WELCOME TO TOWNHOMES OF MEADOW POINT

This packet has been prepared to provide you with helpful information in making your home ownership in Townhomes of Meadow Point a rewarding and enjoyable experience. ***You are encouraged to visit the website www.meadowpointth.org.***

This packet provides information on the management of the Association, the services your maintenance fee provides, general information about your obligations as a member, as well as the rules and regulations of the Association.

We urge you to read through this information. We also ask you to review carefully the association by-laws; declaration, covenants, and restrictions; along with the amended articles (see our community website: www.meadowpointth.org). If you still have questions, please contact a current board member (see below) or email meadowpointth@gmail.com.

MEADOW POINT (MPTH) HOMEOWNERS ASSOCIATION MANAGEMENT

Day-to-Day Affairs and General Management	Property owners annually elect, by majority vote of 73 property owners (one vote/ homeowner), a board of directors consisting of 3-5 members. Elections are held in staggered terms at the annual meeting of homeowners. ● Officers are elected annually by and from the board of directors. ● Members are encouraged to run for office. Contact any current board member if interested in serving.
Property Manager: Oversight of the Common Areas of MPTH	Mark Gisch: 515-633-7151 He can also provide assistance and guidance for members who have projects in their own units.
Current Board of Directors (October 2025-October 2026)	● Kristine Milburn, President: 2044 Elm Circle 515-577-2654 ● Kathy Olah, Vice President: 1912 Maple Circle ● Joanne Boeckman,Secretary: 2032 Elm Circle ● Lars Peterson, Treasurer: 1928 Maple Circle ● Fern Stewart, At Large: 2020 Elm Cir
Financial Manager	Steve Grodahl: Box 7594, Urbandale, IA 50323

The MPTH board of directors meets monthly, or as needed. Residents may attend any of the board meetings. If bringing concerns, contact the board president in advance to place concerns on the agenda. The annual meeting of homeowners is held in the fall, barring extenuating circumstances. The board will notify homeowners at least 10 days in advance of the location and details.

GENERAL INFORMATION

Dues	Monthly association dues, determined annually by directors, are based on the income needed for property maintenance, reserves, and future expenses. ● Monthly dues cannot increase by more than ten percent (10%) of the previous year without a vote of the homeowners. ● Dues must be paid by the first of each month. ○ Homeowners are encouraged to pay by automatic payment such as ACH. ○ Make checks payable to "Townhomes of Meadow Point" and mail to the financial manager: Steve Grodahl, Box 7594, Urbandale, IA 50323. ○ A fine of $40.00/month will be assessed for payments received after the 15th of the month. *(See Article IV for supportive language)*
Insurance	The association provides coverage, through State Farm, for the exterior and physical structure of your townhome (including the roof, siding, and building foundations). This policy does not cover windows and doors. ● Policy agent: Tim Ford**,** 515-277-6331. A personal insurance policy is recommended, particularly for interior water damage resulting from broken pipes and lines or interior fire damage. *This is not to indicate these are the only items to be covered in a personal policy.* Homeowners should discuss all insurance options with a personal insurance agent. To ensure adequate coverage with no overlapping areas, homeowners' personal agents should contact Tim Ford (see above). ● **A loss assessment rider is highly recommended to cover community assessments related to HOA insurance claims.**
Common Grounds Maintenance	Seasonal maintenance contracted with professional contractors: ● Mowing and trimming of the lawn, aerating, fertilizing, weed and insect control, edging of sidewalks and drives, trimming of trees, hedges, and shrubs in common areas, and other services as needed. ● Removing snow on driveways and walkways when snowfall reaches or exceeds 2 inches. ○ Homeowners must keep driveways clear of vehicles for snow removal. Driveways with vehicles will not be plowed. ○ Snow may be pushed across the streets and piled on the Common Area. Homeowners should avoid parking in front of large open Common Areas to permit the equipment access in moving snow. Avoid approaching yard-care workers with questions or concerns. Contact Property Manager Mark Gisch (515-633-7151) with any questions or concerns about contracted work.

GENERAL INFORMATION, cont.

Streets	Streets are owned and maintained by the City of West Des Moines. Homeowners should contact the city with concerns: 515-222-3600.
Trash Removal	Trash removal is provided by the City of West Des Moines. Homeowners should contact the city's contracted waste removal for information: 515-222-3480.
Utilities, Television, & Internet Service	Each homeowner is responsible for the cost of utilities, including satellite and internet. ● Homeowners must obtain approval from the MPTH board before installation of any satellite dishes.
Exterior Building Appearance and Maintenance	Covenants thoroughly outline elements of responsibility for the homeowner and the association (www.meadowpointth.org). Homeowners should always check these documents first. (*See Covenants, Articles VI & XI for supportive language.*) ● The association covers repair and painting of exterior walls of all homes and garages, roofs, sidewalks, and driveways. ● Homeowners cover repair and painting of doors (including repainting with approved paint colors), windows, skylight, decks, patios, and fences between units. See www.meadowpointth.org for approved paint and stain colors. ● General maintenance: The MPTH board attempts to maintain a systematic schedule of painting, and checks annually all buildings for needed repairs and touch-up painting. No repair or maintenance of any association responsibility elements should be authorized and paid for by any homeowner. Such bills submitted for reimbursement of unauthorized repairs will not be paid. (*See Covenants Article VI for supportive language.)*
Architectural Committee	The MPTH board will appoint at least 3 homeowner representatives to the architectural committee,which is tasked with maintenance of the overall structural appearance and integrity within the MPTH community.
Architectural Changes ***No work is to commence until approval is obtained in writing.***	Homeowners must obtain approval for any work construed as an addition or alteration (e.g., changing windows or storm doors, changing or enclosing a deck, changing exterior light fixtures, installing skylights or awnings, etc.) ● Homeowners must submit detailed drawings and specifications to the property manager who will present to the board for approval. (*See Covenants, Article XI for supportive language.*) ● Approval of any work which will increase the Association's cost of maintenance will require the written consent of the owner to assume such costs.

GENERAL INFORMATION, cont.

Board Walk-Throughs	Board members annually review the property to ensure the overall appearance of MPTH owner-responsible elements conform to the intended aesthetic of the property (e.g., decks, privacy fences, storms, screens, storm doors, etc.). ● Repairs or maintenance needs will be brought to the homeowner's attention with request to take corrective action in a timely manner. ● After the 3-step enforcement process with no corrective actions, the Board will make needed repairs and assess the cost to the homeowner.
Special Assessments	Circumstances could arise for which adequate funds are not available. These costs will be covered through special assessments as provided in the covenants (*Article IV)* and Bylaws (*Article XI)*. ● *Per the covenants, the HOA assesses all insurance claim deductibles equally among homeowners.* Homeowners should consult their insurance agents to obtain a loss assessment rider which covers special assessments related to insurance claims.
Landscaping ***No planting of any kind is to be made in the Common Area without written consent of the Board.***	Approval is needed for landscaping around a unit, and/or beyond the thirty (30") inches from the building. ● Homeowners who landscape in common areas without permission must return the area to the original condition as soon as possible. ● Homeowners must submit written plans to the property manager for presenting to the Board for approval. ***No work is to commence until approval is obtained in writing.*** ○ When approved, such landscaping becomes the sole responsibility of the homeowner for maintenance. ○ If landscaping is not maintained, the homeowner must return the common area to its original state. ***If such landscaping is not maintained, the Association will restore the common area to its original state, <u>at the homeowner's expense.</u>***
Parking	Homeowners must follow all city laws for parking vehicles. ● Vehicles may not park on any grass area. ● Vehicles may not block the sidewalk or a public pathway. ● No vehicle shall be parked so as to impede access from or to any lot, garage, driveway, or public street. *(See Article VIII for supportive language)* ● Observe the "No Parking" areas as indicated by signs erected by the City of West Des Moines. This is a necessity to permit emergency vehicles access into the area. For large gatherings, parties, or garage sales, homeowners are asked to park thoughtfully and direct guests to overflow parking on the west side of 19th Street.

HOMEOWNER RESPONSIBILITIES, RULES, AND REGULATIONS

The Board of Directors of Townhomes of Meadow Point Association has the power to adopt, publish, and enforce rules and regulations governing the complex. *(See Covenants, Article XIV, Section 16 for supportive language)*

Speed Limit Enforcement	Speed limits are set and enforced by the City of West Des Moines. Homeowners should contact the city police with questions or concerns.
Recreational Equipment	No bicycles, toys or other private property shall be allowed to obstruct any driveway or stored in the open, alongside building walls or other locations of public view. *(See Article VIII for supportive language)* No parking or storage of boats, snowmobiles, trailers, camping vehicles, other recreational vehicles or parking of trucks or other commercial vehicles are allowed, except incidentally for making pick up and deliveries. *(See Article XIV, Section 12 for supportive language)*
Garage Doors	Homeowners must keep garage doors closed except during times of access to the garage. *(See Article XIII, Section 9 for supportive language)*
Pets	As its general policy regarding animal control, the MPTH board adopts and incorporates the City of West Des Moines's animal control ordinance. Consult City Code for more details. ● Each townhome unit is allowed to have two (2) pets. No animals except dogs and cats weighing less than 30 pounds at full growth may be kept as pets. ○ Homeowners wishing to bring a dog or cat exceeding the 30-pound limit must petition the MPTH board. Approval is in the sole discretion of the majority of the directors. *(See Article XIII for supportive language)* ● No exotic or wild animals are allowed. ● Owners are required to clean up any waste from pets.
Birdfeeders / Feeding Wild or Stray Animals	Homeowners are banned from feeding birds, wildlife, and stray animals. Exception: Hummingbird feeders. ● Homeowners may not install bird feeders on any Meadow Point property (except hummingbird feeders). ● Homeowners/residents may not leave food outside for any wild or stray animals (including squirrels, deer, cats, racoons, etc.).

HOMEOWNER RESPONSIBILITIES, RULES, AND REGULATIONS, cont.

Refuse Containers	All trash receptacles–including garbage, recycling, and composting–shall be stored inside the garages. *(See Article XIV, Section 6 for supportive language.)*
Property Use	Units shall be used only for single-family residential purposes and shall not be used for any unlawful purpose. *(See Article XIII, Section 2 for supportive language.)* Homeowners may not lease or rent any unit. *(See the 2014 Amendment to Article XV, Section 5, for supportive language.)*
Safety of Property	No activity shall be allowed which unduly interferes with the peaceful possession and use of the property by homeowners, nor shall any fire hazard or unsightly accumulation of refuse be allowed. ● Only gas grills are allowed on decks. ● No wood burning or charcoal devices, such as chimney pots or fire-pits, are allowed anywhere at The Townhomes of Meadow Point. *(See Article XIII, Section 13 for supportive language)* ● Fireworks are prohibited at all times on Meadow Point property.
Appearance of Property	No change in the appearance or the color of any part of the exterior of a unit shall be made. *(See Article X for supportive language*). ● Climbing vines on downspouts, fences or buildings are not permitted as they damage the paint and/or siding. <u>NO attachments are allowed on the buildings.</u> The siding on our buildings is HardiPlank, a fiber cement board. Hammering in nails or using screws on this siding can crack the siding. *(See Article XIII, Section 3 for supportive language* ● The use of the area under decks as a general storage area is NOT permitted. Firewood is not to be stored on or under decks. *(See Article XIV, Section 9 for supportive language)*
Towers, Antenna, Satellite	No tower or antenna can be placed upon any lot or on the roof of any unit. ● Satellite dishes must be approved by the Board in writing and placement of the dish is at the discretion of the board. *(See Article XIII, Section 8 for supportive language)*
Signage and Advertising	No advertising signs of any kind can be displayed on any lot without written approval of the board. (*See Article XII, Section 1 for supportive language)*

ENFORCEMENT

Delinquency of Dues or Special Assessments	Late Dues: Late payment: $40.00/month will be assessed for payments received after the 15th of the month. Special Assessments: $40.00/month will be assessed for payments received more than 15 days after the due date. ● Homeowners may reach out to the board treasurer to request a payment plan for special assessments.

To keep the Townhomes of Meadow Point a safe, beautiful, and welcoming place to live, the MPTH board has established a straightforward process for handling rule violations. Our goal is always neighborly cooperation first, not penalties. Except for emergencies, the board will always take three non-monetary steps to help a homeowner fix an issue before any fine or charge is added to their account.

Step 1: Friendly written or verbal reminder.	If a rule violation is spotted (e.g., an open garage door, unapproved satellite dish, visible trash can, pet issue, etc.), the board will deliver a quick, documented courtesy notice that includes the exact rule broken, the date noticed, and a corrective action deadline.
Step 2: Official notice of noncompliance	If the problem isn't fixed by the deadline, homeowners will receive a second, official notice in writing. This notice will restate the rule and original deadline, as well as invite the homeowner to the next monthly board meeting to discuss the issue or ask for an exception. Homeowners will be given a clear deadline to either fix the problem or contact the board to join the meeting agenda.
Step 3: Final Pre-Fine Warning	If the issue remains unresolved, and the homeowner does not contact the board or chooses not to attend the board meeting, a final notice will be sent via certified mail. This notice will explicitly state the grace period has expired and will serve as the final warning before fines or legal actions begin. Homeowners will have a final 5-day grace period to take corrective action.
Step 4: Monetary Fines/Assessments	If a violation is not corrected after the three steps above, the Board will apply fines to the homeowner's account to ensure fairness for the rest of the community. ● General Rule Violation: $50 (plus $10/day until corrected) *(e.g., open garage doors, unapproved satellite dish placement, visible refuse containers, pet violations, unapproved signs, birdfeeders, etc.)* ● Safety & Structural Hazards: $100 (plus $20/day until corrected) *(e.g., use of wood/charcoal grills or fire pits, unapproved siding attachments, etc.)*

OTHER REMEDIATION

For specific architectural, landscape, or maintenance violations that threaten community property or safety, the Board reserves the right to take direct physical action after the 3-step process is exhausted:

Property Appearance & Upkeep	If a homeowner neglects their responsible areas (such as decks, privacy fences, or screens) after the 3-step enforcement process, the board will hire a professional to complete the repairs and bill the exact cost back to the homeowner.
Unapproved Landscaping	If a homeowner adds landscaping to the common areas without written permission, the landscaping must be removed, and the common area must be restored to its original state. If the landscaping remains after the 3-step enforcement process, the association will restore the area to its original state and send the bill to the homeowner.

Questions or Appeals?

If you receive a notice and disagree with it, or if you need more time to fix a problem, please email meadowpointth@gmail.com or contact a board member to be placed on the monthly meeting agenda. Fines will be paused while an active, good-faith appeal is reviewed by the board during a monthly meeting. If the appeal is denied, fines will resume immediately.

UNIT MAINTENANCE SUGGESTIONS

Owner-Responsible Elements

	HVAC	Schedule a professional inspection and tune-up for your heating system before the winter cold hits and cooling system before the summer heat hits.
	Chimney	Have the fireplace chimney checked and cleaned each year, even if the fireplace has been converted to gas.
	Dryer Vents	Clean dryer vents at least every two years to avoid fire hazard.
	Outdoor Faucets	Disconnect garden hoses and drain outdoor spigots during winter months to prevent pipes from freezing and bursting.
	Pest Control	Apply pest barriers around the perimeter of your home and seal any tiny gaps to prevent bugs or rodents from entering.
	Plumbing	Inspect connections twice a year for potential leaks. Check the shut-off valves under the kitchen sink, bathroom vanities, behind the toilets, and near the washing machine. Look for slow drips or corrosion.
	Smoke & CO2 Detectors	Press the test button on all smoke and carbon monoxide detectors at least twice a year. Replace batteries immediately if they beep.
	Windows & Screens	Clean window tracks and inspect screens for tears or holes that could let insects inside.
	Vegetation	Maintain a 12-inch gap between all vegetation and siding to prevent trapped moisture, stop paint erosion, and eliminate a direct highway for pests to enter walls.