

**GREEN FIFTH HOMEOWNERS ASSOCIATION, INC.
AMES, IOWA
SUMMARY OF POLICIES AND PROCEDURES**

Information for Members

This information has been prepared to serve as a reference and acquaint members with the functions of the Association. The information summarizes, and in some instances clarifies, the related governing documents of the Green Fifth Homeowner's Association, Inc. These are the "Restated Articles of Incorporation," approved in January 2007; the "Amended and Substituted Bylaws," revised in January 2012, and the "Amended and Substituted Declaration of Covenants of Restrictions," filed in January of 1988, re-filed in 2007, and amended in 2012 and 2015.

Board of Directors

The Board of Directors is composed of six Association members, each serving a three-year term. Terms are staggered, with two Board members elected annually. In the event of a Director's resignation, the Board selects a replacement Director who completes the balance of the Director's term. The Board elects its own officers. The President and Vice-President must be Board members. The Secretary and Treasurer need not be members of the Board, although current practice has been for Directors to fulfill those positions. Each committee must include at least one Board member. The Board of Directors meets as needed, usually on a monthly basis. All owners of record title are members of the Association, and any member who has business for the Board may contact any director or officer. The Association meets as an *entire group* each January, although additional meetings may be called as needed. Each household has one vote in the Association. **All Association members are obligated to attend the Annual Meeting or submit a proxy.** Notification of the annual meeting date is made in the November meeting Minutes. Directors are elected at the Annual Meeting, with the new Board subsequently electing its own officers. The Board has authority to act on behalf of the Association between annual meetings.

Committees

Maintenance and Grounds Committee:

This committee contracts and supervises (with Board approval) the lawn care and snow removal operations. In addition, the committee is responsible for approving major landscape plans, contracting for tree/shrub/common-area plantings and required plant care operations (i.e., disease/insect control), and organization of prairie burns when deemed necessary.

General guidelines relative to individual landscaping adjacent to units allow for the selection, planting, and care of ornamentals that harmonize with the overall development and do not pose future sight-obstruction problems for homeowners. **Plans for changing existing landscaping must be submitted to the Board for approval prior to construction.** Caring for such areas is the responsibility of the Owner, with proper maintenance mandatory. Common-area plant selection will place emphasis on low-maintenance quality of plants.

Flowerbeds adjacent to units are encouraged, with maintenance and purchase costs borne by the individual owner. Vegetable gardens are not permitted in the Green Fifth contiguous area.

Architecture and Building Committee:

The Association, through the work of this committee, is responsible for the maintenance, repair, and replacement of exterior building surfaces (i.e., roofs, decks, siding), and the painting/staining thereof. It is the policy of the Board to paint and stain each cluster on a five-year cycle. In addition, the Association, through the committee, is responsible for the maintenance and repair of gutters, downspouts, communal walkways and house numbers. Maintenance of private driveways and walkways, courtyard spaces and entry ramps or decks, and plantings on each lot, are the responsibility of the Owner.

General Information

DUES are **\$375.00** per month, payable to “The Green Fifth Homeowners Association,” and due on the first of each month. Auto debits are required for all incoming Association members and are available at no cost to the homeowner. It is permissible to pay dues in advance. Dues (**\$135**) are used to finance operational costs such as grounds maintenance, snow removal, taxes, insurance on common areas, and, to the extent the budget allows, periodic exterior maintenance such as staining, painting and general repairs due to normal wear and tear. A portion of the monthly dues (**\$240**) is designated for a Reserve Fund to help finance larger, long-term expenses (i.e., roofing, siding, deck repairs). The Association has authority, upon a vote of two-thirds of the households, to pass special assessments to fund major repairs beyond budget limitations, limited to one special assessment per year. Dues are considered and set at the Annual Meeting of the Association. No refund is given for dues or special assessments.

HOMEOWNERS INSURANCE is the responsibility of each member. Members will submit proof of insurance each year to Elite Management Company.

REPLACEMENT COSTS to be borne by the individual members (except as noted above for exterior building surfaces) include insurable losses such as fire, lightning, windstorm or hail, smoke, explosion, riot, aircraft, vandalism and malicious mischief, and losses due to negligence, replacement of broken glass, automatic door repair, screens, individually owned concrete surfaces, and ground cover made of gravel, wood, brick, or similar optional materials. Rodent and ant control are the responsibility of the individual household. If a structural change is made to the original building exterior by the Owner (i.e., skylight, bay window, enclosure of the atrium, etc.), any ensuing maintenance costs relating to the modification become the responsibility of the Owner rather than the Association. All glass replacement is the responsibility of the Owner.

GARAGES are equipped with automatic doors. Maintenance costs are to be borne by the Owner. Door replacement, when necessitated, is the responsibility of the Owner, **who must request Board permission and approval of materials for replacement.** To help keep the area attractive, please keep your garage door closed as much as possible.

HOUSE PETS are permitted. However, you are asked to remember that you are living in close proximity to other people when you consider the freedom you allow your pet.

DECK maintenance and repair, including the floor, caps, and structural members, are the Association's responsibility. Members can apply non-standard inside deck wall or floor treatment, but thereafter are responsible for the maintenance of same. Members are urged to remove snow from the decks to curtail surface deterioration.

WATERING is strongly encouraged in the areas closest to your unit. This will help the entire area maintain an attractive appearance. During the summer new trees should be soaked well once each week if there is not adequate rain. Evergreens should be soaked well shortly before the first frost.

WETLAND PRAIRIE is an unplowed area serving as a wildlife preserve, a place of natural beauty and erosion control. Where it is undisturbed only native plants will be found, with some grasses reaching heights of eight feet. Weeds only occur in fringe areas that have been disturbed. This unique Iowa prairie provides a stable open area with no maintenance costs. Periodic prairie burns are scheduled to clean out unwanted trees, shrubs and weeds (last burn April 2020). The prairie area is not to be used as a disposal site for tree limbs or yard waste.

COMMON PROPERTY in the Association refers to those areas of land intended for the common use and enjoyment of all property owners. These are **Lot “A”** (prairie area); **Lot “B”** (northeast corner of the Association at the intersection of Pinehurst Drive and Torrey Pines Road – north of Lots 6 and 7); and **Lot “C”** (parcel north of Lot 2 and adjacent to Torrey Pines Road), all as shown on the accompanying plat. Note that in addition to the *central prairie area*, Lot A has small extensions running south of Lot 1; another between Lots 4 and 5; at the creek head on Pinehurst Drive; between Lots 12 and 13, and also west of Lot 21. These Common Properties are maintained by the Association and insured against casualty loss and public liability.

Every member has a right and easement of enjoyment in the Common Properties. However, certain restrictions apply: no animals are permitted on the common areas except when on leash or under the direct control of the Owner; no motorized vehicles are allowed in common areas; no plantings of any kind shall be made in the common areas except as authorized by the Board or the Maintenance and Grounds Committee. However, the rights of the Association are not restricted in the establishment of flower garden/gardens as well as vegetable garden/gardens in said areas.

COVENANTS AND RESTRICTIONS

Since the Green Fifth Homeowners' Association has some relatively new members, the Board of Directors wishes to take this opportunity to remind everyone about several clauses in the Association Covenants.

As homeowners, we have agreed to the restrictions in the Covenant in order to:

- Safeguard the property values and amenities of our neighborhood
- Ensure the protection of permanent parks, open spaces and other common facilities which exist for the benefit of all members

Therefore, we have agreed that:

- Screening is required around all equipment, trashcans, woodpiles, recreational equipment or vehicles, and other outdoor items, in order to conceal them from the view of neighbors and the public roadway
- No snowmobiles, motor carts, or other motorized recreational vehicles are allowed in the common area
- Automotive repair is prohibited on Green Fifth properties, in buildings, and on the public roadway
- Exterior antennae are not allowed, with the exception of "dishes", which must be located out of sight from street traffic and neighbors, below the roofline, and in the patio area by the unit's front entrance
- All requests for landscaping and exterior modification must be submitted to the Board of Directors in writing. No changes can be made without receipt of written approval from the Board
- No signs are permitted, except "For Sale," "For Rent," or "Garage Sale" (for two days). No political/election signs
- Fences, walls, or other exterior structures must be approved by the Board, including the installation of hot tubs, and the screening of porch or patio areas
- Home-based businesses are permitted if the Board, in its discretion, consents. No exterior evidence of the activity, including signage, is permitted
- The use of clotheslines is prohibited where visible from streets or within the Association. The use of a clothes rack on the upper deck, which does not extend above the deck rim, is acceptable