

Coventry Woods Homeowners' Association, Inc.

Rules and Regulations Handbook

Approved October 26, 2023

WELCOME to the Coventry Woods Homeowners' Association, Inc. (the "HOA") community. This Handbook will serve as your guide to the Rules and Regulations (the "R&R"), that govern our property. This Handbook, along with the Articles of Incorporation, Declaration of Condominium (the "Declaration"), Bylaws and NC Statute, provides the authorities and guidelines to establish the Rules and Regulations that govern our HOA (collectively referred to as "Governing Documents" hereafter). We ask for everyone's cooperation in observing these R&R that have been written with the interest of all Members of the HOA in mind. Thank you for helping to keep our neighborhood a great place to live.

THE HOA

The HOA is responsible for the upkeep of the Common Elements of the HOA Property. Membership in the HOA comprises all Unit Owners.

BOARD OF DIRECTORS

The HOA is directed by a five-member Board of Directors (hereafter referred to as the "Board"). Board members are elected by the Membership at the Annual Meeting, typically held in December/January. The Board meets monthly, or as needed, and makes all R&R affecting the owners/residents and Common Elements pursuant to the Governing Documents. The Board may appoint committees to assist the Board as needed. Meetings are held on a monthly basis, or as needed. Among other things, the Boards' responsibilities include supervising committees, approving all projects and contracts for the HOA, and ensuring compliance with the Governing Documents. The Board also has the responsibility of setting policy. Any policy decision will be communicated to the HOA Membership.

MANAGEMENT COMPANY

The management company professionally handles the day-to-day management of the HOA community. All issues involving rules or violations should be directed to the management company. See attached Addendum to find information relating to the current management company and ways to contact them.

With the Board's approval, the management company is responsible for the following: Collecting homeowner monthly dues, paying HOA expenses, management of agents approved by the Board, maintaining the pool, grounds and Common Elements, maintenance functions of the exterior of the buildings.

INSURANCE

The HOA has insurance on the buildings and the grounds. Contact the management company

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regarding any issues that may need to be addressed under the HOA's policy.

All Owners are required to carry a minimum of \$100,000 personal liability coverage for their own Unit. In addition, all homeowners and renters should have their own insurance policy to cover their personal property. Owners and renters alike should consult their own insurance agent to ensure they have the proper and adequate insurance coverage for their unit.

Proof of continuous liability coverage as stated above must be furnished to the Board annually each January (or within 30 days of a new policy), by mailing a Certificate of Insurance to the management company. The lack of proper insurance coverage does not relieve an owner of his/her responsibility for the cost of repairs resulting from damage caused by equipment, negligence, or occupants in a homeowner's Unit.

MONTHLY ASSESSMENTS

Every homeowner will pay monthly assessments for the operation of the HOA. The assessment is based upon their percentage of ownership as outlined in the Declaration. The complex consists of 74 units and a pool. The monthly assessments provide for the following items:

Lawn care contract/supplies	Water service to each unit
Building exterior maintenance	Pool operation
Management Contract	Exterior pest control
Termite bond	Common area electricity
Parking lot maintenance	Reserve funds
Insurance	Sewer/Storm water charges

All checks are to be made out to "Coventry Woods HOA". Please include your account number and mail your check to:

**Coventry Woods HOA
c/o (the current management company listed on the Addendum)**

Payments are due on the first of each month and are considered late after the 30th of each month. A late fee of \$20.00 plus 16% interest per annum will be charged on any outstanding balance if payment in full is not received by the 30th of each month. The management company also offers automatic drafts, online payments, and e-Statements. If you are interested in any of these options, contact the management company via phone or email.

Owners who are delinquent on their dues will have pool and voting privileges suspended until their account balance is brought current, including any late fees and interest. There are no exceptions.

PROPER DISPOSAL OF GARBAGE

The City of Charlotte provides a weekly pick up of garbage. The regular trash pick-up day is **Monday**. **Recyclable materials** are picked up every other week **only on Coronado Drive, also on Mondays**. The garbage must be

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bagged, tied, and placed in the roll out trash containers. Each Unit is permitted one (1) trash container. The containers must be taken to the curb on Coronado Drive or into the designated trash collection area beside 4605, no earlier than Sunday afternoon and returned to the storage area by midnight on Monday. All residents must store their rollout garbage and recycling containers in the designated storage area. Garbage and recycling containers are not permitted on porches and patios.

Provisions should be made by residents to have their container removed from the curb or designated trash collection area if they are on vacation or are otherwise unable to do so. Residents with questions regarding the designated storage areas or pickup locations may call the management company for information.

BULK GARBAGE ITEMS

Owners are reminded that the Declaration prohibits leaving personal property, trash, refuse, or other similar items in/on the Common Elements. Should you need to store your bulky items on your patio/balcony while waiting for your designated pickup date, you **MUST** notify the management company so they can document it and not issue a violation letter for such storage. For bulky items that are too large to fit in the rollout trash container (i.e., items such as discarded furniture, water heaters, carpeting, or other similar, large items,) please call:

City of Charlotte by dialing 311

Use the pool address of 4603 Coronado for ALL bulky pick-up requests.

If there is already an open ticket, inquire with 311 if you can add items to that ticket, instead of creating a new ticket. If new items cannot be added, please create a new ticket. Special instructions regarding a specific pickup time and location will be given. Bulky items will be picked up along Coronado Drive only, and not within the community parking area. Bulky items will not be picked up on the regular collection day without making this phone call to the city to arrange the special pick up.

Residents who discard these types of items on the Property without making proper pick-up arrangements with the City may be subject to a fine, as governed and issued by the City of Charlotte. In addition, the Board may impose fines for any items left in/on the Common Elements outside of designated pick-up locations for bulky items.

MAINTENANCE

All exterior maintenance requests should be made to the management company. Each owner should provide contact information (someone who has access to the Unit) in case of an emergency. If an emergency does arise and entry to a Unit is necessary and access is not available, a locksmith may be called. When possible, a Board member or representative of the management company will be present to enter the Unit with the necessary maintenance personnel. The management company should be contacted for emergencies that are the responsibility of the HOA.

By Owner of the Condominium Units:

The owner of each Unit is liable and responsible for the maintenance, repair, and replacement of

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appliances and equipment that serves his/her Unit, as well as any damage to other Units created by such items. This **includes, but is not limited to:** washer connections, commode overflow, clogged kitchen or bathroom drains, dishwasher and garbage disposal issues, or any general plumbing and electrical service calls, heating and air conditioning equipment, water heaters, dishwashers, stoves, refrigerators and other appliances, ceiling fans, and all equipment, including any fixtures and/or their connections and drain lines required to provide water, light, power, telephone, TV cable, sewage and sanitary service to the unit. The owner is also responsible and liable for all drywall, molding, paneling, bathroom and kitchen fixtures, wall and ceiling covering materials, carpeting, matting and floor coverings, drapes and furnishings and all other accessories which the owner may desire to decorate or maintain in his/her unit. Owners are responsible for replacement of window glass, but the HOA controls regular maintenance and painting of exterior doors and windows. Owners are responsible for all repair or replacement of the storm windows, where applicable.

All stacked units, and all townhomes having another townhome directly next to them, share a common water shutoff. **DO NOT turn the water off without prior notice and cooperation with the other unit connected to your water shutoff!** If you are unsure of the location of the shutoff or need help contacting your neighbor regarding this topic, please reach out to the management company for assistance.

By the HOA:

The HOA, at its expense, is responsible for the maintenance, repair, and replacement of all the Common Elements, including those portions which contribute to the support of the buildings, and all conduits, ducts, plumbing, wiring, and other facilities located in/on the Common Elements, for the furnishing of utilities and other services to the condominium.

EXTERIOR UPKEEP, MAINTENANCE AND USE

Outside water spigots are not for use by residents for any purpose.

The sidewalks, entrances, stairways, and yards **MUST** be kept free of all personal property that may obstruct pedestrian traffic and/or constitute a safety hazard. No items may be placed in/on any Common Elements such as stairways or landings, per Mecklenburg County Fire Marshall. Items **include but are not limited to**, sports equipment, personal items, benches/chairs, planters/containers, decorative items, etc. Residents observing violations are requested to call the Mecklenburg County Fire Marshall at 911 and register a formal complaint. Mecklenburg County Fire Marshall may impose fines for such items. In addition, the Board may impose fines for any items placed in these areas.

All patio and balcony furniture are restricted to outdoor type furniture. Patios should be kept neat, orderly, free of debris and unnecessary clutter. The patios, balconies and walkways are not to be used for storage purposes of any kind. Laundry and towels may not be hung out to dry from a balcony railing or in view from any location on the Property.

No alteration of the exterior Property is allowed without prior written approval and permission from the Board, **including but not limited to**, landscaping additions or removals, attaching anything to the exterior of

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the Unit, etc. Any unapproved alterations will be corrected by the HOA and the cost of any such corrections will be billed to the Unit owner for reimbursement to the HOA. It is the responsibility of the Unit owner to retain documented proof of any approvals received. Satellite dish and television antenna installations must be pre-approved by the Board. The dish and/or antenna must not be permanently attached to the building, siding, or railing, and must be easily disassembled leaving no permanent markings or exposed holes to the building structure.

Outdoor blinds/screens are permitted on the patios and balconies only upon Board approval prior to installation as to color, design, and manner of installation, and must be kept in good repair. Window coverings of any type (curtains, shades, or blinds) must be limited to indoor use only, kept in good repair, and must be a solid white or light cream color when viewed from the exterior of the building. Sheets, towels and/or blankets are not permitted for use as window coverings.

Storm windows and storm doors must be of white trim and are the sole responsibility of the homeowner to maintain, repair and replace as needed, at the Board's discretion.

No signs, banners and/or flags of any kind are permitted to be displayed outside of the Unit or visible from the exterior of the Unit without prior Board approval. "For Sale" or "For Rent" signs are allowed in windows only and should be no larger than 12" x 16". No advertisements, flyers, door hangers, coupons, or other solicitations are permitted in/on the Common Elements without prior Board approval.

Any personal items and/or landscaping placed in/on the Common Elements, without Board approval, are subject to removal and disposal *without further notice or compensation*.

LEASE AND RENTAL

ALL leases must be in writing. All owners that are planning to sell or lease their Unit must present a copy of this **Rules and Regulations Handbook** to the real estate agent that is listing, showing, and/or managing the Unit and is to become a part of the written contract paperwork. This Handbook must be provided to the new owner and/or tenant. Failure to provide a copy of the Handbook does not grant an exception of compliance to the terms and conditions. The Board should be notified by the owner of intent to sell or lease a Unit.

Any owner that leases or rents his/her Unit must provide a copy of the full Lease agreement along with a Lease Rider information sheet to the management company, if requested.

Owners that lease their Unit transfer their right of access to the amenities of the HOA, including use of the swimming pool, to their tenant(s). However, Owners are responsible for the conduct and behavior of their tenant(s) and their guest(s) and their proper observance of these Rules and Regulations. When a tenant moves out, their pool key will be deactivated. Owners will need to purchase a new key from the management company for any new tenant. This is to help keep nonresidents from accessing the pool. The cost of a new pool key is \$25.00. Upon request, the management company and/or any Board member will provide electronic copies of this Handbook at no charge.

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SUPERVISION OF PETS

Pets are not to be left tethered, leashed, or crated outside, or in any way left unattended on the Property, including on balconies and patios, or permitted to walk/run while not on a physical leash. In accordance with the Mecklenburg County and the City of Charlotte ordinances, all pets must be walked with a physical leash. Residents observing any dogs running loose in violation of Mecklenburg County and City of Charlotte ordinances should contact Animal Control and register a formal complaint prior to contacting the management company. Violations are subject to fines by Animal Control and the HOA. No pets, other than documented assistance animals, are allowed in the pool area.

Residents are permitted to walk their dogs only in the yards in front of buildings 4600, 4601, 4604 and 4615 or along the fence across the parking lot in buildings 4605 and 4609. All dog waste must be thoroughly picked up and disposed of properly by the pet owner. Residents observing any residents not in compliance with proper cleanup and disposal of pet waste in violation of Mecklenburg County and City of Charlotte ordinances should contact Animal Control and register a formal complaint prior to contacting the management company. Violations are subject to fines by Animal Control and the HOA. **ABSOLUTELY NO PETS IN THE COURTYARD AREA SURROUNDING THE POOL.**

For additional information regarding animal control laws and local ordinances, please visit the

City of Charlotte's website at: www.charlottenc.gov

DISTURBING NOISE AND NUISANCES

No unit owner, resident, tenant, or guest will make or permit any loud or disturbing noises in the building or on the grounds that will interfere with the quiet enjoyment and comfort of the other Unit residents. In consideration of others, we ask that stereos, radios, televisions, and car stereos not be played at an excessively high volume. Residents observing violations are requested to call the Police at 911 and register a formal complaint prior to contacting the management company.

FIRE PREVENTION

Butane, portable outside heaters of any kind, kerosene, propane or any other type of fuel, charcoal for grilling, or any other combustible materials are not permitted to be stored anywhere within an owner's Unit, in the storage rooms, or elsewhere on the Property. Any such items are subject to removal and disposal without further notice or compensation. Residents observing violations are requested to call the Mecklenburg County Fire Marshall at 911 and register a formal complaint. Mecklenburg County Fire Marshall may impose fines for such items. In addition, the Board may impose fines for any items placed in these areas.

According to the City of Charlotte grilling ordinance, gas or charcoal ("open flame") grills and other cooking devices may not be used on porches, patios, balconies or within ten (10) feet of any building or combustible material. Residents are further restricted from storing propane tanks and/or gas cans on porches, patios or balconies or stored within the storage rooms, per City of Charlotte and the HOA. Residents observing violations are requested to call the Mecklenburg County Fire Marshall at 911 and register a formal complaint. Mecklenburg County Fire Marshall may impose fines for such items. In addition, the Board may impose fines

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for any items placed in these areas.

For additional information regarding the grilling ordinance, please visit:

City of Charlotte's website at: charlottenc.gov

AUTOMOBILE REGULATIONS

The maximum speed limit throughout the condominium property is **5 MPH**.

Underground water and sewer pipes are subject to damage from the excessive weight of a vehicle, no vehicle of any kind may be parked or driven on the lawns or sidewalks for any reason. Vehicles must be parked within lines of the parking spaces and must not be parked over or across sidewalks or other Common Elements, including extending over the landscaping with the front or rear of the vehicle at any time. Any damage resulting from the violation of these regulations will be the direct responsibility and expense of the Unit owner responsible.

Any vehicle without a license plate or with an expired license plate, is subject to being towed at vehicle owner's expense, without further notice. Residents with out-of-state tags must provide proof of proper registration in the state the vehicle is registered in, to the Board or management company, upon request or be subject to towing at vehicle owner's expense, without further notice.

Vehicle maintenance is not permitted anywhere on the Property. Wrecked, inoperable and/or abandoned vehicles or vehicles on blocks are subject to be towed with no further notice, at the owner's expense. Washing of residents' automobiles is not permitted.

Vehicles Parking is a limited resource and was designed for private passenger vehicles only. All other vehicles, such as boats, trailers, recreation vehicles, commercial vehicles, and large trucks are prohibited. Must define weight, length, commercial tag, etc..

Residents should make every attempt to ensure that their guests do not park in the prime spaces located directly in front of the Units.

DESIGNATED PARKING

Each Unit is allotted one (1) parking space. All other parking spaces are first-come-first-. Please be courteous of residents and park in spaces that are convenient to your Unit while allowing spaces convenient to other resident's Units to be utilized by them.

Any owners needing special accommodations for a handicapped parking space need to submit a formal request, with supporting documents, to the management company for Board approval.

SWIMMING POOL REGULATIONS

The private pool is provided for the enjoyment of the residents. To ensure safety, as well as enjoyment and

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pleasure, the following Pool Regulations have been established:

- 1.) Proper bathing suits are required in the pool. Street clothes, cut-offs, blue jeans, T-shirts, etc. are not to be worn in the pool. Any person who is incontinent or not fully potty-trained shall wear appropriate waterproof clothing in the pool.
- 2.) All personal articles must be removed upon leaving the pool area. The HOA will not be held responsible for loss, damage, or theft of such items.
- 3.) Absolutely no glass of any kind is allowed inside the fenced area.
- 4.) Radios, music players, or musical instruments should be used with discretion. The noise level must be kept to a low volume.
- 5.) For safety reasons, no person who is not a strong swimmer shall be permitted in the pool unaccompanied. Owners and tenants shall be responsible, at all times, to have any non-swimmer accompanied by a strong swimmer who is responsible for supervising the non-swimmer at the pool.
- 6.) No pets are allowed inside the fenced area.
- 7.) Only air-inflated beach balls and other pool toys are permitted in the pool area.
- 8.) Noise, disturbing behavior, offensive language, or horseplay will not be tolerated.
- 9.) Suntan oils and lotions are not to be worn in the pool. Please shower or wipe off before entering the pool.
- 10.) Close the gate when entering and leaving the pool. **DO NOT OPEN THE GATE FOR ANY PERSON WHO DOES NOT HAVE A KEY!**
- 11.) Residents who violate pool rules may have their pool privileges suspended. In addition, owners who are delinquent on their monthly assessments will have their pool privileges suspended until their account balance is brought current. There are no exceptions.
- 12.) A resident must accompany visitors and may not share key cards with nonresidents. Visitors shall be limited to two (2) guests per unit. For special occasions, more than two (2) guests may be permitted with prior written permission from the Board. Residents are responsible for the behavior of their guests.
- 13.) No grills or other cooking devices are allowed inside the pool fence.

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14.) No private parties are allowed in the pool area.

15.) The telephone is for 911 emergency uses only.

16.) Pool hours are from 9:00 a.m. to 9:00 p.m.

17.) When leaving the pool: close all umbrellas, return all lounges and chairs to the proper location, put trash and recyclables in the containers provided.

18.) Violations of the pool rules may result in a hearing before the Board, fines, and suspension of pool privileges.

ENFORCEMENT OF ALL RULES

HOA Members are responsible for abiding by all the rules of the HOA. Observed violations should be reported to the proper governmental authorities, if applicable, the management company and/or the Board. Owners are responsible to ensure that their tenants abide by all HOA rules.

Owners and residents that witness violation must submit a written complaint to the management company and/or the Board. Complaints will be kept confidential when possible. If confidentiality must be broken, the complainant will be notified first.

It is not the responsibility of the management company or the Board to act as mediator between owners and/or residents for personal claims and disputes.

CHANGES IN RULES AND REGULATIONS

The Board of Directors reserves the right to add to, delete from or modify these rules and regulations as may appear necessary from time to time as approved by the membership in the Rules and Regulations of May 1986.

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ADDENDUM

Management Company Information:

Essential Property Management, Inc.
P.O. Box 390
Rutherfordton, NC 28139
Office: [\(828\)484-0469](tel:8284840469)
Fax: [\(828\)484-0473](tel:8284840473)

For account information or to sign up for the owner portal:
info@essentialpropertync.com or www.essentialpropertync.com

For information needed for a sale or purchase:
info@essentialpropertync.com

For architectural approval:
Julie.Gonzalez@essentialpropertync.com

For the community manager:
Julie.Gonzalez@essentialpropertync.com
Extension 101