

Villas at Stonewater

Tradition Townhomes Association

Resident Handbook

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Covenants, Conditions and Restrictions	

Homeowner Documents (not included herein)

Tradition Townhomes Covenants and By-Laws available on Property Management by Design Website at <https://pm-bydesign.com/tradition>

Tradition Townhomes Association

Contact Information

Association Board (May 2024 – May 2025):

President	John Collins	a.j.collins@centurylink.net
Vice President	Debbie Ver Ploeg	bdverploeg@hotmail.com
Treasurer	Open	
Secretary	Jim Hoffmann	hoffmannjm895@gmail.com
At Large	Dennis Pate	paterd@hotmail.com

Management Company:

Property Management by Design	PM-ByDesign.com (515) 216-0707 Jeff Horner JeffHorner@PM-ByDesign.com
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Current Fee Schedule:

Association Dues	\$370.00/month (includes Insurance and Trash)
Parking Violations	Fine Schedule approved by Board as needed. Parking Rules clarified on Page 3.
Key Fob Replacement	\$25 if lost – Free if malfunctioning
New Buyer Assessment	Per Article III, Section 3 of the Covenants a \$495 fee shall be charged for to any new purchaser.

Maintenance Requests

Requests for maintenance may be reported to Property Management by Design at 515-216-0707 or by email to a board member. Board member contact allows record keeping and follow up. Emergencies should be reported to Property Management by Design at 515-216-0707 or by email at ADMIN@PM-ByDesign.com

Tradition Townhomes Association

Committee Volunteers

Buildings and Grounds

John Collins

Bill Renner

Clubhouse

Manager:

Denise Schuett

Decorations:

Linda Kohlhaas

Marna Billings

June Reed

Linda Sprague

Cleaning:

Carleen Edgar

Marlene Edsen

Ardis Morrison

Linda Kohlhaas

Marilyn Scroggins

Library

Diane Mihalovich

Resident List & Picture Directory

Diane Mihalovich

Gary Morrison

Nominating

Chairman:

Don Sandor

Assistants:

Annette Burnham

Dan Kohlhaas

Flag

Craig Edsen

Landscape

Manager:

Debbie Ver Ploeg

Assistants:

Joe Lamb

Bryan Ver Ploeg

Bill Renner

Ellis Smith

Maintenance

Nate Burnham

Don Ficek

Joe Lamb

Rob Longnecker

Irrigation and Ponds:

Manager:

Bryan Ver Ploeg

Assistants:

Del Piittmann

Joe Lamb

Swimming Pool

Manager:

John Kovacs

Assistants:

Joan Borel

Nate Burnham

Susan Martin

Denise Schuett

Tradition Townhomes Association

Parking Rules

The Board frequently must address questions and requests that arise from the Parking Rights stated in Article VIII of our covenants. Here is a summary of them:

- 1. Neither the driveway of each home, the guest parking spaces or the public streets may be used for the parking or storage of watercraft, snowmobiles, commercial vehicles, trailers, camping vehicles or other recreational vehicles.**

Exceptions to this rule will be permitted for a period not to exceed 24 hours without a written request. This will allow the loading or unloading of RV's and campers in front of the Owner's home. If needed, parking on the stub street opposite SW 28th Lane for a period not to exceed 24 hours, so long as the street is not being used for other purposes, would be allowed.

- 2. Temporary parking of commercial vehicles is permitted during times of construction or repair.** No request for variance is required.
- 3. Automobiles of the Owners or Owner's guests may be parked in the Owner's driveway or a guest parking space for a maximum of 7 consecutive days or a total of 14 days per year without seeking a variance.**

A variance to these rules will be considered on a case-by-case basis. In the written request for variance, the Owner must state why the request is being made, the types of vehicle, where the vehicle will be parked, and the time period requested. The Board will respond to each request in writing. Those Owners currently in violation need to make a written request to the Board. No vehicles will be "grandfathered in." **Vehicles not granted a variance will need to be parked outside the Villas at Stonewater.**

In the event of a violation, the Association may, after reasonable notice, remove any such snowmobiles, watercrafts, commercial vehicles, trailers, recreational or camping vehicles or any other vehicle. Retrieving the vehicle will be at the Owner's expense.

It should be noted that any vehicles in the Owner's driveway during a snow event will preclude the clearing of that driveway. In most cases, the driveway is not wide enough to prevent damages to a vehicle. The same can be said about the guest parking spaces and Clubhouse parking spaces.

Thanks to all for your understanding and cooperation.

Tradition Townhomes Association

Clubhouse Facility Guidelines

The Clubhouse is available for your use for special events and/or occasions. We do not rent or reserve to outside groups without a resident in attendance. The following guidelines will apply to the utilization and use of the Tradition Clubhouse.

The main meeting room has a capacity to seat 59 people with a kitchen facility available. Facility hours of operations are 8 a.m. to 10 p.m. Reservations may be made for the main meeting room/kitchen by contacting Conlin Properties by telephone at 515-246-0006, or email at clientservices@conlinproperties.com or going online to www.conlinproperties.com to reserve on the calendar. The swimming pool, except for specified resident activities, cannot be reserved—it is first-come, first-serve. Use of the exercise room can be reserved via the sign-up sheet in the exercise room.

Tradition Townhomes homeowners who wish to reserve the main meeting room will not be charged rental or deposit fees. Reservations will be assigned on a first-come, first-serve basis. The Tradition Townhomes Association may reserve the right to block certain days for the Association needs.

It is the responsibility of the homeowner to ensure that all facilities and equipment are left in the same working and serviceable condition. A checklist is provided for your information only. If damages occur, please report to the Clubhouse Manager, Denise Schuett, at denise_schuett@msn.com or call 515-249-4351. Repair and/or replacement of damaged equipment due to negligence or misuse will be the financial responsibility of the homeowner. When reserving the Tradition Clubhouse, please be aware this does not include the use of the swimming pool or exercise room. These amenities are handled in a separate agreement and amendment.

Current Activities at the Clubhouse

Bean Bag Baseball	May thru October, Wednesdays - 7:00
Billiards	Thursdays & Fridays, weekly - 2:30-5:00
Book Club	Thursday, once a month 10:30
Canasta	Tuesdays, weekly - 1:30 - 4:00
Drinks by the Pool	June thru September, Thursdays - 7:00
Exercise Room	First-come, first-serve
Exercise Classes (fee charged)	Tuesdays and Thursdays, weekly - 5:15
Potluck Breakfast	First Saturday, monthly - 9:00
Ladies' AM Coffee	Mondays, weekly - 10:00
Sewing Group	First Wednesday, monthly -1:00
Swimming Pool	May - September: Residents Only - Mon, Wed, Fri Family Days - Tues, Thurs, Sat, Sun

Tradition Townhomes Association

Clubhouse Rules

- Respect occupancy maximums
- Respect social distancing.
- Stay home if feeling sick.
- Smoking is prohibited inside the clubhouse facilities.
- Pets are not allowed inside the facilities other than working animals.
- Guests and children under the age of 16 must be accompanied in the meeting room and exercise room by a Tradition Townhomes Association resident. The exercise room is not supervised.
- Main meeting room shall be returned to original condition and configuration.
- Kitchen and bathrooms shall be cleaned. All kitchen accessories shall be returned to appropriate cabinets and/or drawers.
- Furniture or other equipment contained in the clubhouse must remain inside the facility and returned to proper storage areas.
- A vacuum is available in the clubhouse for your use when the event is concluded.
- All food products shall be removed from the refrigerator.
- Any paper products remaining in clubhouse will be considered property of clubhouse.
- Previously scheduled activities and events (reserved through Conlin Properties) have priority use of the facility.
- Please clean or check all areas used (including bathrooms), remove trash to outside container, turn off the lights, and lock all doors upon leaving.
- A checklist on page 7 is also located in the kitchen for your convenience.

Tradition Townhomes Association

Clubhouse Checklist

The following list of responsibilities is provided for your information. Please review before leaving the clubhouse.

- _____ Front and back doors locked
- _____ Lights turned off
- _____ Heating/Air Conditioning set at programmed levels
- _____ Carpet and floors need nothing more than a light vacuuming/sweeping
- _____ Television/stereo is in working order and turned off. Remote on mantel by TV
- _____ All kitchen appliances are in working order, clean and put away
- _____ Bathrooms are clean and working properly
- _____ All furniture and window coverings are free from damage
- _____ Trash from kitchen and bathrooms taken out
- _____ Outside area is free from trash and cigarette butts

If a mechanical issue arises, or something is damaged, complete the following and leave on the kitchen counter along with your name, phone number and date of event so we can call if additional information is needed.

Please describe the issue below:

If there is an emergency, please call a board member or the Clubhouse Manager. Thank you.

Tradition Townhomes Association

Swimming Pool Rules

No Lifeguard on Duty ... Swim at your own Risk

CALL 911 IN CASE OF AN EMERGENCY

- Residents and Guests 18 and Older Only Days are **Monday, Wednesday, Friday**.
- Family Days are **Tuesday, Thursday, Saturday, Sunday**.
- **Closed** when cover is in place.
- Pool hours: 8:00 a.m. to 10:00 p.m.
- Guests and children under 16 years of age must be accompanied by an adult resident.
- Swim diapers are required for babies and/or toddlers, as necessary.
- No one with a communicable or infectious disease is permitted in the pool.
- No bicycles, roller blades, scooters, or skateboards in the pool area.
- No diving, no running, or horseplay in the pool area.
- No glass containers in the pool area.
- No cutoffs or street clothes in the pool.
- No pets allowed in the pool area.
- Volume of radios must be kept to reasonable levels.
- No public intoxication within the common area.
- Repeated violations may result in revocation of pool privileges & entry devises (FOB)
- The board of directors can refuse entrance to anyone, any time, for any reason.
- Please keep the area clean. Return all furniture and equipment to its original location.
- Litter should be placed in designated containers.
- Please use the Clubhouse rear door to access the bathrooms. Wet swimwear is not permitted in the meeting room, library, or exercise room.

Pool concerns may be directed to any Board Member
Don Hall, John Collins, Ed Larsen, Jim Hoffmann, Debbie Ver Ploeg
or John Kovacs, Pool Manager.

ABRIDGED VERSION OF DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

The purpose of this paper is to provide a quick review of the Tradition Townhomes Association covenants. You should make yourselves familiar with the entire document. This is a highlight of some of the critical items.

Article V: Owner is responsible for maintenance and repair of lot and structure, interior, decks, patios, stoops, including snow removal therefrom, shrubs, flowers, trees, plantings, exterior lights, including bulb coloring as per original (white) except during the month of December when a colored bulb may be used. More detailed maintenance requirements are listed in the covenants.

Article VI: Association to obtain a master casualty insurance policy affording fire and extended coverage insurance for the Associations Responsibility Elements equal to the full replacement value thereof, as well as a master comprehensive public liability insurance policy. Each owner shall obtain additional insurance at owner's expense for owner's personal property, contents and all components of the owner's living unit not included in the Association Responsibility Elements equal to the full replacement value therefore including but not limited to floor, ceiling, wall covering and fixtures. In addition, each owner shall obtain a comprehensive public casualty insurance of not less than \$300,000 per occurrence.

Article VIII: The driveway in front of the garage shall be for the use of owner and owner's guests. However, no one including owner and the owner's guests shall use these parking spaces, the designated guest parking or the public streets for the parking or storage of any watercraft, snowmobile, commercial vehicle, trailer, camping vehicle or other recreational vehicles. Autos of the owner and the owner's guests may be parked in the paved driveway in front of owner's garage, or in the designated guest parking for a maximum of seven (7) consecutive days for a total of fourteen (14) days per year. HOA is authorized to remove such, at owner's expense, in event of a violation after reasonable notice to remove.

Bicycles, toys or other personal property shall not be allowed to obstruct any driveway, nor shall the same be stored alongside building walls or in any other location open to public view.

Article X: Architectural Control will rest with the Board of Directors. No building, fence, wall or other structure shall hereafter be commenced, erected, altered or maintained upon the properties, nor shall any exterior addition to or change or alteration thereof be made (including but not limited to screen doors, satellite dishes and similar fixtures) until the plans and specifications (including Architect rendering) showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing so as to harmonize with the external design and location in relation to surrounding structures and topography. Any change in the appearance or the color of any part of the exterior of a building (including the exterior items for which the owner is responsible for maintenance pursuant to Article V, Section 1, hereof) shall be deemed a change thereto and shall require the approval of the Board.

Article XIII: Section 2. No animals, livestock or poultry of any kind shall be raised, bred or kept on any Lot, except that no more than a total of two (2) dogs; or one (1) dog and one (1) cat or two (2) cats, for a combined weight of not more than 60 pounds total at full growth, may be kept, provided that they are not kept, bred or maintained for any commercial purposes. No dogs or cats shall be permitted outside of the Living Unit unless leashed and attended by the Owner. No dog runs, doghouses or unattended chains shall be permitted. The Owner shall be responsible for prompt removal and disposal of all waste from their dogs or cats. The Association may, by rules and regulations, prohibit or further limit the raising, breeding or keeping of any pet on any Lot.

Section 4. The Owner of each Lot shall keep the same free of weeds and debris.

Section 5. No trash receptacles and garbage cans shall be permitted to be placed outside of a Building or a structure on any Lot. This restriction shall not preclude the placement of waste containers outside of such area on a temporary basis, if so required by governmental regulation or by any private removal service, on trash pickup days only and not more than twenty-four (24) hours in advance of pickup. The Owners, individually or collectively, shall contract with only one (1) private removal service for trash removal.

Section 11. No fence shall be allowed to be constructed on any Lot without prior written approval from the Board of Directors or from an architectural committee composed of three (3) or more representatives appointed by the Board of Directors. Any fence so approved shall be limited to privacy or decorative fences located around the decks or patios of the Living Units.

Section 12. No personal property shall be stored or left upon a Lot except within the Living Unit or garage located upon the Lot. Garage doors shall be kept closed except during times of access to the garage.

Section 17. The Board of Directors shall have the authority to adopt rules and regulations governing the use of Lots, the Common Area and the Association Responsibility Elements. Such rules shall be observed and obeyed by the Owners, their guests, lessees, assigns, and licensees.

Penalties for violations of any of the above (except Architectural-Landscaping) will be assessed to the owner as follows:

First (1) notice \$25.00 per day, per violation, after 14 days from receipt of notice.

If violation not cured, after 30 days it will be turned over to legal counsel.

Penalties for violation of Architectural and Landscaping violations:

\$100.00 per day per incident, with notice, from the day the project is started.

If violation not cured, after 30 days it will be turned over to legal counsel.

Tradition Townhomes Association

Board of Directors

June 2022