

External Home Improvements and Landscaping of Grounds at Penn Prairie on the Pond

Purpose: To spell out the specifics on External Home Improvements and Landscaping within Penn Prairie on the Pond Condominium Association.

Background: As a Condo Association we are joined together in a common endeavor in which the Association owns and is responsible for all of the externals of our property. The roofs, siding, concrete driveways, sidewalks, external staining, grounds, all landscaping, pond maintenance, grass mowing, berm maintenance; the list goes on. With a condo association, uniformity is the goal so that we present a uniform, pleasing appearance. This not only enhances our appearance to the viewer, but makes our community desirable for others to purchase and live with us.

In the earlier days, before the Association was formed, the Developer granted approval for exceptions to this rule of uniformity and several requests were granted which today would not be approved. These exceptions are so-called ‘grandfathered’, with the expectation that those granted these exceptions are responsible for the care and responsibility of maintaining them in a pleasing manner.

Policy: The procedure for effecting both structural and landscaping changes is to petition the Board. In the course of examining and deciding on these requests, we believe that it would be useful to all if our guidelines were published for all homeowners within the association. First we must all understand that ours is common property and thus there must be free and ready access for all association members to the pond and throughout our area. It is most evident that several of our units are so close to the pond that, with pond erosion, it is becoming more difficult to walk around the pond. The pond project, recently approved, is designed to stabilize this erosion and to enhance the attractiveness of our property. We must also keep in mind that mowing is an association effort rather than individual task and that any individual plantings of trees or shrubs inhibit this process. So with these thoughts in mind the Board has decided to promulgate some guidelines to clarify the process of requesting changes and ensure that our attractiveness is maintained and a ready pond access is available for all members. These policies are an attempt to clarify what we can and cannot do when submitting written requests. We encourage all to brighten and enhance the attractiveness of the exteriors of our homes and we want to assist by making it an easier process.

A. Plantings

As of June 1, 2009 all existing external flower beds, plantings, stairs, deck extensions and porch modifications are “grandfathered”. In the future no additional “stand alone trees”, flowerbeds, perennial shrubs or flowers are to be planted. Ranch Style Units shall not have plantings beyond the edge of their concrete pad. The townhouse units are permitted to have a planting bed that extends out no more than two feet from the deck pad and must be lined or edged. All of the beds and plantings in the rear and sides of the units that have been or will be planted by the occupant shall be the responsibility of the occupant, which includes mulching, weeding, etc. If the personal planting areas are not maintained, the Penn Prairie Board may hire someone to maintain the area and bill the unit occupants.

B. Porch/ Deck extensions

Ranch style unit owners planning Porch/Deck extensions must ensure that if including steps, both the deck itself and the steps must not extend beyond the edge of the lower concrete pad. The materials selected shall be of treated wood similar to that of other units; this includes the screening, which should also be compatible. The owners are responsible for the initial staining of their extensions. The stain “F & P Wolman, Natural Sealer” is the stain used throughout our property and is the desired coating.

Townhouse units planning Porch/Deck extensions shall comply with the above except for stairs, which could extend beyond the lower concrete pad.

C. Three or Four Season Porches

Three or four season porches will be reviewed upon submission of the proposal, showing design, proposed material, color, etc. Several property owners have made an investment in these porch enhancements and have expanded the use of their porches as well as added value to their properties. In general consistency in design is an expectation with any porch enhancement.

D. General Maintenance

The Association has the responsibility for the maintenance of the beds in front of the units, which includes trimming, replacement of dead shrubs, mulching, etc. Any homeowner whose animal's urine or droppings affect the appearance of our common property is responsible for the repair of the affected area. As there is no central irrigation system individual home owners are responsible for the watering and fertilizing of the plantings in the front of the units.

The mowing is, of course, contracted out and we will endeavor to ensure that their work contributes to maintain our high expectations. Each of us can assist by doing that "little extra" such as picking up the occasional blowing paper, pulling a weed, or grass in the beds, even removing debris that blows onto our property or drains from the streets into our pond. For example, we continue to find plastic bags full of pet excrement that has been tossed in the street drains, which, of course, lead directly into our pond. It remains our expectation, as an Association, that all property owners, to the best of their physical ability, will cooperate in these matters and assist in maintaining the attractiveness of our neighborhood.

Lastly, the summer months are here and we must ask that tents and slides not be left mounted/spread over a very few hours because grass rapidly dies when covered with plastic.

**Penn Prairie On the Pond Condominium Association
Condominium Unit Alteration Approval Form**

Please complete this form and return it to any Board member.

Note: This application will be reviewed by both the Board of Directors and the Management Company.

The approval process may take up to 30 days to complete.

The property owner hereby requests permission to modify the condominium unit at the address listed:

Address: _____

Owner's Name: _____
(Please print or type)

Description of the project: Please include enough information on the project (ex. deck, enclosed porch, etc.), product(s) used and installation details to enable the Board to make a reasonable assessment.

Please include below (or attach) a sketch or drawing of the proposed modification. You are also encouraged to submit any additional information supporting your project, including photographs and specification sheets

Are there any similar modifications already in place in the HOA? Yes / No

If yes, where are they located?

Contractor Performing the Work:

Name:

Address/City/State:

I understand that the contractor's current certificate of insurance must be provided to the Management Company prior to the beginning of the project.

☐ Requestor's initials here

I agree to contact the City of North Liberty to determine if a building permit is required.

If so, I agree to purchase said permit and to provide the permit number to the HOA Board before beginning the project.

☐ Requestor's initials here

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Penn Prairie Unit Alteration Form: 2026

**Penn Prairie On the Pond Condominium Association
Condominium Unit Alteration Approval Form**

City of North Liberty Permit #: _____ (to be filled in later by the Board)

Has the Management Company been contacted to determine if additional insurance coverage will be needed for this unit as a result of this alteration/modification? Yes / No

If additional insurance is deemed necessary for the unit as a result of the modifications described in this request, the homeowner hereby agrees to be responsible for any additional premium costs.

☐ Requestor's initials here

(See HOA bylaws regarding alterations or improvements by owner: Article VIII: Paragraph 4: "The Board of Directors shall arrange with such unit owner for the payment of the cost of any additional insurance thereby required.")

Anticipated date when work will begin:

Other information about this project: (Please include or attach any additional information you would like the Board to have.)

If your request is for installation of any trim, siding, soffit, brick or any other external, non-wood building materials, the type and color must be consistent with those currently in use in the HOA and must be approved by the Board..

8. If your request is for a project such as a deck, the lumber must be cedar and the stain must conform to the HOA standard. (Ready Seal OS-005 Light Brown or equivalent. Any equivalent products proposed shall be specified in the quote and subject to Association prior approval). The style and size of deck areas must also conform to others in the Association.

The homeowner understands that approval will be revoked immediately if a change is made in the contractor or if there is a departure from the approved plans or specifications.

☐ Requestor's initials here

The owner agrees to assume responsibility for any damage resulting from the modification or alteration. In addition, all remaining condominium property will be restored to its original condition at the conclusion of the project.

☐ Requestor's initials here

Date: _____

Owner's Signature: _____

Penn Prairie on the Pond: Approval by majority vote of the Board of Directors:

Date: _____ HOA Board President or V.President _____

Landscaping Request Form
Penn Prairie on the Pond Homeowners Association
Please complete this form and return it to any Board member.

Homeowner:

Address:

Project Details: (Please enter a description, including location, dimensions and products to be used, ex., mulch, stone, shrubs, etc.):

Please include (or attach) a sketch of the project:

Who will install the project?

If a contractor, is his certificate of insurance on file with the Management Company? Yes / No

If no, please attach a copy of the certificate to this application or have the contractor provide it to the Management Company.

Technical Information:

Prior to digging, you must contact IOWA ONE CALL (1.800.292.8989) to locate underground utilities, no matter where on the property you will be digging; front, back or side.

Are there any similar landscaping areas already in place in the HOA? NO / YES

If so, where?

Does the applicant understand that maintaining this area is the responsibility of the homeowner? NO / YES

If yes, is it understood that if the area is not maintained, the HOA will do so at the homeowner's expense? NO / YES

Date: _____ Signature of homeowner _____

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Date: _____ HOA Board President or V.President _____

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