

Maplewood Village Condominium Association

www.MWVCondos.com

(515) 964-7436

Welcome to Maplewood Village (MWV) Condominiums! MWV is an active, 55+ community with a beautiful campus set in Ankeny. The purpose of the rules is to ensure neighborly compatibility, harmony and tolerance as our residents live closely together. The rules are for the good of everyone. The MWV Board of Directors is dedicated to equal and fair enforcement of the enclosed rules. Your signature, on the signature page, confirms you and your family and guests will abide by all the established rules. We warmly welcome to you to Maplewood Village!

Introduction

This booklet provides general information and Rules that are important to community living at Maplewood Village Adult Condominiums. It is intended to be a ready and understandable reference for both new and established residents. **It does not replace the Declarations, Articles or Bylaws.** Please take some time to read and understand this booklet.

Associations are governed by a somewhat complex set of documents that include Declarations, Articles, Bylaws and Rules. Rules cover daily living situations and are usually more understandable for most residents.

Declarations among other things, establish the association, use restrictions, maintenance requirements, and define the common elements. **Articles of Incorporation** provide basic information about the association including the official name, location, purpose, and membership. **Bylaws** set up the association and how it is to be run. They contain provisions on the board of directors, their election, powers, and duties. Our Declarations, Articles and Bylaws can only be changed by a vote of the residents. By law, these documents and all changes must be filed with the Polk County Recorder. A set of these documents is available on the Maplewood Village Condominiums website.

Rules can be established by a simple vote of the Board and are not filed with the Recorder but they have the same legal power of enforcement as any other Association document. They do not conflict with any Declaration, Article or Bylaws. Rules attempt to set guidelines for living in a community that are agreeable to a majority of residents. **This booklet contains all current rules which will be enforced.**

Rules and General Information

Condominium living is different from owning a house. Living with only walls and floors separating neighbors, your actions can greatly affect those living near you. For this reason, associations tend to have stricter rules. Rules are written to make community living easier; you are **required** to follow the rules.

All Maplewood Village units are **owner occupied**. Renting or leasing of units is strictly prohibited. Unit owner names must be on the property title (See Bylaws 1. Purposes & Definitions, 18. Unit Owner)

If you have questions about something, speak with the Office or leave a message at (515) 964-7436.

Board Meetings: The board meets on a regular basis. Prior to the meetings the date, time and agenda will be posted on the bulletin boards. If there is an issue you want the Board to address write a letter, sign it, and get it to the Board at least 48 hours prior to the next meeting.

Routine problems, questions, or concerns: Speak with the office or leave a message at (515) 964-7436.

Emergencies: Dial 911.

Non-Emergency Police Dispatch: 515-286-3333

Community Email: A MWV community email list is offered to residents who wish to receive emails about MWV. For details and to sign up contact the office.

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Rules

Age of Occupants of Units

Only title holder and spouse may reside in a unit for more than thirty (30) cumulative days per year without a six (6) month hiatus. (Ninth Bylaw). The owner of the unit to which the age violation is attributed by the Association, agrees to pay all expenses and costs incurred by the Association, including reasonable attorney fees, in the enforcement of this restrictive provision.

Of the 80% of the occupied units required by HUD to be occupied by at least one person age 55 or older, all additional occupants must be over the age of 30. Of the remaining 20% of the occupied units, no occupant shall be under the age of 30.

Animals

1. **No dogs are permitted.** (Original adoption 2001, Updated 9/20/18)
2. One cat is permitted per unit and **must** be registered at the Office.
3. Unit owners must notify their guests that pets are not allowed on the property (all common areas, Lodge, parking lots, sidewalks, and individual units).
4. If you have a cat, it is not allowed outside your unit without being on a leash.
5. Any soiling of common areas must be cleaned up immediately.
6. No pets are allowed in the Lodge at any time.
7. No animals shall be raised or bred in any unit for any purpose.

Appliances

Major appliances (washer, dryer, dishwasher, vacuum) may not be run before 7:00 A.M. or after 10:00 P.M. **Do not run major appliances while you are gone. This is to prevent the possibility of a fire or water damage.**

Air Conditioning Drains

It is recommended you check your AC drains on a regular basis; especially during hot weather. **Residents may be responsible for damages caused by air conditioning drain leakage.**

Association Dues (Common Expenses)

Association fees are due the first of each month. New Residents are required to pay with automatic bank withdrawal (ACH). A late fee of \$35.00 per month will

be assessed if payment is received later than noon on the 7th of the month or payment is declined for non-sufficient funds. Contact the office to set up ACH.

NOTE: In order for the MWV office to sign an official affidavit of paid dues, all unpaid fines or attributed expenses MUST be paid prior to moving out of Maplewood, or upon sale of your unit.

Babysitting / Child Care

Occupants of Units (Ninth Bylaw): Maplewood Village Condominium Association is an adult community. **Babysitting and/or child care on a regular basis shall not be permitted** in any unit or upon the common elements. The Board of Directors of the Maplewood Village Condominium Association shall have the sole authority to determine case-by-case what constitutes babysitting and/or child care on a regular basis.

Building Lounges and Game Rooms

1. To reserve your building lounge or game room, contact your social committee representative.
2. The thermostats are to be set at 65 degrees in the winter and 80 degrees in the summer when the rooms are not in use.

Building Garages

1. Garages are for vehicle / transportation vehicles only. No storage of any large items such as campers, boats, etc. are allowed
2. No car repairs, oil changing, etc. on the condominium premises.
3. No excessive oil leakage from vehicles will be tolerated. The unit owner will be responsible for oil clean-up and/or the cost of oil clean-up.
4. Vehicles must not protrude past the post line of your parking area.
5. Park in the middle of your parking space, between the yellow lines.
6. A broom and shovel are provided to remove snow from underneath the automatic door to keep it functioning properly.
7. Garage Fire exit doors are to be used only for emergencies.
8. Always obtain permission before parking in or blocking another resident's garage stall.
9. Return the building shopping cart to designated area and hook up with bungee cord.
10. During the winter months you may use the garbage bin (trash only no cat litter – bagged and tied) provided in your garage designated area.

11. Walkway in front of your storage unit must not be used for permanent storage of personal items. All items must be stored inside your garage storage closet.
12. Garage overhead doors are a part of our building security and should be left down when not in use by a resident or contractor.
13. For safety purposes, cars may not be running in the garages to warm up or cool down, i.e., remote start usage.

Candles / Scent Burners / Plug-Ins

Candles, scent burners, plug-in scent devices are strictly prohibited due to the potential fire hazard.

Cars – Car Wash – Parking

1. The car wash facility is for residents only.
2. The car wash is operational during Spring, Summer, and Fall.
3. Only **biodegradable soap** is allowed since the water drains into the creek.
4. Turn off water when done and clean up area.
5. No car repairs, oil changing, etc. on the condominium premises.
6. No excessive oil leakage from vehicles will be tolerated.
7. No large trucks, trailers, boats, motor home, or like vehicles shall be parked for more than 72 hours on the premises.
8. If you have a guest staying with you for over 72 hours, you must notify the office of their car being parked here along with the plate number.
9. Vehicles with lithium-ion batteries may only be parked in specific areas. (See Electric Vehicles)

Common Area Damage Repairs – Adopted 5/2/24

Damage to common areas by a unit owner is the responsibility of the unit owner. Examples include, but are not limited to: water leaks, damage to walls / garages. The unit owner may have repairs completed by a contractor (at the unit owner expense) or by the MWV maintenance staff at a cost of \$35.00/hour plus the cost of materials.

Contractors

The resident must tell their contractor they must clean up after their work, may not smoke / vape anywhere on MWV property, and may not dispose of their materials in the MWV dumpsters.

Decks / Patio

If carpeted, the color must be earth tones. When changing carpet, install white aluminum cap to cover the edge of the carpet. Decks are viewed by not only our residents but also by visitors. Please keep decks presentable and free from clutter.

Deck / Patio Doors – Security is jeopardized when first floor patio doors are left unlocked. First floor patio doors must be kept locked and not used for exit and entry if leaving the building and the unit is unoccupied.

Deck / Patio Enclosures – Screens or Glass – Adopted 2/19/1991

One design (See Appendix A) has been approved by the Board of Directors for balcony or patio enclosures including screens. It has been further determined by the Board of Directors that this design will not distract from the appearance of the buildings.

The following procedures shall be followed:

1. Deck enclosures are not mandatory, but are an option for each unit owner.
2. No alterations shall be made from the original design, without prior authorization from the Board of Directors.
3. Repair, cleaning and upkeep is the sole responsibility of the Unit Owner, with the outward appearance of the building being foremost in mind.
4. If the Board of Directors determines a deck enclosure is not maintained properly and is becoming a distraction from the appearance of the building, the board will notify the Unit Owner in writing of such defects. Unit Owners must, within seven (7) days, forward to the board a work order confirming repairs will be made. If the owner does not comply with the notification, it shall be the option of the board to: (A) Clean or repair the enclosure at the expense of the Unit owner, or (B) Remove the entire deck enclosure at the owner's expense.
5. Each Unit Owner, requesting a deck enclosure, will be given a copy of these rules for their records. **The Unit Owner will be required to sign and date a copy for the Association records.**

Decorations

Decorative lighting on balcony is permitted from November 1st through January 15th. Only the US flag may be displayed (no other flags, banners, pennants,

insignia, etc. are allowed). Personal decorations outside the unit owner's condominium are limited to 2 feet on either side of their entry door.

Dispute Resolution Procedure

1. Talk with your neighbor. If this does not resolve the issue,
2. Talk with the Office. If the Office efforts are ineffective,
3. Write a letter to the Board and the Board will then take action.

Electric Vehicles – Adopted 3/12/24

Despite current technology, the fire potential from motorized vehicles with lithium-ion batteries is still high enough that the Maplewood Village Board of Directors cannot risk resident safety, or building integrity, by allowing such vehicles to park in any of our garages or in spaces immediately adjacent to the building or garage entrances. Motorized vehicles with lithium-ion batteries may only be parked in spaces along the main throughfare in our complex. The Board of Directors will monitor this issue on a regular basis so when fire potential and safety concerns change, we can revise or drop this rule.

Elevators

In case of fire, DO NOT USE THE ELEVATOR. In case of power failure or malfunction while you are in the elevator, call 911. Call the office for pads to protect the walls of the elevator when moving large items.

When moving, load and unload through the nearest large garage door, not the front door. You are responsible for any damage to the elevator. Do not let the elevator door hit something and retract; use the HOLD button. Children should never be allowed on elevators unattended.

Entrance Doors

Do not let anyone into the building you do not know; they must contact the residents they are visiting. Never prop any building doors open. Moving should occur through the garages.

Exercise Area

Exercise room is for resident's use only. No food is allowed. Water bottles are allowed.

Feeding Animals

We encounter many animals here at Maplewood: deer, ducks, swans, geese,

rabbits, foxes, squirrels, etc. Regular bird feeders (seed and suet) attract not only birds but also the aforementioned wildlife and are not allowed. Many of these animals damage our buildings, wiring and landscaping. As a result, we do not allow animal feeding. PLEASE DO NOT FEED THE ANIMALS.

Flooring – Adopted 4/11/2016

We live in residences that share walls, floors, and ceilings. All residents need to be vigilant to control noise and be courteous to their neighbors. Hard surfaces are allowed, however, in the event of noise transmission complaints the Board reserves the right to require individual unit owners to take steps to reduce noise by requiring padded carpet area rugs, padded carpet hall runners, padded legs on chairs and tables and other measures as might be useful in noise reduction.

When replacing flooring all residents are required to observe the following rules:

1. Check all floors for squeaking areas and prior to flooring surface replacement have screws applied to floor decking to eliminate/reduce squeaks.
2. Apply quality sound isolation material under all hard surface area installations.
3. Apply quality carpet padding under carpets.
4. Ceramic tile is strongly discouraged in 2nd and 3rd floor locations where chairs will be moved across the floor as rattling chair legs are almost impossible to control over the grout joints.

Garage Remotes / Openers

Upon sale of the unit, remote/opener and keys must be left within the unit. **If the remote is lost, broken or not returned a replacement fee will be assessed.**

Garages / Parking Spaces

The garage areas, i.e., parking spaces, are part of the common elements of the Association. As of 6-4-24 parking spaces may not be changed without approval of the Board of Directors.

Garbage

Should be bagged and tied. All garbage must be placed inside the dumpster. The sanitation company charges extra for trash placed outside the dumpster. If a large item needs to be disposed of, contact Ankeny Sanitation. Payment and scheduling must be made directly to Ankeny Sanitation. Please contact the office to notify the item has been scheduled and paid for prior to pick

up. **No contractor construction materials, no furniture, or appliances.** It is the responsibility of the unit owner to inform the contractor they may not dump material in our dumpsters. During winter months you may use the garbage bin provided in your garage designated area for bagged and tied trash only. No cat litter is allowed in the garage garbage bins – please take litter to the dumpsters.

Garbage Disposals

Run cold water on full during use and run both for at least 15 seconds after it sounds clear. DO NOT put the following into the disposal or drain: Oil or grease, coffee grounds, meat, bones, celery, potato peels, lettuce, egg shells, pasta, fibrous vegetable peels and stalks. If questionable, throw it away in the trash. Soil from garden veggies will cause clogs, please rinse produce at the garden.

General Information and Rules Booklet

Upon sale of the unit, the “General Information and Rules” booklet must be left in the unit which was sold.

Green Belt Area

The Green Belt Area is owned by Mill Pond and is available for Maplewood resident’s use. Handicap vehicles are allowed, but no skateboards or bicycles. Feeding of birds and animals is restricted in order to discourage them from hunting food and soiling the area around the buildings.

Grills – Approved 10/18/22

No grills (gas, electric or charcoal) are allowed.

Hallways

The Fire Marshall stated there are to be no mats or rugs outside your door in the hallway. Personal property (wheelchairs, walkers, etc.) are not to be left in the common areas. Spills on carpets should be immediately wiped up and reported to the office if a stain or dirt remains.

Handicap Parking

Designated handicap parking spaces throughout Maplewood Village are for short term (loading and unloading) purposes only. These spaces may not be used for permanent / long term parking.

Internet

Complimentary internet is available in the lodge for resident use. Unit owners are responsible for internet service in their own unit. The password is listed in the MWV phone directory.

Insurance

Maplewood Village has a Master Insurance Policy for the complex. This policy covers common areas, buildings and facilities. Proof of a current HO6 or HO8 policy is required for your unit and contents. Once you have the coverage you feel comfortable with and which matches the HO6 or HO8 guidelines, please turn in proof of insurance (Declarations page) to the office. This is an annual requirement due by June 1st.

Keys

If a resident installs a dead bolt lock or a new door lock, a key must be provided to the Office. Installation of non-standard locks, without providing a key to the Office, may result in damage to your door if there is an emergency and maintenance has to enter. Maplewood Village is not liable for any damages. If the maintenance person should need to access your unit due to an emergency a note will be put on your door stating who was there and why. For your protection, two people are required when entering your unit for an emergency.

Lodge / Fireside Room Reservation – Adopted 10/1993

All guests must be accompanied by a resident when using the Lodge. The Lodge can be used for activities that are primarily for the benefit of our residents and not for profit.

1. Reservations for the Fireside room must be reserved through the office during business hours. Residents are required to make reservations for their event or gathering for use of the Fireside room.
2. Reservations for the Fireside room do not include use of the Loft and Pool Area. Reservations may not be made on a permanent basis, i.e., every Monday for a specific activity. Reservations for the calendar year will begin on January 1st on a first come, first served basis.
3. The Fireside room cannot be used for any non-MWV activity which requires a donation or charge.
4. You must accompany your guests at all times.

5. **Holidays** – The Fireside room may not be reserved for the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Day, New Year’s Eve, and Day. Residents with less than 12 guests may use the lodge, without a reservation, understanding you will be sharing the room with other residents.
6. No smoking or pets allowed.
7. Follow the Lodge clean up rules posted on the refrigerator. Clean up all spills immediately. If the spill cannot be cleaned up, report it to the Office.
8. Clean-up or repair costs may result in assessment of clean up and/or damages to the resident.
9. Lodge Event Checklist: A lodge checklist will be given to residents reserving the lodge. The checklist must be completed after the event and turned into the lodge mailbox slot (south entrance outside of the lodge). The lodge will be checked for compliance. Failure to comply to the established lodge use rules may result in fines as outlined in the rules book.
(Refer to Appendix B for Lodge Reservation Form and Event Checklist)

Lodge Key

Only unit owners should possess a Lodge key. If this key is lost there is a \$100 fine to replace it. Keys must not be given to guests or relatives to use the lodge or pool.

Moving

When moving, load and unload through the nearest large garage door, not the front door.

No Dogs – Original Adopted 2001, Updated 9/20/18

No dogs are permitted.

Under Iowa Law, a person who has a physical or mental impairment that substantially limits that person’s life activities and who needs different rules to be able to adequately live in and enjoy housing is entitled to reasonable changes to the rules that would otherwise apply.

If a person has a disability, that person is allowed to inform people in a position of authority, such as a board of an association, of such disability, and to make a request for special treatment or exception from rules, called an “accommodation.” If such requests are reasonable and they are necessary to

afford the disabled person an equal opportunity to use and enjoy housing, they should be granted. A disabled person is not required to pay for the privilege of an accommodation. A grant of an accommodation does not allow someone to take an action that would be a violation of other law.

Maplewood Village Condominiums has a “No Dogs Rule” since 2001. The only exceptions we have made or intend to make to our normal rules is to or would be to accommodate a person with a disability who has done what the law requires, in the belief and discretion of the Board. The request for obtaining an exception must be submitted to the Maplewood Village office in writing for review by the Manager, Board, and/or our attorney.

Normally, the requirement for requesting an accommodation are as follows:

1. Documented proof of your disability (confirmed by a healthcare professional). The requester must meet the statutory definition of a person with a disability and must present sufficient information for someone to determine that.
2. Documented proof that the animal is required to afford the disabled person an equal opportunity to use and enjoy housing and how the animal provides this benefit. The animal must be trained, we require a copy of your dog’s certification from a qualified examiner.
3. A current pet license from the City of Ankeny. This will show that your dog is licensed and has all current vaccinations including rabies. Ankeny pet licenses expire on March 31 of each year and must be renewed annually.
4. No dogs are allowed in the Lodge or pool area, with the exception of a service dog.

Accommodations are not permanent. If the Board provides an accommodation, the resident will be expected to provide verification on a periodic basis, depending on the nature of the disability claimed. Accommodations are not animal specific. The Board may grant an accommodation for a dog to assist a disability, but the Board reserves the right to request a dog to be removed if not appropriate for this environment. For example, dogs that bark excessively, disturb other residents, act aggressively or threateningly to other residents, are uncontrolled or uncontrollable by their controllers, or are not appropriate for communal living, even for someone who is entitled to an accommodation. Also, animal handlers are responsible for immediate cleanup of animal related mess.

5. This is as agreed upon by the MWV Condominium Association and ACLU 2021.

Noise

Cease any activity that generates loud noise by 10:00 P.M. Younger children are not allowed to run in the hallways or inside your unit.

No Smoking /Vaping - Adopted 1/14/2014

Maplewood is a non-smoking/vaping complex. No unit owner, guest, or contractor shall be allowed to smoke any tobacco product or vape in any physical unit owned by a unit owner or within the common elements of the Association. This rule is made pursuant to Iowa law.

Patio / Deck Enclosures

Established rules have been outlined for patio/deck enclosures. Please refer to Appendix A for details.

Penalties for Violations

The Board of Directors and Manager have an obligation to see these rules are followed. Rules will be enforced by the following actions:

- 1. First Offense – Verbal warning; 7 days to comply**
- 2. Second Offense – Certified or Registered Letter notifying of Violation; 7 days from postmark on envelope to comply**
- 3. Third Offense - \$300 Fine per week for 2 weeks starting 15 days from postmark on envelope to comply**
- 4. Fourth Offense - \$600 Fine per week starting 7 days from postmark on envelope to comply**
- 5. Legal Action – after a period of no compliance legal action will be forthcoming**

NOTE:

Unpaid fines, liens, or attributed expenses shall be paid prior to moving out of Maplewood or upon sale of the unit. Affidavits of paid dues will not be signed if unpaid.

e.g. A hallway stain that requires professional cleaning that is unremunerated by a resident (the cost of which was absorbed by the association) will stand as an outstanding balance against the dues of the unit. This will result in an unsigned affidavit at the time of sale.

Pool, Hot Tub, Exercise Room

1. All guests must be accompanied by a resident when using the pool facilities.
2. Children are not allowed except for resident's children, grandchildren & great grandchildren. No children's pool or birthday parties are allowed in the pool area.
3. No Babies and children in diapers, including swim diapers, are allowed in the pool.
4. Children under the age of 5 are not allowed in the hot tub.
5. After 8:00 P.M. adults only in the pool and hot tub. After 10:00 P.M. adult residents only in the pool and hot tub.
6. No food or beverages are allowed in the pool or hot tub area. Water bottles are allowed.
7. Exercise room is for residents use only.
8. No smoking / vaping or pets allowed.
9. The pool cannot be used for any activities which require donations or a charge.
10. Alarms for the pool (north alarm) and spa (south alarm) are in place to alert users if the pool chemistry exceeds set tolerances. If an alarm (visual light or audible sound) is activated, you MUST vacate the pool or spa immediately. Please contact a member of the Board of Directors or MWV staff and notify them of the alarm for corrective action. *(Modified 9/3/21)*

Realtor / Seller / Buyer Required Guidelines

Established rules have been outlined concerning the sale of condominiums at Maplewood Village. Please refer to Appendix C for details.

Recyclable Trash

Broken down cardboard boxes, paper, plastic containers, cans, and glass are allowed. NOT ALLOWED: plastic bags, Styrofoam, and foil.

Refrigerators

Please be mindful ice makers can cause a lot of water leaks. The tube that runs to your refrigerator from the connection on the wall can cause a water leak.

Moisture detecting alarms are available at home improvements stores for purchase.

Satellite Dishes & Antennas – Adopted 6/16/2015

If you wish to have satellite or cable connection, you must go through the Office for directions on how to get the service or refer to the Maplewood Village phone Directory. No roof top or balcony antennas or dishes, etc. are allowed, only Direct TV or Mediacom is allowed. **The Board will remove, at owner's expense, any installation not arranged through the Office.**

Vacations

If you will be gone for more than a month, it is recommended you have someone come in to flush the toilet, run water in the sinks, etc. since the traps can become dry from water evaporation and sewer gas could accumulate in your unit. If gone during the winter months, you may set your thermostat on low but **DO NOT TURN IT OFF** completely.

Water

Residents must turn off the water to your unit to prevent undetected leaks if your unit is going to be unattended for 24 hours or more. The main water turn-off for the entire condominium is in the washer/dryer area.

Windows

All exterior doors and windows, if replaced, must conform to the original Pella design. **Before replacement, contact the Office for approval.**

Common Area Windows (Board Approved 8/11/2020): In case of an emergency, all cranks must remain on the common area windows per the Fire Marshall. It is preferred common areas windows are not opened to prevent rain damage and loss of heat and cooling. If you open a common area window, you are responsible to close the window.

Maplewood Village Condominium Association

Committees

Garden Committee

The garden plots of Maplewood Village are provided by the Association free of charge to interested residents who will properly care for a garden plot. There are plots at ground level and raised garden plots.

The Maplewood Village garden area is a lovely community effort developed by residents. It is important that the area be maintained to enhance the overall beauty of the entire complex and to be enjoyed by residents/visitors to Maplewood Village. The following guidelines outline the rules regarding garden use:

Annual Meeting

1. The annual meeting for determining garden plot allocation will take place in Fall and/or Spring.
2. Notice of the annual meeting will be posted in all buildings one week prior to meeting date.
3. Individuals interested in gardening a plot, must be present at the meeting. It is not assumed because an individual had a garden the previous year that individual desires the same plot the next year. In the event an individual cannot attend the annual meeting, **written notice or phone call of intent MUST** be provided to the Garden Director **prior** to the annual meeting.
4. Copies of garden guidelines will be provided to all new gardeners and available for seasoned gardeners. Copies will be available at the annual garden meeting. Presence at the meeting serves as an agreement to follow these rules.

Garden Plot Designation

1. **One** plot is allowed per unit. The owner has the right to the same plot the following year.
2. Extra plots will be distributed by the office to interested parties after the annual meeting.
3. Maps of plot designations will be posted in the garden storage shed.

Garden Maintenance

1. Gardeners are expected to keep their plots clear, free from weeds, overgrowth into adjoining gardens, and free from rotting fruit and other unsightly items. Gardeners **must not plant** sunflowers, corn, and other excessively large plants. Rodents and raccoons love seeds and corn and cause problems for all!

2. After use garden tools must be properly cleaned prior to returning to garden shed. Replacement of tools will be at the discretion of the director.
3. Inspections by the garden director will be completed monthly. Garden owners with overgrown weeds, rotting fruit, or excessive overgrowth or other unsightly items will receive written notice and have 2 weeks to clean their garden. In the event the individual does not respond or refuses to respond they will risk losing the garden plot the following year. This will be determined by the director with written notice of revoked garden privileges sent to the individual.
4. Garden vines and other waste must be removed and placed neatly in bags for disposal. Bags must be placed between the garden sheds on North end of Building #5.

Season Clean-up

At the end of the season (late September or October) a notice will be posted on the garden shed concerning garden clean up. All individuals who have a garden-plot will be expected to clean their plots and remove annual vegetation.

Individuals who do not clean their plot in the fall will be assessed \$25 and will forfeit their garden plot the following year. The collected funds will be used for garden maintenance and replacement fees. Cages must be neatly laid down in the respective garden.

Tree and Landscape Committee [TLC]

The purpose of the TLC is to help maintain and improve the Maplewood Village grounds by providing assistance to our ground's personnel.

TLC is open to all residents and all are invited to attend meetings and provide inputs. Committee decisions will be made based on a vote conducted of members present.

This document establishes guidelines under which the committee will operate. Duties may include, but not be limited to:

1. Perform minor pruning on individual bushes and shrubs.
2. Suggest the purchase of certain trees, shrubs, plants, and related landscape material for volunteer hand planting with the approval of the Maintenance Manager.

3. Within guidelines approved by the board, promote a voluntary “Adopt-a-Tree” program to allow residents to contribute toward new trees or shrubs. Any cash contributed will be turned in to the office and allocated for the Tree and Landscape Committee.

The Committee may not:

1. Obligate Maplewood Village to any contract for professional services.
2. Independently implement any broad program substantially affecting the MV campus. (Example EAB treatment plan.)
3. Independently implement changes that substantially change the character of the MV campus.
4. Engage in any activity that might reasonably be expected to result in injury to residents, committee members or MV property.
5. Allow volunteer members to participate in activities on the MV grounds unless they have agreed to and signed a waiver of liability form.

Social Committee

The purpose of the Social Committee is to plan and supervise all social activities of Maplewood Village, to receive and maintain any money resulting from these social activities and report to the Maplewood Board of Directors.

Membership is composed of one designated social representative and no more than three other members from each building. President, Vice-President, Secretary and Treasurer are elected each year in June from these members.

Every year the Social Committee gives each building money to purchase outside Christmas decorations. Money for spring flowers for the pots in front of all the buildings is also distributed.

Decorating the Lodge for the seasons is done by the Social Committee. Annually they hold a salad luncheon and have a guest speaker. The Social Committee oversees breakfasts, dinners, and other activities at the Lodge.

APPENDIX A

RULES FOR DECK / PATIO ENCLOSURES

BY ORDER OF THE BOARD OF DIRECTORS:

In accordance with #1 (DECORATING), page 10 of the “The Homeowner’s Documents”, a design has been approved by the Board of Directors for the balcony or patio to be enclosed. It has been further determined by the Board of Directors that this design will not detract from the appearance of the buildings.

This concept has been voted on by the residents present and approved by a 61% vote in favor of said enclosure. This vote was taken at the request of the Board of Directors.

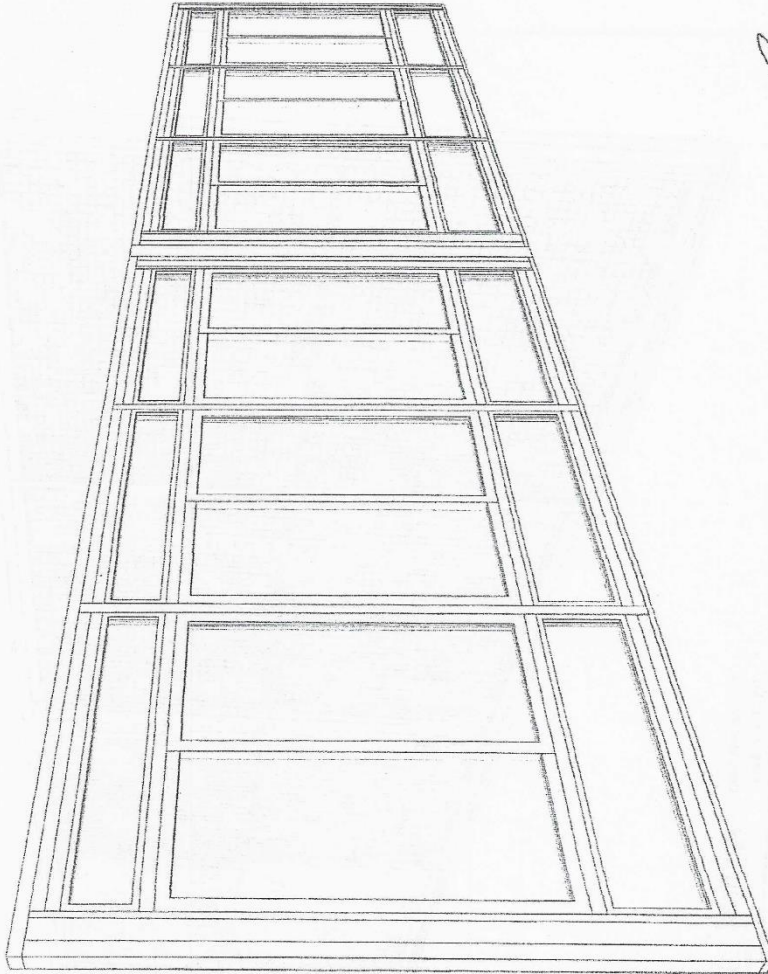
In consideration of the above statement, the following procedures shall become a part of the Rules of the Maplewood Village Condominium Association:

1. The deck enclosures shall not be mandatory, but shall be an option for each Unit Owner.
2. No alterations shall be made from the original design, without the permission of the Board of Directors.
3. Upon completion of the installation and before payment by the owner, the enclosure must be inspected and certified as meeting the original approved design by a members of the Board of Directors qualified to make this judgement.
4. The repair, cleaning and upkeep will be the sole responsibility of the Unit Owner, with the outward appearance of the building being foremost in mind.
5. If the Board of Directors determines that any deck enclosure is not maintained properly and is becoming a detraction from the appearance of the building the board shall notify the Unit Owner in writing of such defects. Unit Owners shall then, within seven (7) days forward to the board a work order confirming repairs will be made. If the owner does not comply with the notification, it shall be the option of the board to: (A) Clean or repair the enclosure at the expense of the Unit Owner, or (B) Remove the entire deck enclosure at the owner’s expense.

6. Each Unit Owner requesting a deck enclosure shall be given a copy of these rules for their records as well as signing and dating a copy for the Association records.

The plans and specifications for construction of an approved deck enclosure are available from the Maplewood Association Office.

Effective Date: February 19, 1991



Goodwood Corp

Approved

X - Operable Sash
O - Fixed Sash

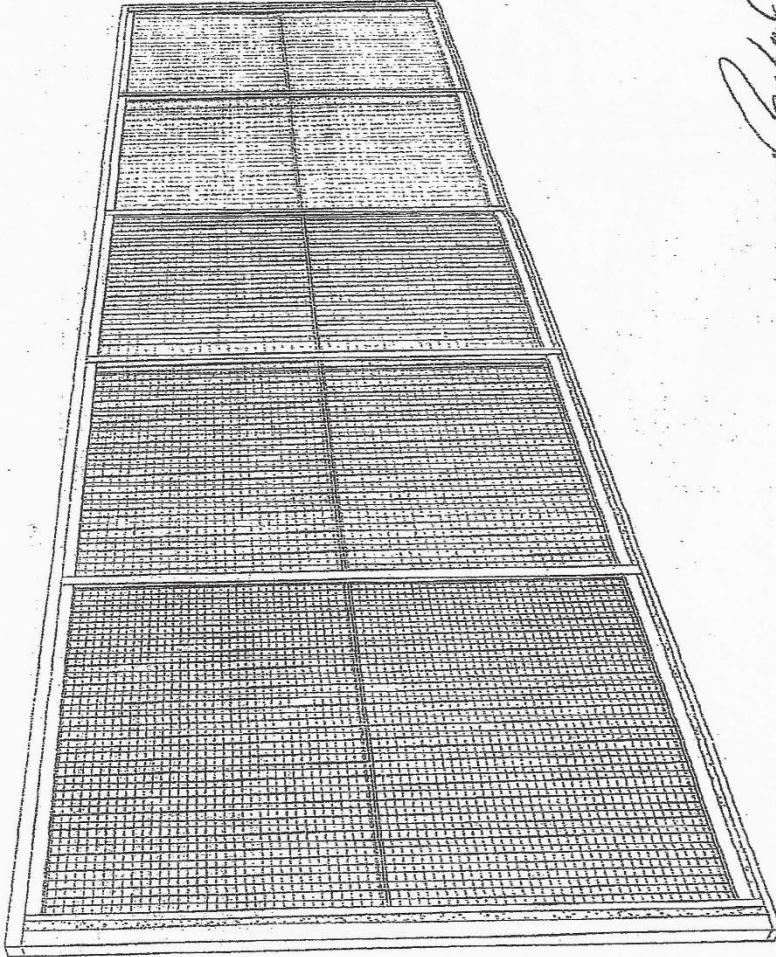
Room Series/Type:	3800 SS IG - Enclos.	Window Type/Color:	Amerimax SS - White	Roof Type/Color:	N/A
Special Order Parts:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Glazing/Type:	Glass - LoE 366	Roof Wrap Color:	<input type="checkbox"/> White <input type="checkbox"/> Beige
Extrusion Type:	<input type="checkbox"/> 2" <input checked="" type="checkbox"/> 3"	Backstop Type:	<input type="checkbox"/> Flush <input checked="" type="checkbox"/> "T"	Fan Beam:	0 Fan Bracket: 0
Extrusion Color:	<input checked="" type="checkbox"/> White <input type="checkbox"/> Beige	Door Type/Color:	N/A	Downspout/Color:	N/A
Fill Panel Type:	<input checked="" type="checkbox"/> Vinyl <input type="checkbox"/> Alum.	Door Insert Color:	<input type="checkbox"/> White <input type="checkbox"/> Beige	Electrical Packages:	<input type="checkbox"/> Base/Switch/Rec.
Fill Panel Color:	<input checked="" type="checkbox"/> White <input type="checkbox"/> Beige	Hardware Color:	<input type="checkbox"/> Antique Brass	Hardware Kit:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Wall Build Type:	<input checked="" type="checkbox"/> Plus 6" <input type="checkbox"/> Exact	Floor Type:	<input type="checkbox"/> Wood <input checked="" type="checkbox"/> Conc.	Scale:	

*Note: NWI Innovative Products, LLC (NWI) assumes no responsibility for local building code requirements including but not limited to wind and snow loads, tempered glass, foundation, attachment points, etc.

2/22/2016 8:39:45 AM

Sheet No. 4 - Perspective View

Revision No. 0



X - Operable Sash
 O - Fixed Sash
Approved
[Signature]
 Project Review Title Block Add All Project Dimensions Before

Room Series / Type: 2010 Screen - Enclos.	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	Lip Frame Color: White	Roof Type / Color: N/A
Special Order Parts: <input type="checkbox"/>	2" <input type="checkbox"/> 3" <input type="checkbox"/>	Screen Type / Color: Fiberglass - Charcoal	Roof Wrap Color: <input type="checkbox"/> White <input type="checkbox"/> B
Extrusion Type: <input type="checkbox"/>	White <input type="checkbox"/> Beige <input type="checkbox"/>	Beckstop Type: <input type="checkbox"/> Flush <input type="checkbox"/> 4" <input type="checkbox"/>	Fan Beam: 0 <input type="checkbox"/> Fan Bracket: <input type="checkbox"/>
Extrusion Color: <input type="checkbox"/>	White <input type="checkbox"/> Alum. <input type="checkbox"/>	Door Type / Color: N/A	Downspout / Color: N/A
Fill Panel Type: <input type="checkbox"/>	Vinyl <input type="checkbox"/> Alum. <input type="checkbox"/>	Door Inset Color: <input type="checkbox"/> White <input type="checkbox"/> Beige <input type="checkbox"/>	Electrical Package: <input type="checkbox"/> Base / Switch <input type="checkbox"/>
Fill Panel Color: <input type="checkbox"/>	White <input type="checkbox"/> Beige <input type="checkbox"/>	Hardware Color: <input type="checkbox"/> Antique Brass <input type="checkbox"/>	Hardware Kit: <input type="checkbox"/> Yes <input type="checkbox"/>
Wall Build Type: <input type="checkbox"/>	Plus 6" <input type="checkbox"/> Exact <input type="checkbox"/>	Floor Type: <input type="checkbox"/> Wood <input checked="" type="checkbox"/> Contc.	Scaler: <input type="checkbox"/>

INNOVATIVE SPACES
 SUNROOMS
 SUNROOMS AND PATIO ENCLOSURES

Sunroom Escapes

*Note: NWI Innovative Products, LLC (NWI) assumes no responsibility for local building code requirements including but not limited to wind and snow loads, tempered glass, foundation, attachment points

8/7/2015 3:26:26 PM

Sheet No. 3 - 3D View

Revision No. 1

APPENDIX B

LODGE FIRESIDE ROOM RESERVATION FORM

Name: _____ Building: _____ Unit: _____

Reservation Date: _____ Day of Week : _____

Hours (From): _____ (To): _____ Event: _____

Initial _____ **The use of the pool, spa, exercise room & upper floor (loft area) is prohibited when reserving the Lodge.**

I agree to the following during this reservation:

- **Lodge Use:** The Lodge shall not be used for children’s parties or gatherings except for the resident, or resident’s immediate family. The resident will be responsible for any breach of rules.
- **Attendance during Event:** ***I will be in attendance in the Lodge at all times during the reservation.***
- **No Smoking / Vaping:** Inform guests **no smoking / vaping is allowed anywhere in the Lodge or on MWV grounds.**
- **Event Checklist:** I will complete the provided event checklist after the event and place in the lodge mailbox (located on the south side outside the lodge).
- **Noise:** MWV is a 55+ community. My event will be respectful of noise levels. The event must remain in the Lodge, not extending outside the Lodge facilities. Amplification systems (if used) must be kept at a reasonable level to not disturb MWV residents.
- **Doors and Windows:** The doors and windows will be kept closed to keep noise to a minimum. Other venues are more appropriate for late night partying than MWV.
- **Time:** The event must end from 9:00 -10:00pm. Leave the Lodge premises quietly.
- **MWV Resident Use:** During my event, other residents may enter the Lodge in order to use the pool, spa, and exercise room.
- **Underaged Children:** Underaged children will be properly supervised at all times.
- **Animals:** No animals are allowed on the MWV premise, including in or on the Lodge premises.

S
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- **Guests:** No guests are allowed on the upper floor (loft area) of the Lodge.
- **Supplies:** I will not use supplies in the cupboards or storage areas. I will provide my own dish towels, supplies.
- **Sale of Goods:** The sales of goods to the public are prohibited.
- **Damages:** I will be responsible (pay for) for any damages that may occur during Lodge use.

Upon Conclusion of the Event, I agree to the following:

1. **Event Checklist:** I will complete the provided event checklist after the event and place in the lodge mailbox (located on the south side outside the lodge).
2. **Cleaning:** Clean floors, wipe tables, clean the kitchen area, run the vacuum, and mop floors. See details of cleaning rules on refrigerator door in kitchen.
3. **Furniture:** Return furniture (including patio) and anything else used to the original location.
4. **Garbage:** Remove garbage to the dumpster and replace trash can liners with those provided in bottom of the trash can.
5. **Doors / Lights:** Lock all doors and turn off all lights (lodge, kitchen, and hallway.)

Violations of the Above Guidelines May Result in (any of the following)

- Suspension of future Lodge privileges
- Fine per governing documents
- Payment for damages, cleaning, cleaning supplies

Resident Signature

Date

SAMPLE

Lodge Event Checklist

Name _____ Event Date: _____

Use of the lodge fireside room is a privilege of MWV. Please initial you have completed the following upon event conclusion:

____ Clean the facility (wipe tables, run vacuum, & mop floors)

____ Clean Kitchen (see details on refrigerator door)

____ Return furniture to original location prior to event

____ Return thermostat to 72 degrees (summer)
and 65 degrees (winter)

____ Report any carpet stains to the office at 515-964-7436

____ Remove garbage to dumpster

____ Replace trash cans with liners with those provided in bottom of trash can

____ Turn off lights (lodge, kitchen, and hallway)

____ Lock lodge doors prior to leaving

NOTE: Place this completed form in the lodge mailbox slot located on the south side of the building upon event conclusion. Violations of above may result in suspension of privileges and/or payment for damages, cleaning, and cleaning supplies.

APPENDIX C

Realtor / Seller / Buyer Required Guidelines

Office Hours:

Monday – Thursday from 8:00am to 12:00 noon or by appointment

Office Phone: 515-964-7436

In order to complete a sale of Maplewood Village (MWV) Condominiums, the following rules must be adhered to:

1. **Maplewood Village Condominium Association is a 55+, Active Adult Community (NOT an Assisted Living Facility)**
2. **Declarations, Articles and Bylaws:** All individuals are expected to have thorough knowledge of MWV's governing documents. It is important for all realtors to be aware of the rules to appropriately represent the property.
3. **Office:**
 - a. The Signature Page of the "General Information and Rules" document must be signed indicating the Unit Owner has read and acknowledged and will follow the Rules, Bylaws, Declarations and Articles governing the Association. **This must be signed by the purchaser in the Office.**
4. **General Information and Rules:** All individuals should read carefully the "General Information and Rules" document. Additional information is contained in this document which will be important for residents.
5. **Keys:** All lodge keys must be left in the unit by the seller before closing. **A \$100 fee will be charged for failure to return lodge key.**
6. **Garage Door Opener:** The garage opener must be left in the unit by the seller to the office prior to closing. **Failure to return the opener will result in a replacement fee.**
7. **No Solicitation:** No soliciting is allowed on Maplewood Village property.
8. **Areas We Receive Questions About:**
 - a. Can I smoke / vape at Maplewood Village?

- Smoking / vaping is not permitted anywhere at Maplewood Village.
 - This applies to all Unit Owners, guests, staff, and vendors.
- b. Can I have a pet at Maplewood Village?
- Owners are allowed to have one (1) cat in their unit and must be approved and registered in the office
 - Dogs are not allowed in any unit or on MWV property
9. **Realtor Signs:** Realtor signs may only be on MWV property when the unit has been listed. **Signs must be affixed to the provided metal stand and be 8" x 24" in size only. No other signs may be placed on other areas of our property. Upon sale of the unit, the sign must be promptly removed from the metal sign holder.**
10. **Moving:** When moving in/out of the unit, contact the Office for installation of elevator pads to protect the elevators. **Moving must occur through the large overhead garage door, not the front doors.**

Miscellaneous Information

MWV Communication Plan - (adopted 7/22/19)

Situation	Contact	Example
Emergency!	Medical or Fire <ul style="list-style-type: none"> • Call 911 	Heart attack, stroke, resident fell laying on common grounds Fire
Emergency!	Safety <ul style="list-style-type: none"> • Call Police 	Illegal / suspicious activity – drugs, loitering, excessive noise from party at lodge (disturbing the peace)
Emergency!	MWV Property <ul style="list-style-type: none"> • During business hours? Call the office • After business hours? Call a Board Member 	Broken pipe with water flowing from ceiling or floor into hallway, rodent in building causing damage, water flowing from roof into unit, garage door malfunctioning, elevator doors not closing properly
Resident Complaint	<ul style="list-style-type: none"> • Write a letter about the complaint, sign & date letter • Submit to MWV office • Board will respond to written complaints 	Any complaint or ongoing violations of the MWV rules: babysitting, running appliances during quiet hours, etc.
General Information	During office hours: Call Office Manager After office hours: Leave a message at 515-964-7436	Leaking irrigation heads, pool, hot tub, or exercise equipment not working, suspicious vehicle parked on property (not a resident's vehicle / out of state license)

MWV does not perform or provide for any repairs or maintenance inside your privately owned unit. Please do not ask our maintenance personnel to repair or maintain items in your unit. MWV does provide maintenance and services throughout the common areas.

Heat and Smoke Detectors

Smoke Detector

Smoke detectors are located in resident units. The batteries will need to be replaced by the resident as needed. It is recommended batteries are replaced at a minimum annually. The cost for the battery and replacement is the unit owner's responsibility.

Heat Detector

Heat detectors are located throughout the property. These detectors are hardwired (no batteries are needed). Residents should not disturb these units.



Monthly Dues Explanation

Your unit dues to Maplewood Village are calculated based on the square footage of your unit. They are due the first of every month. Your dues are paid by Automatic Cash Handling (ACH). Money is withdrawn around the 1st of the month. Direct deposit through ACH is processed through Maplewood Village's local Ankeny bank and is secure. It is the most convenient and effortless method for unit owners.

A late fee of \$35.00 per month will be assessed if payment is received later than 12:00 noon on the 5th of the month or is declined for non-sufficient funds.

Your monthly homeowner association dues (HOA) dues cover:

1. Lodge (pool, hot tub maintenance, etc.)
2. Common areas of your building (entryways, halls, lounges, etc.)
3. Grounds (mowing, snow removal trees, landscape, etc.)
4. Office (supplies, accounting fees, attorney fees)
5. Interior and exterior lights and signs
6. Elevator (maintenance and inspection)
7. Fire/Security systems (extinguishers, emergency lights)
8. Car wash
9. Insurance
10. Maintenance of driveways, roofs, entry doors, etc.
11. Salaries (manager and staff)
12. Budgeted replacements / repairs
13. Unexpected repairs (elevators, hot water heaters, etc.)

Service and Maintenance Guidelines

This is a Board initiated reminder provided to the residents concerning maintenance and service responsibilities. Please contact a Board member with any questions.

Maplewood PROVIDES the following services or maintenance activities:

- Main sewer maintenance under the first-floor foundation
- Main water lines that feed units
- Drywall, flooring repairs/replacement (only due to roof leaks or MWV owned plumbing leaks)
- Maintenance of heat sensors in hallways, units and common areas
- Maintenance of smoke detectors in hallways and common areas only
- Maintenance of carpet and floor cleaning, repairs and replacement in common areas
- Repair or replacement of exterior windows and doors of common areas
- Repairs to doors and window frames due to building settling
- Repairs to original wood decking and railings due to age (no carpeting) Damage caused by unit owners is not covered by MWV
- Pest control to all common areas and the lodge

Maplewood DOES NOT PROVIDE or perform the following services or maintenance activities inside privately-owned units:

- Repair unit owned plumbing leaks, install faucets, sinks, garbage disposal units, toilet fixtures, vanities, drain fixtures, tub or shower fixtures, or exhaust fan/light units
- Repair, replace, or install curtain rods, blinds, or other window treatments
- Repair damages to exterior windows or doors due to neglect, damages caused by unit owners, guests or from weather damage from leaving them open during storms
- Repairs to interior doors in bedrooms, bathrooms, closets, cupboard, etc.
- Repair damages resident causes to interior drywall, doors or windows
- Repairs to deck enclosure, inside or out (screened, glassed)
- Repair or maintenance to furnaces, air conditioners, or thermostats
- Replacement of furnace filters
- Changing light bulbs, light switches, light or fan fixtures or other electrical work
- Installation of smoke alarms or replacement of batteries
- Installation or repair of flooring materials, carpeting, etc.
- Interior painting in units
- Spraying the interior of units for insects or other pests
- Hanging pictures or other wall items