

## **RULES, REGULATIONS AND INFORMATION FOR DUCK CREEK HOMEOWNERS**

1. Condominium Association dues must be received in the office of the management company by the first of each month. This can be done in person or by mail. The address is:

Keystone Property Management Co.  
533 Southgate Avenue  
Iowa City, IA 52240

Their phone number is (319) 338-6288. Any unit dues that are in arrears will be brought to the attention of the Board of Directors, and possible late fees or legal action could be considered.

2. Those who have pets are asked to pick up after them. For outdoor purposes, the drop of land behind the condos toward the highway is out-of-sight and generally little used by the residents. Please utilize these areas for pets so that our lawns are clean and attractive to all.
3. The Association owns an 8 foot tall ladder which can be borrowed for use by the residents. It is stored under the stairway in the east building (Building "C"). Please return it as soon as your project is completed because others may be waiting for it. The access code for the building is \*9320.
4. Our management company and the Board of Directors recommend Iowa Maintenance Co. for any work that you need to have done in your condominium unit. A reminder – you are responsible for the upkeep within the 4 exterior walls of your condominium. Also, the Association does not carry insurance for your interior items or personal effects. Any unit expense will be your responsibility. The Iowa Maintenance Co. contact is Mike Dinnel, owner. He does general repair, light construction and painting. His address is:

Iowa Maintenance Co.  
4760 Maier Avenue SE  
Iowa City, IA 52246

His business number is (319) 679-3319 and his mobile telephone number is (319) 631-1937.

5. Since we share in the ownership of the condominium building and land, we all are expected to treat it as we would our own single family home. If you see something that needs the Board's attention, report it. If it involves small upkeep like picking up wind-blown papers, closing the garbage container lids, changing outdoor light bulbs, pulling a few weeds that sprout up, etc., please help by doing this yourself. This will help the appearance of our property and also will save the Association money that won't have to be spent by hiring someone else to do these small things.
6. Residents in each building are responsible for taking turns in cleaning the hallways. Please work out a schedule with the Board representative in your building so that this task (which saves the Association money) can be equally shared.
7. Keystone Property Management Co. contracts for the snow removal and lawn care. If there are issues with these items that should be brought to our attention, please contact a Board member or Gene Fisher at Keystone.

Your cooperation and patience is appreciated by the Board as we try to do our best in caring for our joint interests in the Association.