

History of Penn Prairie on the Pond Condominium Association

The first units in this association were built in 2002. The Condo Association was handled by the developer, Mike Roberts, until the completion of the last units on Weston Drive.

In June 2006, the Board of Directors for Penn Prairie on the Pond met for the first official meeting. At that time there was a President, Vice President, Treasurer, Secretary, and three board members. There were initially three associations, Penn Prairie 1, Penn Prairie 2, and Penn Prairie 5. These three combined to form "Penn Prairie on the Pond". The Board President and secretary were reimbursed by waiver of their association dues while they were in office. The remaining members were volunteers.

In September 2006 the Board of Directors issued the following Mission Statement that continues to be used today:

"Our goal is to facilitate a safe, attractive, and well maintained community, while keeping monthly dues as reasonable as possible. We will establish a budget that takes all known expenses into account and make allowances for unknown future expenses. We will be attentive to suggestions from our neighborhood and will strive always to act in the best interests of our homeowners according to the by-laws of the Homeowners's Association."

The first condo association meeting was held in October, 2006. The first "annual" meeting for the association was held in June, 2007. Officers for the coming year were elected at that time.

In February, 2008 an all-volunteer board accepted responsibility for the board activities. The decision to hire a general manager for the association was made, and the president and secretary no longer were exempt from monthly dues.

The annual meeting was then changed to December, to coincide more closely with the fiscal budget which runs January through December. The change was made to allow for a more realistic annual budget to be prepared, and to allow input from all association members before the Board votes to accept it.

Penn Prairie on the Pond Condominium Owners Association General Information

1. Association dues are _____ per month (subject to change by the Board of Directors) and are due on the first of every month. There is a late payment policy and fee. Contact Vera Parker at KMB Property Management at 319-200-1312 to arrange automatic payment.

2. Contact for questions and any problems related to the following:
 - Exterior of your condo - Mike Haight at 319-321-4732
 - Berms and landscaping – Tim Foss 563-570-7348
 - Lawn mowing – Brenda Johnson at 319-333-9606
 - Snow removal – Tim Foss at 563-570-7348
 - Pond – John Garms at 563-880-0799
3. There is one vote per condominium unit regardless of the number of occupants.
4. There is a meeting of the Association Annually. The board communicates information from there meetings periodically and is available for questions and concerns.
5. **Please have your guests park on the city streets. There is NO parking allowed on the “berm” side of the circular drives.** No vehicle shall be parked on any grassy area of the common grounds. Short term parking is allowed on the circular drive close to your driveway, but do not park in a manner that will restrict access of your neighbors. The circular drive is not a parking space and no overnight parking is allowed.
6. Alterations and repair of the exterior of the buildings is the responsibility of the Association and no work of any kind is to be done without written consent from the Board of Directors. The Exterior Alteration request form can be found on the KMB website. The Form must be filled out and approved prior to any work being started. **Contact Jaelynn Saloga at KMB Property Management or a board member via email for questions and permission.**
7. Upkeep and maintenance of all common grounds is the responsibility of the Association and no work of any kind is to be done without written consent from the Board of Directors. The Lanscaping Alteration request form can be found on the KMB website. The Form must be filled out and approved prior to any work being started. **Contact Jaylynn Saloga at KMB Property Management or a board member via email for questions and permission.**
8. Units shall be used for living/dwelling only.
9. There should be no loud noise (music, loud talking, etc.) after 12 Midnight and before 6 AM. Please remember sounds to carry across the water and our neighbors may be trying to sleep. Loud noise after hours may result in the police being summoned for disturbance of the peace.
10. Each unit owner shall keep their unit in a good state of presentation and cleanliness.
11. No animals shall be kept for breeding purposes. Animals are not allowed on the common grounds unless they are on a leash. They are not to be left on a lead unattended, and all pet “droppings” are to be picked up immediately upon “deposit”. There is a pet removal policy for non-compliance in the by-laws.
12. Please note the powers and duties of the Board of Directors in the by-laws.

13. There are committees where volunteer efforts assist in our Association to run smoothly and you are invited to join those efforts. They are listed on the same handout as the Board of Directors.
14. Please read and become familiar with all the by-laws and rules and regulations of the association.