

TO: New Idyllwild Owner

FROM: Idyllwild Condominiums Owners Association

Welcome to the neighborhood! We are pleased that you have chosen a lovely home in the Idyllwild development. The following information will be helpful to you. Please note that several forms must be completed and returned to the President of the Board of Directors of Idyllwild. After reviewing the information in this packet, if you have any questions or concerns, feel free to contact a Board member.

Association Board members: Tammi Craft, President – 133 Pentire Circle, graft@earthlink.net
Gene Fisher – 141 Pentire Circle, gfisher@keystoneproperty.net
Terri Miller Chait – Property developer, tmchait@gmail.com

Home owner dues are due the first of the month, and are currently set at \$310.00 per month. Your initial payment was determined by your closing date. A monthly reminder is sent electronically. A \$25.00 late fee for payment received after the 10th day of each month will be assessed. Payments should be made out to *Idyllwild Condo Association* and mailed to:

Idyllwild Condominiums Owners Association
C/O Keystone Property Management
160 Southgate Avenue, Suite D
Iowa City IA 52240

Monthly fees via electronic transfer are accepted; contact Keystone Property Management for details. Fees may also be paid using Idyllwild's website portal. See below for portal details.

Parking is not permitted on Idyllwild streets; these are fire lanes that are required to be kept clear for access by emergency vehicles. Visitors may park in owner's driveway or in the designated "*Visitor Parking Only*" spaces located around the complex. *Owner vehicles are to be parked in owner's driveway or garage only, not in visitor parking.* Non-compliant vehicles may be ticketed and towed.

Occupancy Status - this unit does not qualify to be rented under the 14th Amendment of our Bylaws. Only the deed-named persons and their family may occupy the property. Family is defined as one or two (2) or more persons related by blood, marriage, adoption or placement by a government or social service agency, occupying a dwelling unit as a single housekeeping organization. A "family" may also include two (2), but no more than two (2) persons not related by blood, marriage or adoption.

Idyllwild website, hosted by Keystone Property Management, contains the Association Bylaws, a listing of residents, and other information. Contact Keystone to obtain a temporary ID and password.

<https://keystonepropertymanagement1.managebuilding.com/Resident/apps/tenant/login>

For maintenance issues that are the responsibility of the Association, please visit the Idyllwild website portal to report the problem or call Keystone Property at (319) 338-6288.

Subsequent pages include:

- | | |
|---------------------------------------|------------------------------------|
| 1. Rules and Regulations | 6. Satellite Dish Application |
| 2. Sanctions and Rules Enforcement | 7. Pet Registration |
| 3. Association/Owner Responsibilities | 8. Recycling and Trash Information |
| 4. Owner Contact Information | |
| 5. Vehicle Registration | |

Updated 3/2021

Exhibit "F"

RESTATED AND AMENDED RULES AND REGULATIONS FOR IDYLLWILD CONDOMINIUM OWNERS ASSOCIATION

As adopted by the Members of the Association on June 20, 2020

The following rules and regulations, having been adopted by the Idyllwild Condominiums Owners Association pursuant to Section VIII Item 4 of the By-Laws, shall be binding on the unit owners of Idyllwild Condominiums until modified or amended by the Board of Directors of Idyllwild Condominiums Owners Association as provided in the Declaration for Idyllwild Condominiums. The following rules and regulations are *in addition to* provisions contained in the Horizontal Property Act, the Articles of Incorporation, the Bylaws of the Association, and the Declaration.

BE A GOOD NEIGHBOR

1. No owner shall make or permit any disturbing noises or odors in the building, or do or permit anything to be done therein which will interfere with the rights, comforts or conveniences of other owners. No owner shall play, operate or permit to be operated an Ipod, radio, television, phonograph or other loud speaker between the hours of 10:00 PM to the following 7:00 AM, if the same disturb or annoy other occupants of the building.
2. Each owner shall keep his/her unit in a good state of presentation and cleanliness. Each unit owner will keep the areas in the immediate vicinity of his/her unit clear of all trash, paper, cigarette butts and other debris.
3. No owner shall feed the deer or other wild life or encourage their presence in the development due to the damage they cause. Bird feeders are allowed only if they are ground-level (not on a second-level deck) and situated within an owner's limited common area, which is defined as the area used exclusively by an owner such as entry area and patio.
4. Updated contact information including phone numbers, email addresses and vehicle information must be registered with the Management Company at all times.
5. The internet portal site should be used for association business only.

COMMON AREAS

1. All Common Areas must be kept free of materials of any kind, and may not be used for storage of bikes, garbage cans, signs or other items. Signs are allowed in an owner's window. One realtor sign is allowed per any for-sale unit. Declarant signage is addressed in Article 6 of the Declaration. Extraneous outdoor equipment (such as sandboxes, playground equipment, basketball hoops, etc.) is not allowed unless specifically approved by the Association Board of Directors.
2. Limited Christmas or other holiday decorations are allowed 30 days prior to and 30 days following the holiday, however, blowup decorations are not allowed. No flags or flagpoles are allowed without the express approval of the Board.
3. No decorative items are allowed in the common area of lawns or driveways. Decorative urns and other items are allowed in an owner's limited common area.

SMOKING/VAPING PROHIBITED

1. Smoking inside the unit or interior common areas is prohibited. Due to the proximity of units within the regime, smoking and/or vaping is prohibited indoors to mitigate smoke transmission between units. The only exception to this rule is for current owners (not renters) as of the date of the recording of these revised Rules and Regulations who have an existing smoking/vaping habit. If a current owner meets this description and wants to have the option of smoking inside the unit, the owner is hereby required to procure a medical-grade air purification system at the owner's cost. If the unit owner refuses to comply with the smoke transmission rules, the board can pursue legal remedies, such as levying fines and/or seeking a declaratory judgment.

VEHICLES AND PARKING

1. Vehicles of any kind must be parked only in the areas provided for that purpose, and shall not be parked in such a manner as to impede or prevent ready access to any entrance or exit from any building by another vehicle. Boats, trailers and RVs may not be parked in the development. There is NO PARKING on the streets of Idyllwild. This is a City of Iowa City requirement; the private streets are too narrow for an emergency vehicle to pass. Violators will be towed/ticketed at the owner's expense.
2. Guest parking areas are reserved for guests, and are not for the use of storing additional vehicles of owners. Violators will be towed/ticketed at the owner's expense.
3. The speed limit on Idyllwild streets is 15 MPH. Drivers must drive on the right side of the road.
4. No semis are allowed in Idyllwild. The private streets do not allow room for a vehicle of that size to maneuver inside the complex.
5. No moving vans or pods may be kept over 2 days without prior approval by the Board.
6. The emergency exit on the west end of Idyllwild is to be kept clear of all vehicles and equipment at all times.

PETS

1. No animals or reptiles of any kind shall be raised, bred, or kept in any unit or in the Common Elements, except that a dog, cat or other household pet, not to exceed 30 pounds in weight, may be kept in a Unit, provided that it is not kept, bred, or maintained for any commercial purpose; and provided further that any such pet which in the opinion of the Board of Directors of the Association is causing or creating a nuisance shall be permanently removed from the property upon (3) days written notice from the Board of Directors of the Association. No unit shall house more than one pet, except as approved by the Board of Directors. Service or companion animals are exempt from the weight requirements with proper documentation. All pets must be registered with the Board of Directors of Idyllwild.
2. Any owner keeping a pet shall immediately clean and remove waste and messes created by said pet. Further, no unleashed pets whatsoever shall be allowed upon the grounds, both limited and common areas.
3. Animals may not be tethered in any of the common areas.

BUILDING, MAINTENANCE & GARBAGE

1. Owners must report any roof leaks and other maintenance requests in a timely manner to Keystone Property Management Co. on the HOA portal at <https://keystonepropertymanagementl.managebuilding.com/Resident/apps/portal>, by phone at 319-338-6288 or e-mail at info@keystoneproperty.net.
2. Nothing may be altered, constructed or removed from the Buildings or Grounds without written consent from the Board of Directors. This includes gardens and other plantings, painting or other alterations to the Building such as porches and decks. Requests for alterations must be submitted to the Board in writing. All approved and constructed alterations must be maintained by the Owner or any future Owners of that unit.
3. Insured damages to one or more units resulting from a malfunction, action or inaction of an owner shall require that owner to pay the HOA's insurance deductible, should the claim be reported to and paid by the HOA's insurance.
4. Garbage pickup and recycling pickup is currently scheduled for Tuesday morning between 6:00 AM and 7:00AM. Bagged garbage must be secured in a garbage receptacle (the Board of Directors suggests a square or rectangle bin as round bins have a tendency to blow away). Items to be recycled must be placed in bins provided by the waste hauler. Cardboard must be broken down and if too large for recycling bin, placed under the bin. No glass is recycled. Trash cans and recycling bins may be set out the night before pickup, and returned to occupant's garage after pickup; do not leave bins outside. The trash and recycling must be placed curbside on the main street for pickup.
5. Owners and tenants must dispose of large items such as furniture, carpeting, etc. elsewhere or make arrangements with the HOA trash hauler for pickup at the owner's or tenant's expense.
6. Permanent outside light fixtures attached to the buildings are required to have regular white light bulbs, no colored lightbulbs are allowed.

RENTAL UNITS

1. Idyllwild Development II, Inc., the Declarant and Developer, or its successors or assigns, owns the sole and irrevocable right to rent units pursuant to the Declaration of Submission to Horizontal Property Regime for Idyllwild Condominiums Article 6, Paragraph 1.
2. Declarant must provide the tenant with a copy of the Rules & Regulations.
3. Declarant must provide the Board President and the Property Management Co with the names, phone numbers, vehicle and pet information of the tenants.

SATELLITE DISHES

Unit owners may apply to install satellite dishes. Tenants must get permission from the owner and secure owner's signature on the satellite dish installation application. All applicants may install satellite dishes or antennas only with the approval of the Board, subject to the following requirements:

1. Written request must be submitted prior to installation with a drawing of intended instal-

lation.

2. Installation:
 - a. All wires must be secured or covered.
 - b. Dishes may not obstruct views of adjacent units.
 - c. A diagram providing all dimensions and location of the dishes must be submitted with application.
 - d. The color of the dish must blend with the color of the building or be painted to accomplish this. Gray is acceptable.
3. Safety Considerations:
 - a. The satellite dish may not be secured to the wall of any building or to the rail or pickets of the balcony.
 - b. Satellite dishes should not hang outside the balcony.
4. All applications must be accompanied by a \$250 fee.
5. Dish must be removed when service is terminated.

ASSOCIATION DUES AND ASSESSMENTS

Association dues must be paid monthly. Owners should contact Keystone Property Management to determine the current due amount. Unpaid dues and assessments accrue interest and constitute automatic liens against the property pursuant to Article VI of the Bylaws.

COMPLAINTS, CONCERNS, & COMMENTS

Owners shall report to Keystone Property Management via the portal, in writing or by e-mail to express complaints, concerns, and/or comments.

SANCTIONS AND RULE ENFORCEMENT

1. Unit owners are required to read and become familiar with all Rules and Regulations.
2. Unit owners are responsible for the payment of sanctions imposed due to the violations by themselves and their families, their tenants and guests.
3. A unit owner may request a variance to a rule, such as a temporary variance for parking for a planned event. A request for a variance must be submitted in writing to the Board of Directors. The Board will consider the request and notify the owner whether or not the request is granted.
4. If an Owner or tenant violates the Condominium Declaration, Articles of Incorporation for the Association, Bylaws of the Association, or any Rules and Regulations adopted by the Association, including any amendments to those documents, the Owner (or "alleged violator") may have sanctions imposed and the following procedures will be followed:
 - a. The Rules and Regulations as adopted by the membership are enforced by the imposition of fines for violations or by the towing of vehicles.
 - b. Any unit owner, or the Board, may prepare a written notice of violation. The violation notice must contain the following information: the date of the occurrence, the witness of the occurrence, the time of the occurrence, a description of the violation, and the signature of the person preparing the notice.

- c. There is no grant of anonymity for those submitting violation notices.
- d. The violation notice must be submitted to the Board within five days of the violation's occurrence.
- e. The violation notice will be reviewed by the Board of Directors within 5 business days.
- f. The Board of Directors will review the violation notice, and at its sole discretion, may act in the following manner:
 - Upon agreement of the Board that there is indeed a violation – The Board of Directors will prepare a written notice to a violating unit owner giving the owner 7 days to remedy.
 - Upon expiration of the 7 days to remedy, if the unit owner is still not in compliance with the Rules, the Board, at its discretion, may levy a fine of up to \$1,500.00.
 - Repeated violations (same offense) will be subject to repeated fines.
- a. Fines will be subject to collection as defined in the Idyllwild Condominiums Homeowners Association By-Laws and Declaration and any amendments thereof.
- b. The Board of Directors and its Agent shall have the authority to impose fines, arrange for towing of vehicles through its agent, and to waive fines or reduce fines, if appropriate.
- c. A unit owner who disputes the imposition of a fine or the towing of a vehicle may appeal the sanction to the Board of Directors for further consideration and a hearing on the subject matter.
- d. The decision of the Board of Directors on an appeal shall be final.

The foregoing Rules and Regulations were adopted by Idyllwild Condominiums Owners Association Board of Directors and approved at a meeting held the 20th day of June, 2020.



By: Tammi Craft, President



By: Terri Miller Chait Secretary

Idyllwild Condominiums Owners' Association

Sanctions and Rules Enforcement

- Unit owners are required to read and become familiar with all Rules and Regulations and sanctions.
- Unit owners are responsible for the payment of sanctions imposed due to the violations by themselves and their families, their tenants and guests.
- A unit owner may request a variance to a rule. A request for a variance must be submitted in writing to the Board of Directors. The Board will consider the request and notify the owner whether or not the request is granted.
- Sanctions will be imposed for violations of the adopted and published Rules and Regulations of the Idyllwild Condominiums Homeowners Association. The following procedures will be followed:
 - The Rules and Regulations as adopted by the membership are enforced by the imposition of fines for violations or by the towing of vehicles.
 - Any unit owner, or the Board, may prepare a written notice of violation. The violation notice must contain the following information: the date of the occurrence, the witness of the occurrence, the time of the occurrence, a description of the violation, and the signature of the person preparing the notice.
 - There is no guarantee of anonymity for those submitting violation notices.
 - The violation notice must be submitted to the Board within five days of the violation's occurrence.
 - The violation notice will be reviewed by the Board of Directors.
 - The Board of Directors will review the violation notice, and at its sole discretion, may act in the following manner:

Upon agreement of the Board that there is indeed a violation – The Board of Directors will prepare a written notice to a violating unit owner giving the owner 10 days to remedy.

Upon expiration of the 10 days to remedy, if the unit owner is still not in compliance with the Rules, the Committee, at its discretion, may levy a fine of up to \$1,500.00.

Repeated violations (same offense) will be subject to repeated fines.

- Fines will be subject to collection as defined in the Idyllwild Condominiums Homeowners Association By-Laws and Declaration and any amendments thereof.
- The Board of Directors and its Agent shall have the authority to impose fines, arrange for towing of vehicles through its agent, and to waive fines or reduce fines, if appropriate.
- A unit owner who disputes the imposition of a fine or the towing of a vehicle may appeal the sanction to the Board of Directors for further consideration and a hearing on the subject matter.
- The decision of the Board of Directors shall be final.

Approved by the Board of Directors, April 2010
Amended by the Board of Directors, March 2013
Amended by the Board of Directors, December 2015

IDYLLWILD CONDOMINIUMS OWNERS' ASSOCIATION

Association Responsibilities/Owner Responsibilities Regarding General, Limited and Specific Element Repair and Maintenance

For reference, see Condominium Declaration Articles 1, 4, 5, 8 & 10. This document was developed by the Facilities Committee and approved by Board in Year 2009. Document amended in Year 2015. It is recognized there may be situations that arise that are not covered by this list and may require a decision by Board to resolve.

General/Limited Common Elements which are Association Responsibility:

Land, foundations, floors, exterior walls (including siding, masonry, windows, doors and garage doors), decks, structural staircase, roofs, skylights, communication ways (from demarcation boxes including interior wires in common element walls to termination point), all devices existing for common use, public utility installations, (including electric, gas and cold water for common use), all yard plantings, driveways, walks, streets, concrete patios, open parking spaces, walls and partitions segregating units, interior load-bearing walls, all common elements that are structural to each unit, hallways and entrances to each unit, wooden ground-level patios.

Specific Elements which are Owner Responsibility:

All floor coverings (including wood, tile, carpet, vinyl, etc.), all interior drywall and ceiling (drywall attached to roof trusses), paint (on drywall, trim, window interior, door interior, staircase, screened-in porch interior, etc.), all appliances (including water softeners, garage door openers and remotes, and reverse osmosis systems), HVAC units, water heaters, cabinets, countertops, interior doors, trim/millwork, all plumbing fixtures (including sinks, toilets, showers, bathtubs), all electrical fixtures except exterior house lights, garbage disposal, fireplace, mirrors, hardware associated with opening and closing windows and doors, all screens including window screens and screened-in porches, storm-doors, maintain and replacing plumbing, furnace and A/C ductwork and utilities.

Relative to Owner Responsibility:

The responsibility for repair costs of general/limited common elements due to neglect by owner or their guests or deemed to be caused by something other than expected wear-and-tear (for example damage to a garage door by automobile) is that of owner.

Changes and additions to common elements:

Whenever there are changes or additions, owner must submit an Idyllwild Building Permit that describes the proposed work to be completed, and if necessary, who will be the contractor and subcontractors. Work must be approved by Board of Directors prior to commencing. When changes are approved, responsibility for care and upkeep will be determined. Permit fee is \$25.

There are certain changes an owner could request that may require an assessment of \$500 or more as payment towards future Association upkeep. If owner fails to request approval or submit a building permit, there will be a \$500 fine assessed.

IDYLLWILD CONDOMINIUMS OWNERS ASSOCIATION

OWNER CONTACT INFORMATION

Please complete and return to Idyllwild Board of Directors President

It's very important to have current owner contact information. Please provide the information as below. This information will be entered into the Idyllwild portal, unless you specify that you do not want to share this information with your neighbors. Having this information available on the portal facilitates communication.

Most information such as notifications of quarterly financial reports, announcements on common area work, etc. is distributed electronically via e-mail and our Idyllwild portal.

Some information is sent via USPS as prescribed in our regime documents. If your owner mailing address isn't the same as your Idyllwild property address, please be sure to provide the alternate address.

Telephone numbers are required in situations that may require immediate notification. Properties share common walls and common utility services and an urgent communication may be necessary.

Owner Names: _____

E-mail Addresses: _____

Telephone Numbers: _____

Mailing Address: _____

If you do **not** want to share contact information with your neighbors, please initial _____

Idyllwild Condominium Owners Association

Vehicle Registration Form

Idyllwild rules and regulations require occupants to register all their motorized vehicles (any vehicle that requires a license plate). Please print and submit completed form to the Board President via USPS or personal delivery.

Idyllwild Property Address _____

Occupant name (s) _____

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Make	_____	_____	_____	_____
Model	_____	_____	_____	_____
Year	_____	_____	_____	_____
Color	_____	_____	_____	_____
License plate #	_____	_____	_____	_____
Owner named on registration	_____	_____	_____	_____

Please remember to notify the Board of any changes or additions of vehicles.

I declare that the above information is accurate and complete.

Owner printed name _____

Owner signature _____ Date _____

Idyllwild Condominiums Owners Association

Satellite Dish Application

Please submit completed form and drawing to the President of Idyllwild Board of Directors

Name of Owner _____

Unit Address _____

Phone number of owner _____

E-mail of owner _____

I/we have read and agree to abide by the requirements to install/remove the dish.

Signature of owner(s) _____

Please show or attach a drawing of intended installation.

***** Office use only *****

Date Received _____

Date Reviewed _____ Approved? ____Yes ____No

Date Notification sent: phoned or e-mailed _____

Date Installation Reviewed _____ Approved? ____Yes ____No

* * * * *

Removal (as applicable) satisfactory? _____

IDYLLWILD CONDOMINIUM OWNERS' ASSOCIATION

Pet Registration Form

All pets within Idyllwild must be registered with the Homeowner's Board of Directors.

Please complete all questions:

Owners' Names _____ Address _____

Owner's Email _____ Phone Number _____

Name of Pet _____ Pet Breed: _____ Age _____

Current Weight _____ Anticipated Weight when Full Grown _____

Coloring or descriptive markings _____

Other pertinent info: _____

Pets that are a nuisance (barking, growling or vicious) will not be tolerated and will be required to move out of the premises. Pets must be well trained and mannerly. Pet Owners are required to use all care and neighborliness regarding their pets, including picking up after the pet and keeping the pet on a leash when outside. Any damage incurred by pet is the Pet Owner's responsibility.

Idyllwild Rules and Regulations – Exhibit "F", Item "Pets - 1 through 3"

1. *No animals or reptiles of any kind shall be raised, bred, or kept in any unit or in the Common Elements, except that a dog, cat or other household pet, not to exceed 30 pounds in weight, may be kept in a Unit, provided that it is not kept, bred, or maintained for any commercial purpose; and provided further that any such pet which in the opinion of the Board of Directors of the Association is causing or creating a nuisance shall be permanently removed from the property upon (3) days written notice from the Board of Directors of the Association. No unit shall house more than one pet, except as approved by the Board of Directors. Service or companion animals are exempt from the weight requirements with documentation. All pets must be registered with the Board of Directors of Idyllwild.*
2. *Any owner keeping a pet shall immediately clean and remove waste and messes created by said pet. Further, no unleashed pets whatsoever shall be allowed upon the grounds, both limited and common areas.*
3. *Animals may not be tethered in any of the common areas.*

A weight exception and reasonable accommodation will be made for a certified service or support animal needed to aid a person with disabilities. Required documentation must be submitted to the Board to support the need for the support/service animal including this Pet/Animal Registration form and a letter or prescription from a licensed professional stating the need for the service/support animal.

The undersigned represents that all information is true and complete, authorizes verification of information and agrees to follow all rules regarding animals in Idyllwild.

Pet Owner's Signature _____ Date _____

Idyllwild Condominiums Owners Association

RECYCLING/TRASH POLICY

Trash and recycling, in appropriate containers, should be placed curbside on a street every Tuesday morning before 7:00AM, or the evening before. Empty containers should be put away ASAP after pick up. Containers are not to be stored outside. Recycling containers are provided by our waste pick up service.

Holidays that fall on Monday, e.g. Memorial Day, Labor Day, etc. (but not MLK day) will delay pick-up until Wednesday. Keystone will remind residents of schedule changes 1-2 days prior.

Garbage containing food waste or other items that could attract varmints must not be placed in bags and left at the curb as birds and animals often tear into the bag and make a mess.

Weight of any bag/container should not exceed 40 pounds.

Construction materials are not accepted.

Excess trash or other debris will require prior notification to Association. There is a \$50 fee for excess trash collection.

ACCEPTABLE MATERIALS FOR RECYCLING (Cans, jars, etc. must be cleaned before recycling; and it is not necessary to segregate the materials within bin)

- Metal cans
- Paper
- Flattened cardboard, and if cardboard will not fit in the bin, it may be stacked under the bin
- Plastic, if container has a recycling triangle marked on it
- Glass jars/bottles

Please contact the Board President with any questions. Thank you for your cooperation.