

# The Villas at Briarwood Heights Association

Ankeny, Iowa

Dear Resident:

Congratulations on the recent purchase of your new home. You are now a member of The Villas at Briarwood Heights Association. This letter and accompanying information is intended to welcome you to the The Villas at Briarwood Heights Association community and provide you with helpful details about the Association. Please read through this information carefully, as the contents directly impact your roles and responsibilities as a homeowner/resident.

## **Administration of Village at Briarwood Park**

The Villas at Briarwood Heights Association [VBH] is governed by a Board of Directors whose members serve as volunteer officers of the Association. All Board members are VBH homeowners and residents. Board members are subject to change, and the list of the currently elected officers and their terms of office are published in periodic Association newsletters and on the Association website.

The Board of Directors typically meets monthly and is responsible for policy making and overall operation of the Association. All officers are volunteers and are prohibited from receiving any compensation for their services per the Association documents.

The property manager for VBH is Property Management of Iowa, LLC. Property Management of Iowa [PMI] is a full service Association management company and will assist homeowners/residents with any questions, concerns, or issues that may arise. Please visit the Association's website through PMI for VBH by-laws and other important documents. Homeowners and residents may contact Property Management of Iowa via phone (515-963-1717) or e-mail ([robert@propertymanagementofiowa.com](mailto:robert@propertymanagementofiowa.com)).

## **Dues and correspondence should be mailed to:**

**Property Management of Iowa**  
PO Box 42293  
Urbandale, IA 50323

**Please make dues checks payable to : The Villas at Briarwood Heights Association**

**NO MONTHLY STATEMENTS OR INVOICES WILL BE SENT**

Automatic Monthly Payments (ACH) form is available at  
[www.pmiowa.com](http://www.pmiowa.com)

## **Meetings**

A general meeting of all Association members and homeowners is convened on an annual or basis. Typically, a homeowner Association meeting is scheduled during the month of April of each year. The purpose of the meetings is to provide a homeowner forum to review financial and operating information, to discuss Association policy issues, which affect all members, and to solicit feedback from homeowners on problem issues. All members are strongly urged to attend these meetings.

### Website

PMI maintains and operates a website for the purpose of providing easy access to information and downloadable documents of common interest to all homeowners: **<http://www.pmiowa.com>**

You may also submit maintenance work orders directly to PMI through the website's service request form. If you have Internet access, please review the website, which currently contains information related to the Association governing documents, finances, Board of Directors, insurance, meeting minutes and maintenance.

### Services

Garbage and recycling are normally picked up weekly that this schedule is sometimes delayed or interrupted during weeks in which a holiday falls. Garbage and recycling containers should be placed at the curb no earlier than 5:00 PM the night before. Garbage should be enclosed in securely tied bags to reduce litter and placed in bins that should have been supplied with the sale of the home.

Similarly, recycling should be placed in the supplied recycling containers. Recyclable materials should be sorted and placed within grocery bags in the container.

If you should have questions regarding service or replacement containers, please contact PMI

Homeowners are responsible for arranging for the disposal of large items (e.g., furniture, appliances, mattresses, etc.).

### Mailboxes

The U.S. Postal Service owns and maintains the mailboxes at VB. Contact the local post office if you have trouble with the mailbox lock or lose your key.

### Insurance

MORTGAGE COMPANY Annual Proof of Insurance

**Gateway Insurance Services 1416 Buckeye Avenue Ames,  
IA 50010-1910 Gateway Insurance Services  
Lindsay Johnsen 515-232-6001 EMAIL ADDRESS: [ljohnsen@gisiowa.com](mailto:ljohnsen@gisiowa.com)**

### Additional Note

The Board and Property Management of Iowa, LLC. would be happy to answer any questions you have as you adjust to your new home.

Sincerely,

The Board of Directors,  
Village at Briarwood Park Townhome Association

**VOLUNTARY HOMEOWNER AUTHORIZATION AGREEMENT FOR DIRECT  
PAYMENTS (ACH DEBITS)**

**Owner Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I (We) hereby authorize **Villas at Briarwood Heights Association**, Hereinafter called ASSOCIATION, to initiate debit entries to my (our) Checking Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Owner Agrees to:

1. Owner agrees to a 30 day Notice of Termination in Writing prior to cancellation of service.
2. If the Board of Directors increases the monthly dues amount charged, then the Association will automatically increase the amount of ACH dues from your account.
3. The dues will be withdrawn the each month automatically on or about the 10<sup>th</sup> day of each month.

Bank Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Monthly Dues Debit Amount: \$ \_\_\_\_\_

Account Number: \_\_\_\_\_

\*\*ACH/Routing Number: \_\_\_\_\_

(\*\*Please verify with your bank for proper #)

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please provide a voided check with your account number.**

\*\*You must verify with your financial institution the correct ABA routing / transit number that should be used for ACH debits.

**Please fax to 515 257-4023 or mail to: Property Management of Iowa, LLC.  
PO Box 42293, Urbandale, IA 50323.**

**For more information or questions, please contact Property Management of Iowa at 515 963-1717**

# Villas at Briarwood Heights Association

## OWNER/TENANT REGISTRATION FORM

### OWNER INFORMATION

**Owner Name/s:** \_\_\_\_\_

Resident Name(s) (If different from owner name)

**Address:** \_\_\_\_\_

Is this a rental unit? Yes / No (Circle one)

**Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

#### **Emergency Contact :**

**Name/Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Complete this section if you, the owner, live in this unit:

**Car/s:**

**Make/Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Make/Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **License #:** \_\_\_\_\_

Please include your email address so the Board can send you important information when it becomes available.

Send to:

Property Management of Iowa  
PO Box 42293  
Urbandale, Ia 50323

Fax 515 257-4023