Estate Agent for this form.** (A copy of this form is available for you to download on the “Forms and Documents” page on the Association website).

8) Trash & Recycling. The condos have garbage pickup as a charge in the monthly association fee to Preferred Property Management. Garbage pick-up for condos dumpsters is Tuesdays and Fridays. All recyclable items are to be placed in the white dumpster in front of Building 200. Pick-up for the recyclable items is Monday and Fridays.

The townhouses do not have the same garbage service as the three condo buildings. Townhome residents are NOT to use the dumpsters that are located near the first three condo buildings. The owners of the townhouses are required to arrange for their own garbage pickup. (See the Association web site for a list of vendors). Typically, pick-up for garbage and recyclable items is on Wednesday.

More information on Trash & Recycling can be found on the “Trash & Recycling” page of the Association website.

9) Grills. No open flame grills (gas or charcoal) may be used on wooden decks (prohibited for all condo buildings). Electric grills may be used on wooden decks. On ground-floor units, open-flame grills must be kept ten (10) feet from any combustible materials (decks, siding, etc.). That's what the Hiawatha Fire Code mandates:

160.16 OPEN FLAME COOKING DEVICES. The Hiawatha Fire Code is hereby modified by repealing Section 308.1.4 of the International Fire Code. 2009 Edition and replacing said section with the new section, as follows:

308.1.4 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

Exceptions:

1. One- and two-family dwellings.
2. Where buildings, balconies and decks are protected by an automatic sprinkler system.
3. Townhouses as defined by the International Building Code. (A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides.)

10) Satellite Dishes and fiber internet. Big Dog Satellite is currently the only authorized satellite provider and fiber internet provider for Forest Greens Condominiums. They offer Dish Network, DirecTV, and Century Link for phone and internet. They provide you with all the necessary equipment for free. They also provide you with a free warranty on your satellite services. This warranty includes equipment and installation, but does not cover user problems.

To begin any of the above services 319-395-0800 Forest Greens Homeowners Association does require satellite users to pay a one-time fee of \$25.

11) Selling/Leasing Your Unit. If you are selling or leasing your unit, please provide a copy of the lease and notification of intent to either the Board of Directors of Forest Greens Condominiums or Affinity Property Management. The Board serves to see that the condo rules and its by-laws are followed and enforced. Affinity Property Management can sometimes bring interested buyers or renters in touch with you. If this situation applies to you, we are asking that you please submit copies of the lease to us. Thank you for your cooperation in this matter.

The following sections are from Forest Greens By-law Rules and Regulations concerning maintenance of units, parking, pets and maintenance of units of which each owner/renter needs to be aware of and to follow.

**MAINTENANCE BY OWNER
BY-LAW - ARTICLE VII (3) page 13**

3. Maintenance by Owner.

(a) Each unit owner at his/her own expense shall maintain the interior, including the boundary surfaces, of such unit and its equipment; shall keep the interior in a clean and sanitary condition; shall do all redecorating, painting and other finishing which may at any time be necessary to maintain his/her unit; and shall be responsible for the maintenance and replacement of all fixtures and personality including carpets, other floor coverings, furnishings, equipment, electrical and plumbing fixtures and the like, and appliances within such unit.

(b) The owner of each unit shall be responsible for maintaining and replacing the plumbing fixtures; the furnace and air conditioning unit, including the heating ducts; the electrical fixtures or portions thereof; and any and all utilities located within the boundaries of his/her unit. In addition, the owner of each unit shall be responsible for maintaining that portion of the HV/AC unit serving that unit that may be located outside of his/her unit.

(c) The owner shall also, at his/her own expense: keep in a clean and sanitary condition his/her unit, and any patio or deck which is for the exclusive use of his/her unit. Neither the Association nor the regime shall be liable or responsible for any loss or damage caused by theft or otherwise of articles stored by the owner on such patio or deck. Any required maintenance or repair of any patio or deck shall be done by the Association but the cost thereof assessed to the unit owner to which the patio or deck is adjacent.

(d) The unit owner shall maintain, at his/her expense, any improvement or alteration made by him/her.

(e) The owner of each unit shall promptly report to the Association any defects or other maintenance needs which are the responsibility of the Association.

4. Alterations or Improvements by Owner. No unit owner shall make or permit to be made any structural alteration to the building without first obtaining written consent of the Board of Directors of the Association (which consent may be given by general rule or regulation). Prior to giving such consent, the Board shall determine the proper insurance of such improvement or other alteration, consider the effect of such improvement or alteration on insurance or other property of the regime, and shall arrange for the payment of the cost of any additional insurance thereby required with such unit owner. Alterations to the exterior of any

building or common element shall not be made if, in the opinion of the Board of Directors of the Association, such alteration would be detrimental to the integrity or appearance of the regime as a whole. Unit owners shall do no act or work which will impair the structural soundness or integrity of the building, endanger the safety of the property, or impair any easement. The improvement or alteration of a unit shall cause no increase or decrease in the number of ownership interests appurtenant to such unit.

EXHIBIT "F"

RULES AND REGULATIONS FOR FOREST GREENS CONDOMINIUMS

The following rules and regulations shall be binding on the unit owners of Forest Greens Condominiums until modified or amended by the Board of Directors of Forest Greens Condominiums Association, Inc. as provided in the Declaration for Forest Greens Condominiums:

1. The Board of Directors shall be authorized to regulate guest parking within the condominium regime including the right to designate guest parking spaces, restrict guest parking from any other spaces, and limit the amount of time that guest parking is allowed.
2. No motor vehicles may be parked, except in an individual garage, on the condominium property for more than two weeks without having been moved.
3. No motor vehicles that are not in good working condition shall be kept in any parking spaces throughout the condominium regime.
4. Each unit owner shall be allowed to keep no more than two (2) motor vehicles within the condominium regime.
5. No boats, motor homes or other recreational vehicles may be parked, except in an individual garage, on the condominium property for more than forty-eight (48) hours.
6. The Board of Directors is empowered to regulate and restrict the use and keeping of oversized motor vehicles on the condominium property.
7. Each unit owner shall be required to keep their respective garage door closed at any time except when entering and exiting the garage or when present in the garage using it for purposes incidental to vehicle storage and the like.
8. Any toys or lawn furniture that may be placed in the common areas must be picked up by the respective unit owner each evening.
 9. Operation of large appliances (i.e. refrigerators, freezers) is prohibited in the detached garages.
 10. Items on top of deck railings shall be securely fastened to the railings or designed to fit on the railings.
 11. Townhouse owners may install a storm door if it meets the following criteria. It shall be white, Full view,

with clear or Low-E glass only. Retractable screens are allowed, but must meet above criteria. Maintenance of the storm door will be the responsibility of the unit owner.

AMENDMENT TO THE RULES AND REGULATIONS FOR FOREST GREENS CONDOMINIUMS

Pursuant to Section VIII of the Bylaws of the Forest Greens Condominiums Association (the "Association"), the undersigned officer of the Association, pursuant to an affirmative vote of the members representing a majority of the units' votes in the Association, hereby adds the following to the Rules and Regulations for Forest Greens Condominiums ("Rules and Regulations") as follows:

- 1. Smoking and vaping will be prohibited indoors in buildings 100, 200, & 300. Smoking & vaping would be restricted to patios, balconies, and outdoors only.**
- 2. Outdoor Occasion Decorations: According to the By-Laws we strive for an uncluttered and minimalistic appearance. The outside of the buildings are maintained by the Association and decorations shall not damage the property or interfere with snow removal or lawn mowing. Below are the rules for decorating:**
 - **The Condos in the upper decks may decorate their railings and/or light the immediate roof line.**
 - **Outdoor decorations on or in the condos on the ground floor are limited to patios. Unit owners may decorate using small trees and/or light the immediate roof line.**
 - **Townhouses may decorate their garage outline and/or small displays are allowed in the immediate front entry alcove using the entry light for illumination.**
 - **All Condo/Townhouse owners may decorate the inside of their homes.**
 - **The Forest Greens Condominium Association reserves the right to request that inappropriate decorations be removed.**
 - **Decorations can be put on the outside of the buildings & townhouses 30 days before the occasion and must be taken down no later than 30 days after the occasion.**
- 3. All other provisions of the Rules and Regulations shall remain in full force and effect.**
- 4. This Amendment shall be effective as of May 1, 2023.**

PETS

BY-LAWS - Article IX - page 16

(k) No animals shall be allowed or kept within any unit or on any of the general or limited common elements of the project unless approved by the Board of Directors for the Association under the following terms and conditions:

- (i) Dogs shall only be allowed in owner-occupied units within the condominium regime and not within any units which are being rented.
- (ii) No dog shall be allowed within owner-occupied units until written approval has been provided by the Board of Directors for the Association. The Board of Directors may delegate the authority to grant approval to a manager hired by the Board.
- (iii) No dog shall be allowed that weighs more than thirty-five (35) pounds when mature or that displays any traits or behavior that would, within the sole discretion of the Board of Directors, cause any disruption to the harmonious, peaceful environment within the condominium regime.
- (iv) No more than one (1) dog per owner-occupied unit shall be allowed.
- (v) If any dog, after being approved, is found to be a nuisance or to violate any of the terms and conditions provided herein, within the sole discretion of the Board of Directors, the Board of Directors shall have authority to immediately remove said dog from the condominium regime.
- (vi) Approved dogs may be walked on a leash within the general common elements of the condominium premises but may not be tethered or kept untended on the general or limited common

elements of the project. Except when being walked on the general common elements, approved dogs shall be kept within the owner's condominium unit.

(vii) Owner-occupied units may have two (2) cats, or one dog and one cat, as long as the cat(s) is confined to the unit and is not a nuisance or does not detract from the peaceful enjoyment of the condominium premises by all other occupants. The Board of Directors shall have the sole discretion to determine whether a cat should be allowed to remain within the condominium premises.

(viii) The owner of any approved dog shall be responsible for cleaning and removing any and all messes made by the dog immediately and failure to do so shall result in the removal of the dog from the condominium premises.

(ix) The Board of Directors shall have authority to make additional rules and regulations governing animals within the condominium regime except that any changes to the above provisions relative to dogs and cats can only be made with majority approval of all members in the condominium association.