

**CORONADA CONDOMINIUMS
HOMEOWNERS ASSOCIATION, INC.**

RULES AND REGULATIONS

Approved by the Board of Managers with Revisions, October 27, 2015

The Coronada Master Deed, Bylaws, and Rules and Regulations are made available online at <http://www.Coronada.org> All residents of Coronada are encouraged to register for access to latest Governing Documents and to receive news and updates from the Coronada Condominium Association (CCA) on a timely basis. (If circumstances prevent a resident from accessing the Coronada website, he or she may obtain access to the site at the office.)

The interpretation of the following rules and regulations rests solely with the CCA Board of Managers. Violation of any rule or regulation may result in an administrative fine as established by the Board of Managers, at its discretion. A copy of the Master Deed and Bylaws are located on the website and in the office at the clubhouse and may be viewed during normal office hours.

The term “premises” applies to the entire property of the Condominium complex, whether private use area, common grounds or limited common grounds. Limited Common Elements is defined in the Master Deed as those portions of the common elements which are reserved for use of a certain individual condominium homeowner to the exclusion of other homeowners.

Coronada Condominium Association, Inc. (CCA)

250 Chimney Hill

Nashville, TN 37221

Tel.: [phone number omitted]

Fax: [fax number omitted]

Email: coronadacondos@comcast.net

Website: www.Coronada.org

The condominium project is made up of 107 individual units, built in four phases, as follows:

Phase I — April 1975:

100-151 Holly Forest

101-115 Bear Track

101-111 Fox Trail

Phase II — August 1977:

201-221 Pebble Brook

300-330 Chimney Hill

Phase III — June 1978:

1000-1014 Pebble Brook

900-915 Holly Forest

Phase IV — September 1979:

801-819 Running Deer

Coronada Condominium Association Rules and Regulations

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RULES AND REGULATIONS

I. CONDOMINIUM USE:

A. Use, Maintenance, and Resident Responsibilities for the Premises

1. **Use** -- No condominium unit shall be used for any purpose other than a single-family residence as defined by the Metropolitan Zoning Code. (See Bylaws, Article V, Section 12, Pages 714-715).
 - a) Each resident shall keep their unit, storage area, carport, garage, balcony, patio, deck, and limited common area in a good state of preservation and cleanliness. Littering is not permitted on the premises.
 - (1) Place trash curbside between 6:30am and 9:00am Monday, Wednesday, and Friday only, (except holidays).
 - (2) All trash must be placed in disposable, tied-top trash bags.
 - (3) Paper bags or newspapers may be placed in disposable trash bags.
 - (4) Break down all cardboard boxes.
 - b) Reusable garbage receptacles are not allowed on the outside of condominiums.
 - c) Disposal of large items may be arranged with the office. A disposal fee may apply.

2. Maintenance

- a) The resident shall promptly report all needed exterior repairs to the office via email or using the maintenance tab on www.Coronada.org.
- b) Contracting for and supervision of the repairs is the sole responsibility of the Condominium Manager.
 - (1) No guarantee is made that repairs will be completed to the specifications of the homeowner.
 - (2) No prior notice of contractor work schedule is provided.
 - (3) Under no circumstances is the homeowner authorized to contract for exterior repairs.
- c) Required Maintenance for Exterior Additions and Alterations by homeowners
 - (1) The homeowner is responsible for maintenance of all additions or alterations to the exterior of the condominium.
 - (2) Maintenance shall be carried out in a timely manner.
 - (3) When the CCA HOA advises the homeowner of a needed repair, that homeowner will have up to 90 days to complete the repairs.
 - (4) If repairs are not completed after 90 days, CCA will carry out the repairs and charge the homeowner the cost of the repairs.

3. Patios, Balconies, Decks, Grills, Sunken Gardens, and Atrium Care and Upkeep

- a) These exposed, private ground areas shall be used for their intended, normal use only.
- b) Only furniture, fire-safe electrical cooking devices, etc. made for patio use are allowed on patios, decks and balconies.
- c) Nashville Fire Code stipulates that NO gas, propane, or wood burning barbeques, charcoal grills, hibachis, or fire pits are allowed on any deck or within 10 feet of any building structure or wall; or within 10 feet of any tree, overhanging tree limb, branch or shrubbery. (See also Activities Affecting Insurance Rates, (Section ID)).
- d) No loose clothes, towels, swimwear, laundry, or other items are permitted to be hanging/exposed from the decks.
- e) Residents are solely responsible for keeping decks, etc. clean. (See Landscape, Private Areas, (Section IIA3)).
 - (1) Deck floors are only to be stained or sealed; never painted.
 - (2) Cleaning and sealing or staining is required. Contact the office about deck stain colors that are approved for use. CCA will reimburse the homeowner the actual cost of the stain up to \$50.00.
- f) Decks are to be kept clean of leaves and debris. If it becomes necessary for the CCA maintenance crew to clean your deck, the homeowner will be charged for the service.
- g) The homeowner is responsible for any change to the original structure or size of a deck, as is any subsequent homeowner.
- h) The following information is to clarify both CCA's and the homeowner's responsibilities for full deck replacement where the size or structure of the deck has been altered by the current or previous homeowner:
 - (1) Replacement of a deck by CCA, when necessary, will return the deck to its original size, as specified in the original building plans for the unit.
 - (2) In the event that the unit owner desires full replacement of an enlarged deck, the unit owner will be responsible for the additional expenses incurred to rebuild the deck to the enlarged size or configuration.
 - a. If CCA is providing the construction, an agreed to lump sum amount for the increased size/configuration shall be paid to CCA before construction begins.
 - b. If the homeowner provides the material and labor to rebuild the enlarged deck, CCA will reimburse the condo owner for the reasonable cost of the replacement of the original deck.
 - c. CCA is responsible only for the original footprint and size of the condo or the deck.

4. Windows and Window Coverings

- a) All windows shall have a permanent window covering installed within 60 days of move-in. To ensure uniform appearance throughout CCA, only white or off-white color is to be visible in a window.
- b) Where draperies are used, and the backing color is not white or off-white, white or off-white sheer lining will meet this regulation.
- c) Blinds, shutters or other wood type coverings may be used provided the finished, exposed exterior color is white, slightly off-white, or brown which blends with the exterior siding or brick.
- d) The homeowner is responsible for replacement or repair of windows. All replacement windows must match the outside paint of the condominium.

5. Attachments and Signs

- a) No awnings, radio or TV antennas, window air conditioning units, etc., shall be attached to, or hung from any unit.
- b) No signs, notices, advertisements or illumination shall be inscribed or exposed on or at any window or other part of any unit.
- c) No "For Sale" or "For Lease or For Rent" signage is allowed on Highway 70S or anywhere within the complex. An "Open House" sign is permitted along Highway 70S and directional signs to the condo are allowed within CCA, only on the day of the open house.
- d) Security system signs are allowed at the resident's condominium unit.
- e) See Appendix C for Satellite dish installation.

6. Garages, Carports, and Parking Slabs

- a) Garage doors shall, in general, be kept closed except when in use.
- b) Carport storage room doors must be kept closed except when in use.
- c) Carports shall be kept in an orderly, neat condition and may not be used for any storage except for firewood and vehicles.

7. Sidewalks, Entrances, Drives, and Streets

- a) These areas shall not be obstructed or littered.
- b) These areas shall only be used for ingress and egress. (See Section IF for Children & Supervision).

8. Exterior Unit Lights and Decorations

- a) Residents are responsible for their exterior light bulbs and light fixtures. All light bulbs must be white.
- b) Seasonal lighting is permitted for individual private or limited common areas for a reasonable period of time, as determined by the Board of Managers (BoM). Lights are

not to be left up permanently. Lights must be white in color.

- c) Permanent rope lighting is prohibited.

9. Fireplaces and Firewood

- a) Residents may utilize the fireplaces only when they meet minimum building codes so as to not pose a fire hazard. (See also, Activities Affecting Insurance Rates, (Section ID 1-3)).
- b) Fireplace chimneystacks must be inspected every two years by a certified chimney service.
 - (1) This is the homeowner's responsibility. A receipt for the cleaning and/or inspection service must be on file in the office.
 - (2) An exception to this rule will be granted for those chimneys that are permanently capped.
- c) Firewood may be stored in view from the streets only as described below:
 - (1) Stack on concrete surfaces or on the ground with a crisscross bottom layer so as to inhibit the nesting of rodents and insects.
 - (2) Commercially available log racks are acceptable where they are in keeping with the surroundings.
 - (3) The BoM may require a homeowner to remove unused rotten or insect infested wood after the cold season is over.

10. Doors

- a) The homeowner is responsible for all doors. See Appendix D1 for the acceptable colors that may be used for front doors when the uniform Coronada brown is not used. Other colors are not acceptable.
- b) See Appendix D2 for acceptable door styles if a solid door is not used.
- c) The homeowner is responsible for garage doors and storage area doors. These doors shall be painted the uniform Coronada brown color.

11. Leasing of Condominium Units

- a) In accordance with Tenn. Code Ann § 66-28-107(a), any homeowner leasing his or her unit shall register with the Department of Codes and Building Safety and shall bear all costs of such registration. The registration form can be found at:
<http://www.nashville.gov/codes>.
- b) The homeowners of condominium units used for rental purposes shall:
 - (1) Purchase and maintain the required Condominium Owner's Insurance in accordance with the Rules and Regulations) (See: Section ID5, Activities Affecting Insurance Rates.)

- (2) Deliver a certificate of such insurance prior to the commencement of a lease, and every year thereafter in accordance with the aforementioned section of the Rules and Regulations.
- c) The homeowner shall require a lessee to register with www.Coronada.org so as to receive timely news and other Coronada information.
- d) It is the homeowner's or his/her legal representative's responsibility to ensure that the lessee is acquainted with the CCA Bylaws and Rules and Regulations. (See all current Coronada Governing Documents available at www.Coronada.org.)
- e) The homeowner is responsible for providing Coronada Condominium Association (CCA) with the following information on the form "Lessee and Occupants Information Form" (See Appendix G attached hereto and made a part hereof).
 - (1) Coronada Condominium Unit Address to be leased.
 - (2) Name of homeowner or Legal Representative, if applicable.
 - (3) Lessee's and Occupant's Name(s), email address(es), telephone number(s).
- f) CCA's relationship is solely with the homeowner, or the legal representative, as applicable.
- g) The condominium homeowner is responsible for the actions of his/her tenants.
- h) Where a lessee's behavior is in violation of CCA Governing Documents, the homeowner will be subject to fines as well as any legal fees that may be incurred by Coronada in pursuit of remedy to the tenant's violation(s).
- i) Failure of a lessee to observe CCA's Rules, Regulations and Bylaws shall result in actions taken against the homeowner or the legal representative.
- j) No short-term rentals are permitted. The lease for any unit shall have a term of at least one (1) year.

B. Alterations to Condominiums (Exterior and Interior):

Any exterior or structural addition, alteration or improvement, including any type of exterior piping and venting, (i.e. all metal and plastic piping including rigid and flexible), and cabling, requires approval by the Board of Managers (BoM) and the opportunity for adjacent homeowners, (not tenants), to provide written comments. In all instances, final approval for a proposed project rest solely with the (BoM). (See also Appendix A, Appendix B, Appendix C, Appendix D1, Appendix D2, Appendix E and Appendix F, attached hereto and made a part hereof).

1. Architectural Alterations (Interior Structural and All Exterior)

- a) Homeowners must submit all proposed interior or exterior structural and all exterior changes to a condominium unit to the CCA Board of Managers for approval prior to making any such changes.
- b) A homeowner's proposed change must match the aesthetic theme of Coronada.

- c) Before construction begins, the following must occur:
 - (1) The homeowner obtains approval from a majority of the BoM;
 - (2) Compliance with current Metro Building Codes; and
 - (3) Obtain any appropriate building permits.
- d) All contractors must be licensed and insured. Evidence of license and insurance must be filed with the CCA office prior to construction.
- e) The homeowner bears the responsibility for maintenance and liability of any permanent alteration of a condominium unit going forward. This responsibility transfers to subsequent homeowners.
- f) The homeowner is responsible for informing any prospective new buyer of such alterations and the ongoing maintenance responsibilities.
- g) See Appendix A regarding architectural and structural changes to the condominium unit and for complete information on the approval process.
- h) See Appendix B for information on installation of home appliances, including cabling, piping and venting.
- i) See Appendix C for Satellite Dishes installation information.
- j) See Appendix D1 for information on approved paint colors for front doors and Appendix D2 for approved front door styles.
- k) See Appendix E for Radon Testing and Remediation information.
- l) See Appendix F for the form, "Alteration to Condominium Unit Exterior Request for Approval".

2. Alterations to Limited Commons:

- a) Alterations to these areas require the same approval process as permanent architectural alterations. CCA does not assume responsibility for maintenance of these alterations nor for any damage caused by such alterations to private, limited common or common areas. (See Appendix A)
- b) Maintenance of additions such as privacy fences and custom landscaping are the sole responsibility of the current homeowner and all subsequent homeowners. CCA can remove fencing at the homeowner's expense if it is not being maintained.

3. Alterations to Private Areas:

- a) The following are considered alterations and require Board of Managers (BoM) approval: Storm windows and doors, firewood racks, planters attached to wooden buildings or siding, skylights, and stained-glass windows.
- b) Current and subsequent homeowners are responsible for ongoing maintenance of all alterations.

- c) Any alterations affecting the original condominium plat design becomes the responsibility of the present and subsequent homeowners. All drawings of additions and alterations are kept on file in the office, as they are made available to CCA.

C. Condominium Residents' Conduct:

1. Unlawful activity is prohibited on CCA premises.
2. The use of firearms of any kind is prohibited on limited common and common areas within CCA.
3. Noisy activity is prohibited. Burglar alarm systems must conform to a maximum of four (4) minutes alarm sound. Outdoor speakers may be played at low level so as not to disturb the neighbors.
4. Speakers of any type shall not be placed on a common wall.

D. Activities Affecting Insurance Rates:

1. Chimneys for gas or wood burning fireplaces must be inspected by a certified and licensed chimney sweep at least every two years. (The fall of 2015, 2017, etc.) The certificate of inspection for the unit must be on file in the office. The only exception to this requirement is where the chimney is permanently capped with documentation provided on capping to the office.
2. Metro Nashville Fire Code stipulates that **NO** gas, propane, or wood barbeques, charcoal grills, hibachis, or fire pits are allowed on any deck or within 10 feet of any building structure or wall; or within 10 feet of any tree, overhanging tree limb, branch or shrubbery. Fire insurance regulations require that each unit maintain smoke detectors and a fire extinguisher in the cooking area.
3. Federal flood insurance is provided to a limited number of condominiums located in the approved 100 flood plan along Flat Creek.
4. Homeowners are responsible for obtaining insurance for the value added to the inside and outside of the Condominium Unit and the homeowner's personal contents with a Condominium Owner's Insurance policy.
5. Insurance claims under the Association policy must be coordinated through the Board of Managers (BoM).

E. Pets (Revised February 26, 2016 and Nov. 22, 2016)

1. Dogs

- a) Residents must have control of their dog(s) at all times while on common Coronada Property. In accordance with Metro Leash Laws, no dog is permitted to run loose at any time. The Coronada board of Managers reserves the right to require additional restraints, i.e. muzzle and short web leashes. Dogs on common property must wear tags with evidence of rabies vaccination and registration.

- b) Dogs may not be left unattended on decks.
- c) Loose dogs are subject to pick up by Metro Animal Care & Control.
- d) Residents must immediately collect all fecal matter deposits and place it in a designated container.

2. All Pets

- a) Outdoor cats must have a collar with a bell and a tag with the pet's name and contact information.
- b) No animals shall be kept or bred for any commercial purposes.
- c) Animal bite victims shall report incidents to Metro Animal Control and Care and provide a copy of the report to the Coronada Office.
- d) Non-compliance of any one of these rules may also result in the pet's owner being fined by the Coronada HOA. (See Section IH2-4, Enforcement of Rules and Regulations.)

F. Children, Toys, and Child Supervision

- 1. Keep all toys, bicycles, scooters, skates, skateboards, etc. within closed storage when not in use. Storing the aforementioned items on decks, sidewalks, carports, or porches is prohibited.
- 2. Children shall not be allowed to play in the streets. Any injury or damages resulting from a violation of this part is the parent's responsibility. Skateboarding on streets is prohibited.
- 3. Children may play or ride bikes and tricycles under adult supervision in the clubhouse parking area during periods of light traffic and during daylight hours only.
- 4. Teenagers are required to comply with current Metro curfew laws.

G. Vehicles, Parking (Motorized and Non-Motorized)

- 1. Unlicensed cars, trucks, motorbikes, go-carts, and similar items are prohibited within Coronada.
- 2. All drivers shall not exceed the maximum 15 M.P.H. limits.
- 3. Wrecked cars, vehicle restoration, and rebuilding of vehicles are permitted only within enclosed garages.
- 4. Cars may be washed using only biodegradable products. All residues, trash, or other debris must be cleaned up at completion of the task.
- 5. No commercial vehicles, house trailers, tractor trailers, boat trailers, boats, camping vehicles, camping trailers, buses, or other recreational vehicles shall be parked or stored on the premises except:
 - a) As will fit into the garage, allowing the door to close; or
 - b) Fit into a carport with no part of the item protruding beyond the limits of the carport.

- c) These types of vehicles may be brought onto the premises for a period of time, for the purpose of loading or unloading, provided this operation does not block traffic, create a safety hazard, or create a nuisance.
- 6. No vehicle may be parked between the street and a carport or garage unless there is an area the size of a regulation parking pad that facilitates a vehicle. No parked vehicle may protrude into the roadway.
- 7. In the event there is a parking overflow, the homeowner must make alternate parking arrangements. When patrol assistance is needed to direct numerous guests to various guest parking areas, the host must contract privately with a valet.
- 8. Residential and Clubhouse Guest Parking have separate guidelines. Residential Guest Parking includes spaces on Bear Track, Holly Forest, Chimney Hill, Running Deer and Pebble Brook.
 - a) No resident may use guest parking spaces on a regular basis as a personal parking place.
 - b) No vehicle may be parked in Residential Guest Parking for more than two (2) days.
 - c) No vehicles may be parked in Clubhouse Guest Parking for more than five (5) days.
 - d) Residents who have overnight guests for more than five (5) days should arrange with the office for a Parking Pass.
- 9. No parking along curbs, except where provided.
- 10. Homeowners will be held responsible for their tenants and guests' compliance with Vehicle and Parking rules.
- 11. Non-compliance with Vehicle and Parking Rules will result in action taken by the CCA Board of Managers in accordance with Section I H, Other Rules and Enforcement.
- 12. Exceptions or deviations from the above rules and regulations requires submission of a written request and approval of the Board of Managers (BoM) on a case-by-case basis.

H. Other Rules and Enforcement

- 1. Other Rules – CCA reserves the right to make such other reasonable rules and regulations as may be deemed necessary for the safety, care and cleanliness of the condominium property and for securing the comfort and convenience of all of the homeowners, their families, guests and invitees.
- 2. Enforcement of the Rules and Regulations - The Association is responsible for the notification of homeowners regarding violations of these Rules and Regulations.
 - a) A fine of up to \$2,500.00 per occurrence will be assessed against any homeowner or resident who violates or allows any rule or regulation to be violated by family members, guests, tenants, invitees, contractors or pets.
 - b) Fines may also be assessed to cover costs of repairs and damages resulting from any violation. All charges and fines imposed by the Association are due and payable on the first (1st) day of each month unless otherwise specified.

- c) Failure to pay the fine by the fifteenth (15th) of each month will result in a \$50.00 late fee per month.
 - d) Payment shall be made at the Association office by check or money order, payable to Coronada Condominium Association, Inc.
 - e) Failure to pay any fine or assessment shall cause a lien to be filed against the violating homeowner. The delinquent homeowner will be responsible for the payment of any attorney's fees and costs arising from legal action in connection herewith.
3. All infractions of the Coronada Condominium Association (CCA) Rules and Regulation are to be brought to the attention of a member of the CCA Board of Managers or the CCA Office Staff.
4. Once the infraction is corroborated, four steps are used to remedy the infraction.
- a) First Infraction - Notification –
 - (1) The homeowner is notified in writing or by email as to the nature of the failure to comply with the specific Rule and Regulation citation.
 - (2) This notice shall include:
 - i. Date of the infraction;
 - ii. Period of time allowed for rectification or modification; and
 - iii. Consequences of continued infractions.
 - b) Second Infraction – Warning –
 - (1) The homeowner is notified in writing or by email as to the nature of the failure to comply with the specific Rule and Regulation citation.
 - (2) The time increment shall be less than the time given for the first infraction.
 - (3) Reference is to be given as to the date and nature of the original Notification.
 - (4) Notice given as to the:
 - i. Consequence of continued infractions;
 - ii. Fines as provided in Section H2 (above);
 - iii. Removal of animals by appropriate Metro-Davidson County agency;
 - iv. Notification sent to appropriate Metro-Davidson County Agency; and
 - v. Repairs or remediation etc. as stated in the Rules and Regulations.
 - c) Third Infraction – Remedial Action by Board of Managers of Managers –
 - (1) The homeowner is notified in writing or by email as to the nature of the failure to comply with the specific Rule and Regulation citation.
 - (2) The time increment shall be less than the Warning phase.
 - (3) Clearly state the nature and date of the action to be taken.
 - d) Fourth Infraction – Legal Action –

- (1) The homeowner's file will be referred to the CCA attorney for further action.
- (2) Any fines or liens that have accrued to the homeowner will be referred along with the files.

II. COMMON, LIMITED COMMON AND PRIVATE GROUNDS FACILITIES

A. Landscaped Areas

1. Common Areas

- a) Common area landscaping will be maintained by Coronada Condominium Association (CCA).
 - (1) Each homeowner or resident is encouraged to maintain their limited common area.
 - (2) No one is permitted to perform landscaping in the common areas or limited common areas of another unit without the prior written consent of the Board of Managers (BoM) and affected homeowners.
- b) Standard maintenance includes grass cutting, weed-eating, weeding, mulching, trimming, pruning, leaf removal, tree removal, pesticide spraying, edging, fertilizing, street sweeping, snow removal, and railroad tie maintenance.
- c) Landscape maintenance will be performed on a seasonal basis.
- d) Standard landscape maintenance excludes transplanting, new plantings, and customized landscaping to homeowner specifications.
- e) Any suggestions or requests regarding the common grounds by a resident is to be submitted in writing, signed, and submitted to the BoM. CCA is under no obligation to follow or implement the suggestions. (See Appendix A).
- f) Nothing can be placed in common areas without permission from the BoM, (i.e. grills, furniture, and plantings). For approval, see Appendix A.

2. Limited Common Areas

- a) Homeowners are encouraged to maintain the landscaped area specific to their condominium.
 - (1) Any residents planning to remove existing planting(s) must provide the BoM with a plan for prior approval. (See Appendix A).
 - (2) Maintenance will be performed by CCA when a homeowner or resident does not maintain their limited common grounds.
- b) Do not place mulch or soil against wood structures such as siding, posts, etc.

3. Private Landscaped Areas

- a) Potted plants, hanging plants, and flower boxes may be placed on balconies, decks, and patios provided that planters create no obstruction, safety hazard, or damage to the materials upon which it sits.
 - (1) Planters may not be of a weight that will cause a deck or porch to sag, or concrete to break.
 - (2) Planters may not be placed, and left, in one spot atop a wooden surface where it causes wood rot. Planters must be relocated occasionally to protect the wood.
 - (3) Planters are allowed in front of condos. Pots and planters shall conform to the general aesthetics of Coronada.
 - (4) The Board of Managers (BoM) reserves the right to remove any pots or plantings that are not deemed to meet these requirements.
- b) Sunken Gardens (Cedarwood Units): Homeowners may plant and maintain this area as desired so long as the plantings do not damage the condominium exterior in any manner, (i.e. excessive water on wooden structure).
- c) Atriums (Dogwood Units): (Revised June 28, 2016) Homeowners have the sole responsibility of planting, maintaining, and repairing this area, including the floors, drainage systems, and walls up to the gutters. Tree pruning may be coordinated through the Association. No tree may be planted that creates a hazard to the structure.
 - (1) Because atria are located within the boundaries of condominium units pursuant to Section 8 of the Master Deed of the Association, Article V, Section 10(b) of the Bylaws of the Association requires unit owners to maintain and repair atria. Further, unit owners must perform promptly, all maintenance and repair work to drainage systems located within atria due to the potential for damage to the condominium property, the common elements, or a condominium unit belonging to another unit owner.
 - (2) Pursuant to Article V, Section 15 of the Bylaws of the Association, a condominium unit owner shall grant right of access to the Board of Managers or any person authorized by the Board of Managers once a year to inspect the atrium located within the unit upon reasonable notice in writing to the unit owner.
 - (3) Pursuant to Article V, Section 9 of the Bylaws of the Association, the violation of this rule shall give the Board of Managers, and its agents, officers, and contractors, the right to enter the condominium unit in which, or as to which, such violation or breach exists and to summarily abate and remove, at the expense of the defaulting unit owner, any structure, thing or condition that may exist therein contrary to the intent and meaning of the provisions hereof, and the Board of Managers shall not thereby be deemed guilty in any manner of criminal or civilly trespass or civilly liable to the owner for any damages alleged

to have occurred during the Board's actions to abate the violation .

- (4) Pursuant to Section IH2(b) of these Rules and Regulations, fines may be assessed against a homeowner to cover costs of removal, repairs and damages resulting from a violation of this rule.
- (5) Pursuant to Section IH2(e) of these Rules and Regulations, failure to pay any repair or maintenance costs or fines levied under this Section IIA3(c) shall constitute a lien against the Unit of the Owner, which may be enforced as provided under Article V, Sections 6 and 7 of the Bylaws of the Association, or by any other available remedies at law or in equity, and any costs of collection, including attorneys' fees and litigation costs, shall be paid by said owner.

B. Tennis Courts (A smoke-free environment)

1. Courts are for the sole use of residents, accompanied guests or unaccompanied adult family members. Guests must give way to residents. Courts are for tennis only. No other activity is allowed inside the court's fence.
2. Courts are open from 8:00 am to 10:00 pm. Curfew on courts is 10 p.m.
3. For everyone's safety, only players may enter the court area. Non-playing, unaccompanied children are not allowed on the courts.
4. When all courts are in use and players are waiting, courts shall be vacated after no more than 60 minutes of waiting arrival time. In the event of crowding, the BoM may impose a one (1) hour court use time limit.
5. When leaving, turn off the lights, lock the gates, and dispose of any debris brought onto the court area. Debris is to be disposed of in trash containers. No glass containers are allowed on the courts. Leave the courts clean when play is finished.
6. Only proper tennis shoes and attire are permitted. Playing barefoot is strictly prohibited.
7. Always exhibit good sportsmanship – no profanity, loud behavior or throwing of racquets is allowed.
8. Courts are to remain locked with the homeowner's key.
9. Skateboards, bikes, skates, basketballs, and animals are not allowed on the tennis courts.
10. Do NOT lower the nets.

C. Playground and Picnic Area (A smoke-free environment)

1. **Use**
 - a) Only residents, their children and their guests may use the playground equipment.
 - b) Guests shall be accompanied by a member of the resident's family.
 - c) All children under age 10 must be accompanied by an adult.

2. Conduct

- a) Residents are responsible for the proper conduct of their children and guests while at the playground.
- b) Residents are responsible for any damage caused to the playground equipment.

3. Maintenance

- a) No littering is allowed. No smoking is allowed.
- b) No glass is allowed in the playground area.

D. Swimming Pool and surrounding Decks (A smoke-free environment)

- 1. The pool is for the exclusive use of all residents and their guests. Residents are responsible for the conduct of their guests.
- 2. The pool and all decks are smoke-free environments. No smoking is allowed on the pool decks.
- 3. No one is allowed to swim alone. Individuals swim at their own risk.
- 4. Guests must be accompanied to the pool by a member of the resident's family. Overnight houseguests and adult non-resident family members are permitted to use the pool and do not need to be accompanied by a resident.
- 5. Children age 15 and under must be under the constant supervision of an adult while at the pool. There is no lifeguard on duty.
- 6. Keep noise at a level that respects the adjoining condominium homeowners, as well as other residents and guests present.
- 7. The swimming pool may not be reserved.
- 8. The pool closes all nights at 10 p.m.
- 9. Swimming Pool Conduct, Maintenance, Attire
 - a) Running, pushing, or scuffling is NOT permitted around the pool. Smoking is not permitted.
 - b) Any person having a skin disease, open sores, inflamed eyes, nasal or ear discharges or any communicable disease will NOT be allowed to use the pool.
 - c) Residents must remove all articles brought by them, including, but not limited to, towels, books, magazines, pool toys, etc., at the time they leave.
 - d) Only battery-powered electrical devices are allowed on the pool decks. No loud music is allowed on the pool decks.
 - e) Appropriate swimming attire must be worn at all times.
 - f) Beverages must be in unbreakable containers. Food is allowed on the decks. No glass containers are allowed on the pool deck.

- g) Trash receptacles are provided. Residents and their guests must keep the pool and decks free from trash and other debris.
- h) Safety equipment must only be used for emergency purposes.
- i) Do not play or hang on the pool rope.
- j) Leave the safety rope in place when children are in the pool area as required by Metro Codes.
- k) Do NOT remove the furniture provided by the Association from the pool area.

E. Clubhouse (A smoke-free environment)

- 1. A schedule is maintained by the Board of Managers (BoM) in the office for clubhouse use.
- 2. The clubhouse is for the use of residents and their guests.
- 3. Guests must be accompanied by a member of the resident's family.
- 4. The exercise room, shower, restrooms and sauna areas may only be used for the purposes intended. Residents must do their part to keep these areas clean.
- 5. The recreation equipment (i.e. exercise equipment, card tables, weights, audio-visual equipment, etc.) must only be used for the purpose intended. This equipment is not to be moved.
- 6. The kitchen area may only be used for the purpose intended. Anyone using the clubhouse kitchen must clean up, dispose of all trash, and restore the area to its original state of cleanliness. Replace all furniture to its original location if moved.
- 7. The lower level mechanical and storage areas are for the sole use of the Association for operation and maintenance of the premises.
- 8. No one under the age of 16 may be in the clubhouse unless accompanied by an adult.

F. Clubhouse Conduct – General

- 1. People in wet swimming attire will only be allowed on the restroom level by access of the back basement door.
- 2. People using any other clubhouse level shall wear shoes, shirts, pants and street clothes.
- 3. Children under age 16 must be accompanied by an adult. Parents are responsible for ensuring that their children understand all clubhouse rules.
- 4. The kitchen area is available only if the clubhouse is reserved.
- 5. Turn off all lights and audiovisual equipment when leaving the clubhouse.
- 6. Lock all the doors when leaving.

G. Clubhouse Reservations, Deposits, Conduct

- 1. The clubhouse may be reserved for private use by a resident over age 21 subject to the following limitations:

- a) The clubhouse may be reserved for personal use only. No business, political or religious events are allowed.
 - b) The clubhouse occupancy is limited to 99 persons.
 - c) The clubhouse may not be reserved past 1 a.m.
 - d) All fees and deposits must be made prior to the reservation date.
 - e) The resident who reserves the clubhouse is responsible for cleanup and any damage that occurs.
 - f) Band, D.J. or stereo music inside the clubhouse, only, and must stop by midnight. Speakers and music sources are to remain inside the clubhouse.
2. Residents may sponsor an outside user to reserve the clubhouse for events (i.e. baby or wedding showers, birthday parties, etc.) for a non-refundable fee of \$75. The resident must be in attendance.
3. A non-refundable fee of \$50 per use of the clubhouse shall be made to the Association prior to the reservation date. The clubhouse reservation form is available online at Coronada.org.
4. A refundable damage and cleaning deposit of \$200 per use shall be made to the Association prior to the reservation date.
 - a) Users shall clean up, dispose of trash, and restore the clubhouse to its original state of cleanliness.
 - b) If cleanup is not done, the Association will keep the deposit and have the clubhouse cleaned as necessary.
 - c) The deposit will be used to repair any damage or for cleanup.
 - d) Damages exceeding \$200 are the sole responsibility of the resident, and the Association reserves the right to assess the resident for additional damages.
 - e) The resident will be charged at full replacement cost to be determined by the Association.
5. Guests under age 18 must be accompanied by a parent or an adult resident. Children and guests of a resident may not be in the clubhouse after 1 a.m. Residents are responsible for the conduct of their guests.
6. Anyone under age 21 may not drink or have alcoholic beverages in the clubhouse or on any other Coronada common property. Any violation of this rule may result in exclusion from using any of the common facilities.
7. The use of any illegal drug(s) or controlled substances by any person, whether a resident, residents' children or guests, in any common facilities shall be grounds for exclusion from all common facilities, and it will be reported to the proper authorities.
8. Misuse of any of the facilities is strictly prohibited.
9. Failure to honor these conditions as outlined herein shall result in forfeiture of the deposit and possible restriction of further use of the clubhouse.

III. OTHER GENERAL MAINTENANCE INFORMATION

A. Association Maintenance Items

10. Outside hose bibs and frost covers
11. Roofs, leaks, secondary damage
12. Outside wall siding, trim and paint
13. House numbers on garage/carports
14. Sewer stop-ups (outside of units)
15. Frozen outside pipes
16. Termite treatment, damage
17. Shrubs in common areas
18. Outside window trim and trim caulking
19. Skylight leaks where the skylight is original to unit
20. CCA will not accept responsibility for damages caused deliberately or accidentally by the homeowner to any of the above items, nor damage due to negligence by the homeowner. Examples of this are: interior damage due to freezing where heat is turned off; water hoses not removed from faucets; forcible entry.

B. Homeowner Maintenance Items – Homeowners or residents are responsible for all interior maintenance, but not limited to, include the following:

1. Atrium maintenance and repairs.
2. All doors, and all other exterior hardware, interior finish, broken glass in doors, broken latch on glass doors, fogged glass in doors.
3. All windows, springs, sash, glass, screens, cranks, handles, locks, fogged glass in windows.
4. Storm windows, storm doors and screens.
5. Fences.
6. Limited common area landscaping, 12 feet from unit (front and back).
7. Garage doors, stains, panels, moveable parts, openers.
8. Fountains
9. Solar equipment and exterior lighting
10. Damage to exterior caused by owner/resident or interior damage that is the result of exterior damage that has not been reported.
11. Interior paint, (plaster, tape).
12. HVAC units – mechanical equipment inside or outside (if the HVAC needs to be moved for any roof repair, etc.) Outside doorbells, buttons, speakers.

13. Carport storage doors and hardware.
14. Carport electrical plugs and switches.
15. Weather stripping.
16. Window washing
17. Deck cleaning and sealants.
18. Skylight replacement (when not original to unit).
19. Dryer vent replacement.
20. A/C ducts, mold, mildew, and interior air quality.
21. Chimney cleaning.
22. Lost mailbox keys and mailbox locks. Replacement locks and keys will be \$20.00. Upon sale of the condo, mailbox keys must be transferred to the new owner.
23. Key for the clubhouse and pool may be obtained from the office. The first key is \$5.00; the second key is \$10.00. Upon sale of a condo, the pool/clubhouse key must be transferred to the new owner. Lost pool key replacement will be \$50.00.
24. Outside water meter. If the main water line to the unit needs to be shut off, you must contact Harpeth Valley Utilities District to do this, because the homeowner is responsible for the breakage of the shut off valve and would be billed for replacement.

IV. APPENDICES

APPENDIX A -- ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO CONDOMINIUM UNITS

In accordance with the Bylaws of Coronada Condominium Association, Inc. (CCA), Article V, Section 14, any structural or exterior change to a condominium unit requires the approval and consent of the CCA Board of Managers(BoM).

1. Any change(s) to the exterior of a condominium unit whether structural or aesthetic requires approval of the BoM. **(Do not remove trees or shrubs without CCA Board approval)**
Any structural change to the **interior** of a condominium unit requires approval of the Board of Managers.
2. Requests from homeowners shall be in writing to the CCA Architectural Review Committee (ARC). The CCA Bylaws, (Section 14) require that all submissions for alteration or change to a condominium unit be answered within 30 days of submission of the request to the BoM. The following is the Approval Process Order:
 - a. Homeowner submits a written description and a drawing of the proposed change/alteration to the condominium unit. The drawing will show the proposed location of the structural addition/change.
 - b. The ARC has an initial conference with the homeowner to obtain detailed information and to discuss options and requirements.
 - c. If required by the ARC at the initial conference, the homeowner will submit additional documentation and schedule a follow-up meeting.
 - d. The ARC informs the BoM at the next scheduled BoM meeting that a proposal is pending. The BoM may give early approval if all relevant information is available.
 - e. The homeowner submits a final package for the alteration to the condominium that includes the following information:
 - i. CCA form (Appendix F) "Alteration to Condominium Unit Request for Approval", with comments and signatures of adjacent homeowners, (not tenants).
 - ii. **For exterior alteration only:** The homeowner requesting the alteration/change shall collect comments and signatures from the adjacent homeowners. Adjacent homeowners are allowed 14 days to review the proposed project and provide comments and signatures. (The requesting homeowner may provide the initial information to the adjacent homeowners for consideration prior to this step.)
 - iii. Drawings and specifications as finalized with the ARC. These may need to be stamped by an Architect or Engineer if required. All structural alterations will require an engineer's stamp.
 - iv. Catalog data for manufactured items to be purchased as requested by the ARC.
 - v. Contractor's contact and license information.

- vi. Certain (larger) projects may require submission of contractor code-compliant certified drawing and specifications.
- f. The 30-day approval period commences when the BoM is in possession of the complete package as requested by the ARC.
- g. Vote on final approval by the BoM at the next regularly scheduled meeting. The BoM reserves the right to table the approval if they find that the package is not complete or more information is needed.

APPENDIX B -- REQUIREMENTS FOR HOME APPLIANCES

HOMEOWNER'S RESPONSIBILITY

1. The Contractor (Installer) must be licensed, insured and bonded.
2. In case of a new installation or replacement of any major appliance, the work must comply with applicable American National Standard. Major appliances include, but are not limited to, the following: HVAC units; all venting and piping in relation to installation and/or conversion to gas furnaces, fireplaces, hot water heaters, stoves or radon mitigation units and all related exhaust venting.
3. Clothes dryers shall not be vented through the roof of the condominium unit.
4. In certain instances, the Board of Managers (BoM) may require that the installation be enclosed so as to eliminate any unsightly outside ducting and/or piping. Piping, ducting, hoses, cabling and wiring on the exterior of a unit may require screening and/or painting to make the installation as esthetically pleasing and unobtrusive as possible, (See Appendix A).

Note: Any required enclosure shall be approved by the CCA BoM to insure continuity of the exterior wall construction (design). Where painting is required, the addition must be painted a color consistent with the applicable CCA paint colors for the unit.

CONTRACTOR'S RESPONSIBILITY

1. The Contractor shall specify and install equipment that is certified by any one or more nationally recognized testing agency such as UL, CGA, ETL, etc., according to the most recent edition of the applicable American National Standard Institute (ANSI) requirements.
2. Installation of all equipment, materials and workmanship must be in accordance with the most recent edition of the NFPA National Fuel Gas Code, Electrical, Mechanical or any other pertinent codes.
3. Performance of the equipment is the responsibility of the contractor.

APPENDIX C -- INSTALLATION OF SATELLITE DISHES

In our environment, it is difficult to place a satellite dish that will afford good reception during all seasons due to the foliage, trees and hills.

The CCA Bylaws (Article V, Section 14) states that homeowners cannot put anything on top of a building nor on the side. The outside of all buildings belong to CCA, and is, therefore, responsible for all repairs and maintenance.

If you wish to install a dish, these are the steps a Resident must take:

1. Submit a request for installation of a satellite dish to the HOA Office for the Architectural Committee.
2. Specify location for the dish. In some cases the dish can be mounted on a pole secured in concrete at the side of the carport or garage.
3. Obtain written comments and signatures within 14 days from the homeowners, (not tenants) on each side and across from you if the dish will be visible to them.
4. Obtain approval from the Board of Managers (BoM), as per Appendix A, Item 2.
5. A \$1,000.00 deposit is required prior to installation. This deposit is only required if the satellite dish is to be attached to the roof or the side of the unit.
6. When the dish is removed, the cost of any damage repair to the outside structure where it was attached will be subtracted from the deposit before any refund, if any, can be received.
7. Failure to observe this rule will result in a \$1,500.00 fine and can result in a lien on the property with court costs and attorney fees.

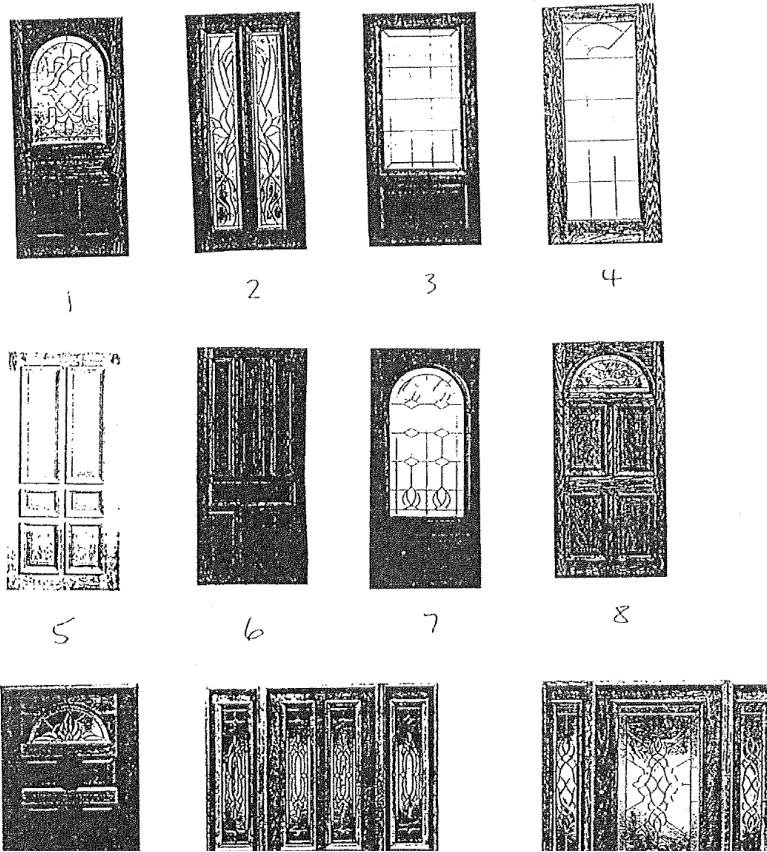
APPENDIX D-1 — CONDOMINIUM DOOR COLORS

The following colors have been chosen by the Coronada Condominium Board of Managers as being acceptable colors for painting your front door. Any other colors are not acceptable. The paint is Behr, and may be purchased at Home Depot.

FIDDLE LEAF	410F-7
APPLESAUCE CAKE	260F-5
STONE HEARTH	790B-6
CLASSIC CHERRY	140D-7

[Color swatches appear in the recorded original and are not reproduced here.]

APPENDIX D-2 — APPROVED STYLES OF DOORS



[Illustrations of eleven approved door styles, numbered 1 through 11, reproduced from the original.]

APPENDIX E — RADON TESTING AND MITIGATION

1. Lacking statutory mandates and in the absence of Tennessee State Court Rulings in matters relating to the financial responsibilities of Radon measurements and mitigation in Condominium dwellings, the Coronada Condominium Association Board of Managers (BoM) advises all homeowners that Radon testing and mitigation may be carried out at the homeowner's discretion and expenses related to such matters are the sole obligation of the individual homeowner.
2. Obtain comprehensive information about radon testing and mitigation from the EPA (United States Environmental Protection Agency) website at <http://www2.epa.gov/radon> . It provides wide-ranging information on the topic.
3. The BoM and Architectural Committee (ARC) will work closely with the homeowner and the mitigation equipment installer to assure that approvals required for the external portion of the installation are issued in a timely manner and in compliance with existing Bylaws and Condominium Rules and Regulations.
4. Refer to Appendix A for the approval process.

Sec IV--APPENDIX F: FORM – ALTERATION OF CONDOMINIUM UNITS

Tel. [phone number omitted] Fax [fax number omitted] Email: coronadacondos@comcast.net

ALTERATION TO CONDOMINIUM UNIT REQUEST FOR APPROVAL

HOMEOWNER MAKING REQUEST: (NAME, ADDRESS, TELEPHONE)

DATE OF REQUEST: _____

PROJECT DESCRIPTION (Include details of alterations and any known effects on neighboring units):

Estimated Project Start Date: _____

Estimated Completion Date: _____

REQUEST FOR ADJACENT HOMEOWNER COMMENTS TO THE BOARD (FOR EXTERIOR CHANGES ONLY):

I am requesting your comments on an alteration or improvement to my condominium unit. Your comments are provided to the Architectural Review Committee for inclusion with and consideration of my request.

Neighbors have 14 days to provide comments to the homeowner making this request. If you do not agree with the proposal, provide specific reasons and alternate recommendations.

COMMENTS:

I HAVE NO COMMENTS []: (CHECK IF APPLICABLE)

Signature Unit Address Date

COMMENTS:

I HAVE NO COMMENTS []: (CHECK IF APPLICABLE)

Signature Unit Address Date

Revised May 22, 2018

Sec IV--APPENDIX G: FORM – LESSEE & OCCUPANTS INFORMATION FORM

CORONADA CONDOMINIUM ASSOCIATION, INC.

Tel. [phone number omitted] Fax [fax number omitted] Email: coronadacondos@comcast.net

Lessee & Occupants Information Form

In accordance with provisions in the Association Bylaws, Coronada requests that condo owners provide the HOA with the name(s) and contact information for their lessee(s):

CORONADA Condo Unit Address being leased:

Name(s) of Lessee(s) - all occupants of the condominium -

1) _____ Phone: _____ Email: _____

2) _____ Phone: _____ Email: _____

3) _____ Phone: _____ Email: _____

The rental agreement between the owner(s) and renter(s) takes effect on: _____ and expires on: _____.

The owner or legal representative agrees that the renter(s) is/are aware of and will abide by all the Rules and Regulations in effect at Coronada.

Submitted to Coronada by: _____

[Owner] [Legal Representative]

on _____ (date)

The Coronada HOA recommends that renters register at www.Coronada.org to obtain current community news.

CHANGES TO THE RULES AND REGULATIONS – OCT 27, 2015

The following section of the Coronada Condominium Association Rules and Regulations are as follows:

Section IA (1) – The change incorporates the change in Bylaw pages cited to “714-715”

Section IA(3)(h) – Patios, Balconies, Decks, Grills, Sunken Gardens, and Atrium Care and Upkeep – pp 2-3 -- Added clarification on responsibility for replacement/maintenance on enlarged decks and maintenance of all homeowner additions completed timely.

Section IA(11) – Leasing Condominium Units – p 5-6 – Added this subsection on homeowner responsibilities who lease their condominium units.

Section 1B(a) – Architectural Alterations (Structural and Exterior) – pp – 7-8 – Clarified the procedure for obtaining approval when a homeowner wants to add structural or exterior additions.

Section 1H – Other Rules and Enforcement – pp11-13 – Added procedure for enforcing the rules and regulations.

Section IVA – Appendix A – Additions, Alterations or Improvements to Condominium Units – pp 22-23 -- Clarified the procedure for obtaining approval when a homeowner wants to add structural or exterior additions.

Section IVB – Appendix B – Requirements for Home Appliances – p 24 – Provided clarification on installation or replacement of major appliances, (HVAC, all venting and piping, gas furnaces, fireplaces, hot water heaters, stoves or radon mitigation units and all related exhaust venting).

Section IVC – Appendix C – Installation of Satellite Dishes – p 25 – Waived deposit when dish is mounted to a pole rather than the condo structure or roof.

Section IVE – Appendix E – Radon Mitigation – p 28 – Added information regarding Radon Mitigation.

Section IVF – Appendix F – Form, Alteration of Condominium Units – pp 29-30. Added copy of the form for requesting structural/exterior alterations.

Section IVG – Appendix G – Form, Lessee & Occupant Information – pp 31-32. New form for use by homeowners renting condominium units.

CHANGES TO THE RULES AND REGULATIONS – AFTER OCT 27, 2015

Section IE – Dogs and All Pets – pp 9-10, February 26, 2016 & November 22, 2016

Section IIA3(c) – Atriums (Dogwood Units, pp 14-15, Addition of language provided by Attorney, June 28, 2016.

Section IVF – Appendix F – Form, Alteration of Condominium Units – pp 29-30. Edited form to change request of neighbors for comments rather than approval, February 14, 2017.

Section IV. Appendices, Appendix A – Additions, Alterations or Improvement to Condominium Units. pp 23-24. Change made to include interior alterations be approved by the Board of Managers with a PE stamp.

Section IV. Appendix F: Form – Alteration of Condominium Units. pg. 29 To include changes for review of interior alterations by the BOM and a PE.

Section IV. Appendix A: Additions, Alterations or Improvements to Condominium Units. Removed the sentence (Also see Appendix H for Vegetation Removal Procedures) and inserted . (Do not remove trees or shrubs without CCA Board Approval).

Section IV. Appendix F: Form, Alteration of Condominium Units, pp. 29. Edited form to remove the word “external” from the form as the board has included interior and exterior changes as needing board approval.

Section IA1 – Use -p 1. Correct Bylaws pages cited, July 23, 2019.

Section IA11 – Leasing of Condominium Units – pp 5-6. Add rule regarding short term rentals, July 23, 2019.