

LINKS GLEN CONDOMINIUM ASSOCIATION

Handbook of Information, Rules and Regulations

Welcome to Links Glen

Whether you have lived here a short time or several years, we think you will agree that Links Glen is a unique and pleasant place to call home. With Wartburg Seminary to the west and Dubuque Golf and Country Club to the east, the setting in this quiet neighborhood is wonderful.

Links Glen Condominium Owners Association of Dubuque, Iowa, is comprised of 18 individual homes. The buildings are of two models or types; 12 Villas are approximately 3,900 SF each, and 6 Chateaus are approximately 4,700 SF each. Links Glen was developed by Links Glen LLC and built by Conlon Construction Co. The first home was built and occupied in 2007 with the final one occupied in 2018. While the general plan layout and the details of the exterior design and materials are consistent across both building styles, each owner was able to select interior finishes, fixtures and details to fit their individual design preferences. As a result, the interiors reflect the varying personalities of the owners.

In order to maintain the high standards and values set for Links Glen, and to ensure a pleasant comfortable living environment, rules and regulations are established to meet those expectations and are included in this handbook. Rules listed here are a summary and not a complete listing. It is important that you read the COA's CC&R.

We are happy to have you as a resident and our neighbor.

Links Glen Board of Directors

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CONTENTS

1. Links Glen Condominium Owners Association
2. Bylaws
3. Declaration of Covenants, Conditions and Restrictions (CC&R)
4. Board of Directors
5. Board Meetings
6. Annual Meeting
7. Financial
8. Assessments
9. Insurance
10. Management
11. Committees
12. Website
13. Common Elements
14. Limited Common Elements
15. Parking
16. Occupancy
17. Guests
18. Pets
19. Unit Interior
20. Unit Exterior
21. Snow Removal
22. Moving
23. Entry to Units
24. Signs
25. Noise
26. Trash Disposal
27. Outside Structures or Fences
28. Leasing / Rental
29. Lighting
30. Satellite Dishes and Antennas
31. Owner Maintenance Responsibilities
32. Sanitary Pump Station
33. Violations

The ByLaws and CC&R are the governing documents for Links Glen Condominium Owners Association which supersedes this Handbook.

1. Links Glen Condominium Owners Association

The Links Glen Condominium Owners Association of Dubuque, Iowa, ("COA"), is composed of every owner of a Unit in Links Glen. The COA is formed in accordance with the Articles of Incorporation. The Bylaws and the CC&Rs govern the affairs of the COA. The COA is registered with the Iowa Secretary of State.

2. Bylaws

Links Glen was incorporated in June 2007 as a not for profit corporation. The Bylaws were adopted in 2007 and have subsequently been amended. Each Unit Owner should receive a copy at time of purchase or when amended. Revisions require a 75% favorable vote of all Unit Owners. Each Unit Owner has one vote. A copy of the Bylaws can be found on the COA's website.

3. Declaration of Covenants, Conditions and Restrictions (CC&R)

The CC&R document was last restated and amended at the annual membership meeting in 2025 and may be accessed at the Dubuque County Recorder's office. A copy of the CC&R is on the COA's website. A copy of the CC&R can be found on the COA's website.

4. Board of Directors

The management of Links Glen is under the direction and control of the Board of Directors. The Board consists of 3 - 4 members, all of whom must be Unit Owners or spouses of Unit Owners. The directors are elected at the annual meeting of Unit Owners and serve terms as described in the Bylaws.

5. Board Meetings

In accordance with the Bylaws, the Board of Directors meets as necessary to conduct the management and oversight of the COA's business. Minutes of the meetings are maintained on the COA's website. Unit Owners are welcome to attend the board meetings, but do not vote. Please advise the Board Secretary if you intend to be at the meeting, so that space accommodations can be met.

6. Annual Meeting

An Annual Meeting of Unit Owners is held in accordance with the Bylaws, to conduct the corporate business of the COA and provide the membership with updates on activities. Minutes are maintained and copies are provided on the COA's website. The meeting is held at a time determined by the Board of Directors, generally during the first or second week in August. All Unit Owners will be notified at least 7 days prior to any meeting. The notice is provided electronically. Proxies are requested for Unit Owners who are not able to attend the meeting. Each Unit Owner has one vote.

7. Financial

The Treasurer of Links Glen is responsible for receiving all bills and making disbursements as necessary including the preparation of the quarterly financial statements. A CPA firm completes the required income tax forms. Financial statements for the current year as well as prior years are provided on the COA's website.

8. Assessments

- Operating Assessments to support the annual operating costs of the COA are billed in advance quarterly, January, April, July, and October.

It is requested that Unit Owners provide the Treasurer with appropriate bank information to facilitate the efficiency of ACH payment of assessments. If a Unit Owner does not wish to pay via ACH, it is requested that they pay the full year Operating Assessment in January. See the Treasurer to understand how this is handled.

- The Capital Reserve Assessment is billed in advance annually at the beginning of January. This assessment is for painting and replacing the Common Elements of the COA.
- Insurance Assessment is billed annually in August. See 9. Insurance.
- Special Assessments may be determined by the Board for Operating or Capital Reserve Assessments and billed when needed.
- An Ownership Transfer Assessment of \$1,000 is the responsibility of the new Unit Owner and is payable at or prior to closing.
- **All assessments are due immediately when billed.**
Assessments will be considered late if not paid within 15 days from billing date. A \$100 fee will be assessed for every 15 days a payment is late. Remedies identified under Article 10 of the CC&R will be enforced for unpaid assessments.

9. Insurance

The COA is responsible to purchase of property insurance on each Unit (interior and exterior). Coverage is written on a replacement cost basis and includes interior improvements such as cabinetry, flooring, window treatments, appliances, and plumbing fixtures. The policy includes loss caused by earthquake but excludes loss caused by flooding.

■ **IMPORTANT Individual owner's insurance coverage information**

Each Unit Owner is expected to purchase a tenant's policy Form HO6, covering their personal contents and personal liability. **Unit Owners should be certain that the HO6 policy has "Assessment Coverage". It is a relatively inexpensive addition and adds coverage in the case of a large, extraordinary COA assessment.**

The COA policy deductible is \$5,000.

- If the covered loss is to the exterior, The COA pays the deductible.
- If the covered loss is to the interior, the Unit Owner is responsible for the deductible.

- If the covered loss is to both the exterior and interior the deductible will be shared the COA will pay the deductible.
- If an interior loss is caused by the negligence of the Unit Owner/guest, the Unit Owner shall be responsible for the entire deductible.

The Board also purchases general liability, non-owned automobile liability, umbrella liability and other coverage it deems necessary. D&O insurance is provided for board and committee members. A surety bond is purchased to protect financial integrity.

All contractors hired by the COA must provide a Certificate of Insurance. See Treasurer for specifications.

10. Management

The Board of Directors, elected by the Unit Owners, is responsible for the management of the COA. The Board may hire a manager who would report to the Board and manage the activities of the COA.

11. Committees

The President may appoint committees to advise the Board on different matters of the COA. Currently the following committees have been established.

- Architectural Review Committee.

The Committee's responsibility is to advise the Board on issues regarding questions and proposed changes to the buildings and overall appearance of the COA property. A copy of the Architectural Guidelines can be found on the website.

- Finance Committee.

The Committee's responsibility is, with the Treasurer, to recommend the Annual Operations budget for the board's approval. Additionally the committee reviews and recommends assessments for the Capital Reserve, for the board's approval.

- Landscape Committee.

The Committee's responsibility is to oversee the condition and manage the care of the landscape areas of the COA and to advise the Board on issues and budgets necessary to maintain the property. A copy of the Landscape Guidelines can be found on the website.

- Other Committees,

When necessary, the Board or the President may establish and appoint other committees.

12. Website

The COA maintains a website at <https://linksglen.com/>. The purpose of the Links Glen website is to provide information relative to the Association. Login information is provided for all members. The website holds copies of all of the documents of the COA. The email address for the COA is: lglencondo@gmail.com.

An Owner's Login folder on the website allows access to confidential information of the COA.

13. Common Elements

As defined in the CC&R section 4, each Unit Owner owns an interest in the Common Elements and the right to use Common Elements in common with all other Unit Owners except for those portions of which provide access, ingress, and egress to an individual Unit and further except for the Limited Common Elements. The rights to use Common Elements are governed by the Board of Directors.

14. Limited Common Elements

Limited Common Elements are defined in 2.11 of the CC&R.

15. Parking

Parking in Links Glen is intended for residents and our guests. In general, all vehicles are expected to be kept in the garage overnight. Short term (5 days) or guest parking is allowed in your driveway or curbside. No campers, trailers, boats, motorcycles, snowmobiles, or recreational vehicles shall be parked (other than overnight) anywhere on the property except in the Unit Owner's garage.

16. Occupancy

Unit Owners shall use the Unit for single-family residence purposes only. Unit Owners shall not make any use of their Unit, which would violate any law, ordinance or regulation of any governmental body. Unit Owners may not commit or permit any nuisance, immoral or illegal act in the Unit. For more information see Section 9 of the CC&R.

17. Guests

Unit Owners shall always be responsible for the conduct and behavior of their guests.

18. Pets

Unit Owners may keep domestic pets inside their Unit and shall be responsible for any damage done by their pets to any part of the property and shall promptly clean up after their pets.

19. Unit Interior

Unit Owners are responsible for all interior maintenance and service.

For interior remodeling, a copy of the Building Permit, if required, must be provided to the COA. A Certificate of Insurance should be obtained and include the Unit Owner and the COA as insureds. Construction and remodeling work is permitted only during the following hours:

Monday through Friday	7 am to 5 pm
Saturday Sunday & Holidays	Not permitted at any time

The Unit Owner and their workmen are responsible for the removal of all debris from the property. The Unit Owner is responsible for any damage to the common area, so workers should be supervised.

20. Unit Exterior

Painting of the exteriors, including front door and deck railing, is the responsibility of the COA and is done on a scheduled basis. The Capital Reserve assessment pays for the cost for exterior painting and for the replacement of the roofs, gutters, windows, siding, and exterior doors of the units. The Unit Owner is responsible for cleaning and maintaining the decks, patios, windows, doors and entrance areas, including garage doors.

20. Snow Removal

Links Glen provides snow removal for all roads, drives and sidewalks in Links Glen. We encourage the contractor handling snow removal for us to minimize the use of salt. Also, while we ask them to be on site early on heavy snow days, we also ask them to be thoughtful regarding the time they plow on days when snow continues to fall.

21. Moving

Moving trucks are allowed on the property between the hours of 8 am to 8 pm. It is discouraged for trucks to be present on Sunday.

22. Entry to Units

In accordance with the CC&R the COA has the right to access any Unit to repair, replace any portion of the Common Elements, or to make emergency repairs in a Unit to prevent further damage to Common Elements. This would include any mandated life-saving equipment inspections such as smoke detector. The Board will designate a person with responsibility for access. Unit Owners shall provide alternate contact information of a local contact who can provide access if the Unit Owner is unavailable. For access to a Unit in case of an emergency, Unit Owners are required to provide the named designee with one of the following:

- Name and contact information of a person who can provide immediate access.
- Key and Alarm code, if any.
- Garage code, key if required and alarm code, if any.

23. Signs

As stated in the CC&R signs, except "FOR SALE" signs are not permitted. See CC&R for restrictions. Security signs are also permitted provided they do not exceed 1-foot square.

24. Noise

Unit Owners and their guests should maintain reasonable music and conversation levels outside so it does not disturb other residents.

25. Trash Disposal

All trash placed in the city approved containers must be stored in your garage until collection day. The City of Dubuque provides an excellent curbside recycling program, and you are encouraged to participate in this program. Containers may be put out the evening prior to collection day and should be returned to your garage as soon as practical the day of collection.

26. Outside Structures or Fences

Structures or fences, permanent or temporary, of any type are prohibited unless approved by the Board.

27. Leasing / Rental

Refer to the CC&R, 9.3.12 for Lease requirement information. Unit Owners have full responsibility for compliance with the rules and regulations of the COA by tenants and their guests.

28. Lighting

Limited landscape lighting is allowed only along the driveway to the front entrance. No other outside lighting is allowed

29. Satellite Dishes and Antennas

Satellite dish or antenna shall be placed below the roof line and concealed from street view as much as possible. Requests for placement of antennas should be made to the ARC.

30. Owner Maintenance Responsibilities

See Section 7.1 for specific maintenance responsibilities of Unit Owners.

32. Sanitary Pump Station

The sanitary waste from the individual Units is not on the city's system. Instead the sanitary waste is collected from all Units and pumped into the city's sanitary waste system. The COA is responsible for maintaining the pump.

It is important that Unit Owners do not dispose anything into sinks or toilets which may hamper the operation of the pump. This includes, among other things: cooking oils and grease, flushables, cleaning towels, paper towels and female sanitary products as these items severely hamper the efficient performance of the pumps. Unit Owners should advise their guests of this expectation.

33. Violations

The governing documents for the COA (Bylaws, CC&R, Rules and Regulations) were instituted to promote a harmonious and uniform community environment. Infractions of the governing documents by Unit Owners, family members, guests, invitees, or tenants shall be addressed in the following manner.

1. The Board, or a member thereof, will contact the Unit Owner via telephone, email, or a personal visit to make the Unit Owner aware of the infraction and

- request their cooperation in resolving the issue. The Unit Owner will be given a 10-day grace period to rectify the infraction.
2. If the infraction is not remedied within the 10-day period, a written NOTICE from the Board citing the specific infraction shall be sent to the Unit Owner. The NOTICE shall indicate that if the infraction is not rectified within 10 days from the date of the written NOTICE, the Unit Owner will be assessed a fine of \$25 per day beginning on the 11th day from the written NOTICE until rectified.
 3. All costs, including attorney's fees, incurred by the COA in rectifying the infraction shall be paid by the Unit Owner in addition to the fine. Repeated offenses of the same infraction occurring within two years of the most recent offense shall be assessed a daily fine of \$25 from the date of a repeated NOTICE without the benefit of any grace period.
 4. If a resolution is not obtained and the fine reaches \$750, the remedies identified under Article 10 of the CC&R shall come into play.
 5. Any Unit Owner incurring a fine or assessment shall have their voting and other COA membership rights suspended until such time as the fine or assessment has been paid.