

BUYING A HOME WITHIN TWIN GATES TOWNHOMES

Hello!

We are excited that you have chosen Twin Gates Townhome Owners Association to purchase your new home in and that you will become a part of our community very soon. Below are some helpful hints and information to make your closing go smoother and to prepare you ahead of time for what to expect.

1. Our Website

Our website is www.mytwingates.org . Here you will find just about everything you need to know about living in Twin Gates. It is the main mode of communication. There is a public side and a resident side to our website. The public side has helpful information (such as a link for a FAQ page) but the resident side is much more in depth., giving you details such as the Events Calendar, important documents you will need to be aware of, Announcements etc.

About a week before your closing, you will be emailed your resident Login information. This will allow you to access the resident side of the website. However, we encourage you to go to our website even before your closing as our Bylaws, Covenants, Rules & Regulations, and Amendments to these documents are found there for anyone to access at any time.

Note: Once you are officially a resident, you will make all **Repair Requests, General Questions** to the Board and any **Questions About Dues** from the website. This allows us to track these much more efficiently rather than direct email contact. You'll see where to do these things on the website once you login for the first time.

2. Highlights from the Covenants/By-laws etc...

(This list is in no way meant to be comprehensive and is only meant to give a 'bird's eye view' of some of the topics in the governing documents. Please read the Covenants/Bylaws/Rules & Regulations and any Amendments thoroughly) :

- Beginning 4/16/2015, new unit owners are only allowed one dog.
- An owner must physically live in the unit for a full year before turning it into an investment property.
- Beginning 4/16/2015, tenants are not allowed to have dogs.

- Vehicles, boats, recreational vehicles, and toys cannot be stored in the parking lots.
- Each unit is allowed one garage or garage pad and one additional parking space that is on a first come, first served basis. As such, any unit owner with more than two cars must park additional cars in the street. Additionally, all guests must park in the street. Parking lots are for unit owners only.
- Trash cans, bicycles, storage units, and toys cannot be stored on front patios or generally within open view of the street.
- Freedom is given to unit owners to landscape and even extend with brick patios in the back of their unit. However, an Architectural Change Request form must be submitted and approved by the Board prior to any installation.
- There are certain Pre-approved Architectural Changes that allow unit owners to upgrade things such as front doors, back deck railings etc. However, certain rules apply. Please see the Board for details.
- Any dog owner is responsible for picking up after their pet immediately, cannot stake the dog down in the Common Area, leave them unattended and all dogs must be kept on a leash at all times.
- Newsletter communication comes out every other month. It is important to read this information regarding new Rules & Regulations, upcoming Board meetings (which all unit owners are invited to) and important voting matters or info.
- A list of fees and fines for infractions against the Covenants/Bylaws and Rules & Regulations can be found listed on the website at www.mytwingates.org.

3. Things to know regarding your sale negotiations

- **What items the Hoa will fix:** The Hoa is generally responsible for the exterior of your unit (with the exception of doors and windows, including garage doors. Those are the unit owner's responsibility). However, this does not necessarily mean that all potential buyer requests will be entertained by the Hoa. Buyer requests for certain repairs or remedies will be on a case by case basis. A realtor may email the Board at twingates1@gmail.com to inquire if the Board would consider any specific buyer-requested remedy. We will make reasonable attempts to accommodate if it is within the Boards goals and scope for repairs or remedies.

- **Timeframe for repairs:** Enough time must be allowed prior to the closing for any repairs needed or conceded to by the Board to be completed. We may have to coordinate with contractor schedules and requests must be made to the Board in a reasonable enough timeframe to complete them.
- **Radon Mitigation:** The Hoa will not pay for or mitigate radon levels in a unit that are higher than professionally established recommendations. This will be left to the buyer and seller to negotiate among themselves.
- **Grounding of the gas line:** Though home inspectors will now tell you that it is now code to have this done, the City of Ankeny has verified with the Hoa that we are grandfathered in regarding this code. That means our Association is not expected to have to ground any gas lines to bring units up to current code. This code was passed after our construction was complete and the Association was turned over to the members. As a result, this would be left between buyer and seller to negotiate as to who will take care of this cost if it is desired to be mitigated

4. **Where will I pay my dues?**

You may write a check to :

**Twin Gates Townhomes
P.O. Box 936
Ankeny, IA 50023**

**We encourage all residents to set up Auto Bill Pay with their bank. This relieves the hassle of having to remember to write a check each month as well as postage. We currently do not have Auto Pay available from the website but are researching this amenity and may have it at a later date. Hoa dues are, of course, due on the 1st of the month and not considered late (and charged a \$15 late fee) until the 1st of the following month.

5. **When are Hoa/Board meetings?**

Hoa meetings are held each month. Usually this is the 3rd Thursday of the month but please check the Events Calendar once you login to make sure. This will give you the time and place of the meetings. All residents are welcome and encouraged to come and give their input. The Board can then make a more informed vote on issues based on input from residents.

6. **How can I contact you?**

If you need to contact us regarding an issue that is not covered in the **FAQ's page** on the website or you need more in depth information, you may do so at twingates1@gmail.com . There is no hoa contact phone number.

We look forward to having you part of our community!

Sincerely,

The Board at Twin Gates Townhome Owners Association

TWIN GATES
Townhomes