

PLAZA EAST I OWNERS ASSOCIATION
2131 and 2135 First Avenue SE Cedar Rapids IA 52402

NEW RESIDENT INFORMATION

Information that should have been passed through a realtor or seller: condo and parking stall number(s), keys and garage door opener(s). The same key opens the outside front door, lobby door and condo entrances from the garage in addition to the common roof patio doors. "Rules We Live By" should have been received and read prior to moving in. The moving in date should be given to the management company, Heritage Property Management or a Board member.

Our front outside doors are unlocked during the day but lock at 10 PM and unlock at 6 AM. The inner lobby doors are always locked. If you have a visitor, they need to come into the lobby and use the wall phone to call you by finding your name on the board list. When you receive a call, and want the person to enter, you press and hold the 9 on your phone which causes the door to unlock. Let Heritage Property Management know the number you would like programmed into the system. Note that it is possible to program a cell phone number with a 319-area code.

All deliveries of large items have to be made through the garage and up the elevator. Do not use the stairs. You have to be there to help movers enter, or ask a Board member to help.

You might prefer to make the payment of your monthly Association fee to Heritage Property Management by means of automatic withdrawal. You may also drop your payment in the wall repository slot for Heritage located near the owners' mail boxes in your building. Call them at 365-3610 if you have any questions.

Often when plumbing work is needed in a unit, the water to your entire building must be turned off. If you need this done, advise Board member two days before (if possible). We will put up a warning notice to residents in your building. Most plumbers know about our shutoff, but RG, our part time Maintenance manager, could help if you do it while he is here (9 AM to 11 AM) or ask for help from a Board member. Each building has its own shut off valve.

Most gas meters are in the garage along the walls in sets of threes. Six others are located in each of the two large storage room areas in the basement. The electric meters are located in the utility rooms on each floor.

The electrical breaker box for your unit is located in your laundry room.

You have a private storage room in the basement assigned to your unit.

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Close the door into the elevator room if you have left it open for a short time. Security is of utmost importance.

Never hold the elevator for any reason by using the red emergency button. It is for emergencies only.

Mediacom cable connections are up in the attic of each building.

We do recycle here so please read the recycle list. No plastic bags, glass or Styrofoam. All boxes (cardboard, chip or other) need to be broken down so they are flat. Anything not on the recycle list needs to go into the garbage bin.

If you find it necessary to change the locks to your condo unit, it is highly recommended that you give the Board a key so that we can enter your unit in case of an emergency. The key will be kept in a locked room and only Board members may enter using the spare key. It is required that 2 board members be present to enter. If your unit has been entered while you are gone you will be left a notice.

If you need help with small jobs, you can contact RG during his work hours and set up a time that he can work for you at your own cost. He would do this after his working hours, 9AM – 11AM.

We have a delivery room in each lobby where parcels are dropped off for you to pick up. You will usually find a notice from the delivery person stuck to the inner entry door.

If you are going to be doing any construction in your unit you must get Board approval and obtain all necessary City permits before any work can begin.

It is important that you provide current proof of your homeowner's insurance to either the Association Board or Heritage Property Management,

The Board meets monthly April through December and if you have a request, please submit it in writing before our Board meeting. We meet the 2nd Wednesday of each month.

BOARD OF DIRECTORS

September, 2017

PLAZA EAST I OWNERS ASSOCIATION

LEGAL COVENANTS, RESTRICTIONS, CONDITIONS AND REQUIREMENTS

(Contained in the Plaza East I Declaration of Condominium)

EACH OWNER OF A CONDOMINIUM UNIT IN PLAZA EAST I COVENANTS TO ALL OTHER OWNERS HE/SHE;

Will not convey, mortgage their unit unless all current assessments have been paid.
(Article XI, paragraph 1)

Will not paint or in any way decorate the outside walls of the building, including the shutters, nor place any For Sale sign outside. (Article XI, paragraph 2)

Will not engage in any activity that would cause termination of or increase in the premium for insurance carried by the Association. (Article XI, paragraph 4)

Will deposit with the Association a key to their unit if required to do so. (Article XI, paragraph 5)

Will not erect any animal pens, sheds, fences or other outbuildings in any common area.
(Article XI, paragraph 6)

Will not engage in any activity, which interferes with the peaceful possession and the proper use of the property by any other owner. (Article XI, paragraph 6)

Will not accumulate unsightly refuse or other fire hazards. (Article XI, paragraph 6)

Will not use a parking space for storage purposes unless the items stored are in containers presenting a neat exterior. (Article XI, paragraph 9)

Will not use a basement parking or any other space for any purpose which jeopardizes the safety of the property or its occupant or might on account of noise, odor or other factors be disturbing to owners or residents. (Article XI, paragraph 9)

Will not lease a basement parking space to anyone not an owner. (Article VI, paragraph 4)

Will not mortgage his/her unit without the approval of the Association to someone other than a bank, life insurance company or a federal or state savings and loan association. (Article XI, paragraph 10)

Will not remove any portion of or make any alteration of or improvement or addition to any individual unit or common element without the prior approval of the Association as to the design and safety thereof, nor perform any work, which will jeopardize the soundness of the building or impair an easement. (Article X, paragraph 6)

Will keep his/her unit in good repair and provide for all maintenance of and within their unit. This includes doors, windows, sliding doors, patio or balcony, air conditioning and heating units, water heaters, etc. Also includes wiring, piping, conduits, ducts and other service elements servicing their unit. (Article XI, paragraph 7 and Article X, paragraph 3)

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Will observe all laws, ordinances and regulations of governmental bodies. (Article XI, paragraph 6)

Will give notice to the Association of every lien against his/her unit within ten days after the lien attaches.
(Article XI, paragraph 8)

Will authorize the entering of their unit in case of an emergency whether at home or not. (Article XI, paragraph 5)

Will agree the Board of Directors of the Association has the right to designate and control the manner and use of outside parking spaces. (Article XI, paragraph 3)

Will agree that the Association acting through its Board of Directors has the power to adopt and enforce all reasonable rules, restrictions and regulations relating to the use, occupancy and enjoyment of the condominium property. Specifically agrees that the Board may approve temporary structures, which are otherwise prohibited, may prohibit ownership and use of pets, motorcycles or other power-driven equipment and may prohibit the use of flags, banners and grills on a patio or balcony. (Article XI, paragraph 11)

Will agree that all drapes, trimming or other treatments having an exterior exposure will be white.
(Article XI, paragraph 11)

Will agree that their unit will be used only for single family dwelling purposes. (Article XI, paragraph 12)

Will agree to grant the Association a right of first refusal on any sale or any other transfer of their unit and/or garage space. (Article XI, paragraph 13)

Will agree that he/she will strictly comply with the provisions of the By-Laws of the Association, applicable provisions of other condominium documents, and all rules and regulations lawfully made by the Board of Directors of the Association. (Article IX, paragraph 2)