

EDGEWATER 1 CONDOMINIUM ASSOCIATION, INC.

POLICY MANUAL *(Manual to remain in the residence)*

UPDATED JANUARY 2022

FORWARD

The purpose of this policy manual is to provide each unit owner with needed information regarding the privileges afforded to each and the responsibilities assumed by each resident while living in Edgewater 1 Condominiums.

The Manual has as its basis the Association Declarations and By-laws; both of which were created under specific Missouri Statutes. Owners should all have copies of the declarations from when the condo was purchased. If you do not have one, you can contact our management company and they can email it to you, or go to their website at www.camcolumbia.com.

The Board of Directors may revise the policies as permitted. The provisions of the policy manual shall supersede any other oral or written comments or instructions.

Referenced sections are from ARTICLE V, USE RESTRICTIONS pages 18 through 24 of the Declaration. Unit Owners are encouraged to read ARTICLE V in its entirety.

This manual is to remain in the unit for future residents.

The omission of a section does not mean that it is not applicable.

Every unit owner is responsible for providing all tenants with a copy of this policy manual.

Contents

- Management..... 4
- Board Meeting & Annual Meeting Information..... 4
- Assessment Fees & Collection Policy..... 4
- Balconies..... 4
- Single Family Residence..... 4
- Leased Units..... 4
- Insurance 5
- Noise 5
- Trash Pick-up..... 5
- Mail..... 5
- Parking..... 6
- Fireplace, Chimney and Dryer Vent Inspections..... 6
- Firewood..... 6
- Satellite Service 6
- Exterior and Interior Building Change Restrictions..... 6
- Planting and Gardening 7
- Seasonal & Holiday Decorations..... 7
- Shelter House/Picnic Area..... 7
- Lake Rules 7
- Pool Rules 8
- Pool Passes 8
- Charcoal Grills 9
- Hazardous Conditions 9
- Variances 9
- Signs 9
- Suspicious Persons..... 9
- Car Washing & Auto Repair 9
- Christmas Trees and Yard Waste 9
- Inclement Weather/Ice Melt..... 10
- Services Provided by the Association 10
- Resident Responsible Services 10

Management

The managing agent of the condominium is Community Association Management L.L.C. (CAM) mailing address P.O. Box, 1274, Columbia, MO 65203. Their office is located at 3700 Monterey Drive, Suite E, Columbia, MO 65203. To report problems involving your unit, owners should contact management at (573) 499-4445 Monday-Friday, 9 a.m. to 5 p.m., with voice mail available 24 hours a day for non-emergency reporting. The after-hours phone number to report a **maintenance emergency** is (573) 356-1196.

The email address for the office is info@camcolumbia.com. You may use email for account inquiries, to report maintenance issues, general questions, or to send written request for approval at Board meetings. When sending an email, please include your unit address and preferred contact.

Board Meeting & Annual Meeting Information

The Board meets monthly on the second Thursday of every month. The annual all-members meeting is held in the spring of each year, and owners are mailed notice of the date and location prior to the meeting, as required by the association's bylaws.

Assessment Fees & Collection Policy

Assessments are due by the 30th of each month. **Checks should be made payable to Edgewater 1 Condo Association** and mailed to, or dropped off at the management office. Payments may now be made by credit card by phone, or at the management office. There is a \$5.00 convenience fee for credit card payments. If assessments are not paid by the due date, they will be turned over to the attorney for collection and a 12% late fee will be applied. Any assessment of late fees and costs incurred from the attorney for collection will be assessed to the unit owner being pursued. The Board would like to remind everyone that paying their assessments on time benefits the Association as a whole, as well as individual owners. See **Services** below for what your assessments are applied to.

Balconies

Balconies and patios are limited to outdoor furniture and décor and are not intended to be used for storage. Balconies are limited to a maximum of 5 people at one time.

Single Family Residence

Only one family or two unmarried, unrelated persons may occupy a unit.

Leased Units

All owners who lease or rent are responsible to convey rules to their tenant. Problems within a unit should be reported to the owner. In case of emergency, you may contact the Community Association Management office. A copy of the Owner's Guide Book should be left in each condo/townhouse for future tenants. Upon request, additional copies of the Renters Guidebook may be obtained through CAM. It is urged that this policy manual is made available to all tenants.

Insurance

Nothing shall be done, stored, or altered within a unit or common elements that would cause increased insurance rates or cancellation of insurance. Copies of the Association master policy are available from the managing agent. The deductible on the master policy is \$5,000 and billed to the association. Personal property and building coverage is deemed your responsibility as stated in the Bylaws.

The policy does NOT insure owner's or resident's personal property, emergency housing, or any liability for the owner or resident or his guests, servants, contractors, or invitees. All unit owners and renters are encouraged to consult their own insurance carrier to determine additional insurance needs.

Noise

Please be considerate of those who live around you, keeping stereos low and outside noise minimal. No noise is permitted to be transmitted to another unit. The owner of the offending unit may be required to take steps to alleviate noise transfer.

Trash Pick-up

Dumpster trash pick-up is at approximately 8:00 a.m. Monday and Friday. The dumpster is located at the north side of the tennis court. **Do not use the dumpster at Edge Water II.** The trash service observes the following holidays: New Year's Day, MLK Jr Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. Trash pick-up will be one day late if one of the observed holidays falls on or before your regularly scheduled service day. The normal service schedule will resume the following week. If large items are placed at the dumpster they will be picked up for an additional charge which is determined by the weight of the object, such as \$10.00 for a couch and \$4.00 for a recliner. Please call T-Mac directly (814-2844) when you have a special pickup. When T-Mac sends us a bill for the month, they will include the address for the pickup and we can then in turn bill it back to you. **Please help keep our assessments intact by being honest.**

Mail

The small black box on the side of the mailbox near building 2009 is to be used for outgoing mail. If you have lost your key, you must contact the Tiger Station Post Office (441-1862) for a replacement. Please make it clear when requesting a replacement key that you are the owner of your condo and not a renter.

Parking

Each unit is allotted two parking spaces, one assigned covered and one uncovered. Please be considerate. Commercial vehicles, RV's trailers, boats and vehicles that are not currently registered are not allowed to park on the private streets or parking areas of the association. If you see this happening, please notify the office either by phone or email. You must include vehicle description and license plate numbers.

Fireplace, Chimney and Dryer Vent Inspections

Chimney inspections are done every other year on odd numbered years during the spring.

Dryer Vent inspections will try to be scheduled in conjunction with the chimney inspections to limit the time needed to access the units.

Management coordinates and notifies owners by mail of the inspection schedule and what the *discounted group rates will be for that year*. Each owner is assessed the cost of inspection and/or cleaning after the inspections are completed. A copy of the inspection slip is furnished with the bill.

Firewood

All firewood needs to be placed on a firewood stand and should not be touching the building. This applies to both condos and townhouses.

Satellite Service

When setting up satellite service, you will first need to get approval from the management office, and the installer must contact the management office as well prior to placement. Satellite dishes cannot be attached to the building by any means (e.g. roof, siding, etc.). The owner will be assessed repair costs if any damage is done to the building. Satellite dishes must be located at the ends of the building, not in the front of the unit or by the rear patio. When new services are installed, old lines must be removed.

Exterior and Interior Building Change Restrictions

Please review the "Use Restrictions" starting on page 18 (Article V) of the Declaration for the complete version of the Use Restrictions.

The buildings, grounds, driveways, streets, patios, decks, trees, garden areas, etc., all belong to the Association and not to the individual owner. If you wish to make any changes that affect any of those areas you must request permission from the Association. For instance, wiring or hangings on the exterior walls, or plantings and furniture, etc. on the lawns are not allowed without written permission. You may do normal decorating inside (painting, carpet replacement, and new cabinets). However,

remodeling requires Board approval because it may affect the integrity of the building.

This includes patio extensions. If a patio extension is installed without board approval, the patio will be removed at the expense of the owner.

Planting and Gardening

Planting in containers may be done on private porches, patio areas and decks. Anything planted in the ground needs to be board approved.

Planting of shrubs and trees is to be done by the Association only. Flowering gardens by residents must be approved in advance by the Board of Directors. To seek approval, residents must first submit the following:

- 1) A description of the type of material to be planted.
- 2) The location of the desired planting.
- 3) An assurance that the resident will care for the planting and no additional costs will be borne by the association (watering, trimming, etc.) outside of the regular monthly fees. If the association is requested to do any such items, the cost will be billed to the resident. If requested maintenance continues, the association will remove such planting at the residences expense.

The Board reserves the right to revoke permission for resident planting if the planting is not kept up, and may change the resident to restore an area of resident planting that has been neglected.

Seasonal & Holiday Decorations

Seasonal decorations will be allowed as long as they are not attached to or damaging the building. For example: no nails or staples into the siding or into the deck. These decorations must also be taken down within two weeks after the holiday.

Shelter House/Picnic Area

Use of picnic area is on a first come - first serve basis. The old trash bag must be removed and replaced with a new one before you leave. Anything you bring with you should leave with you. Clean up any spills and debris before you leave.

Lake Rules

1. All guests must be accompanied by a member at all times.
2. No docks are permitted to be installed in or at the lake.
3. No illegal or offense activities.
4. No boats with gasoline engines; only battery powered electric trolling motors are permitted.
5. One rod or pole and line per person fishing. Jug fishing and trotlines are prohibited.

Pool Rules

- In case of emergency dial 911
- Only residents of Edgewater 1 Condominiums and their guests are allowed in the pool area and MUST be accompanied with pool pass which should be displayed where it can be readily seen. Trespassers will be prosecuted. A letter of enforcement is on file with police.
- Residents must accompany guest at all times, and must assume responsibility for themselves and their guests.
- Children under the age of 14 must be supervised at all times.
- Shower before entering and after use of the toilet facilities.
- Do not swim if you have open wounds.
- Do not swim if you are ill with diarrhea or have had diarrhea within the past two weeks.
- Diaper changing on the deck is prohibited.
- Be sure gate is closed when you enter and leave.
- No running, jumping, diving or rough play is allowed in the pool area.
- No food, tobacco or alcohol inside the gated area.
- No glass containers are allowed in the pool area; soft drinks and water in cans or plastic containers are allowed.
- No littering, chewing gum, urinating, spitting, etc.
- No animals are allowed in the gated pool area.
- Life preserver is to be used for emergencies only, not as a toy.
- Rafts and other pool toys may be used, but please use discretion when the pool is crowded.
- Residents are responsible for cleaning up after themselves and their guests.
- Umbrellas should be closed before leaving. If you see one open and not in use, please close.
- Pool closes at 10:00 pm - no late night swimming.
- Anything you bring inside the pool area should leave with you.
- Edgewater 1 residents ARE NOT allowed to use the pool at Edgewater 2.
- Persons who violate these rules are subject to loss of pool privileges, fines, and/or prosecution.

Please report violations and problems to management.

Pool Passes

Pool passes will identify residents from unwelcome trespassers and MUST be carried with you and displayed where it can be seen every time you visit the pool. Do not send the pass with your guests; all guests using the pool must be accompanied by the residents at all times.

If pool pass is lost, please report to Community Association Management for replacement. A fee will be incurred and will the pass will be noted as a replacement. When moving, pool passes must remain in the residence for future tenants. If you are a new resident and a pool pass has not been left by the previous tenant, please contact Community Association Management.

Charcoal Grills

No charcoal grills on second story decks.

Hazardous Conditions

Please report any hazardous conditions to the management office immediately so they may be corrected promptly. You may call to report any lights out 24 hours/day. Please be descriptive when reporting the location (use building numbers, unit letters, and directions such as North, South, East and West).

Variances

No extension to your patio, no planting, no exterior blinds or shades, or other additions that make the exterior of your unit different from the others. Owners must get permission in writing from the Board before adding attachments to the building, items in the common areas, etc.

Signs

One professional FOR SALE or FOR RENT sign may be displayed from the landscaping bed nearest your unit or on your balcony. Do not place signs in the grass or near the street. No other signs are permitted.

Suspicious Persons

Please keep an eye out for person(s) of a suspicious nature lurking around the parking area or woods at night. If you see someone of this nature, go inside, lock your doors, and call the sheriff immediately. Do not confront or approach the person(s). For emergencies call 911, for non-emergencies call 442-6131 (Boone County Sheriff's Department).

Car Washing & Auto Repair

No car washing or auto repair of any kind is permitted on the grounds.

Christmas Trees and Yard Waste

The trash service (T-Mac Solid Waste, 573-814-2844) will not pick up Christmas trees or yard waste. To dispose of your Christmas tree, you must take it to one of the City of Columbia's Mulch sites.

MULCH SITES: Columbia maintains yard waste drop-off sites at Capen Park Drive (located off Rock Quarry Road, south of Stadium Blvd.) and Parkside Drive (located off Creasy Springs Road). They are open from dawn to dusk and are for personal residential yard waste only. Drop off only leaves, grass clippings, brush or limbs up to 10 feet in length and 2 feet in diameter.

Inclement Weather/Ice Melt

Please note. We have just replaced the stairs. Please do not put ice melt on the stairs as it will ruin them. Instead please use sand.

Services Provided by the Association

Water, sewer, trash, exterior electric, general exterior maintenance, pool maintenance, landscaping services, snow removal, and Lake Association fees are paid for by the association. As such, paying assessments on time benefits the Association as a whole which affects fee increases.

The association does provide insurance on the building. Renters and homeowners are encouraged to obtain insurance (HO-6 policy) on their personal property which would include liability.

Resident Responsible Services

Residents are responsible for the following services.

Gas	Ameren UE	800-552-7583
Electric	Boone Electric	573-449-4181
Cable	Mediacom Century Link Dish Network Direct TV	573-635-3212 573-886-3336
Internet	See above	