COACH HOUSE, INC.

RULES AND REGULATIONS
WITH GUIDELINES

Revision #5          December 12, 2005
Revision #4          February 21, 1996
Revision #3          February 21, 1994
Revision #2          September 29, 1993
Revision #1          January 1, 1986
Original             July 1, 1981
**STATEMENT CONCERNING THE RULES** – All owners and residents are obligated to live by these Coach House Rules. Please read and become familiar with them, so that a distinct quality of life can be enjoyed by all. It is your responsibility to see that your guests and visitors abide by these same rules.

**PRINCIPAL REASON FOR RULES** – These rules have been adopted by the Board to enable owners, residents, and their guests, to occupy, enjoy and appreciate the benefits of all common facilities. This is our home and we should expect everyone to treat the property with care and respect. Simple courtesy, concern and cooperation are required from everyone so that the common areas can be enjoyed to the fullest.

**TO ALL OWNERS AND RESIDENTS OF COACH HOUSE** – The original Coach House rules and regulations were adopted by the Board in July, 1981. They have now been updated and are contained in this booklet. Your cooperation in making them work for everyone’s benefit will be appreciated.

The Board has approved the following method of dealing with any owner or resident who is charged with a violation of any of these rules and guidelines:

1. Where applicable, the Board will send the alleged violator a letter concerning the violation(s). However, the Board reserves the right to approach the alleged violator directly and immediately if, in the Board’s judgment, such action is considered necessary.

2. The Board has the right to assess such penalties and/or fines as in its judgment are warranted by the violation(s).

The Board welcomes the opportunity to assist you within the framework of these rules and guidelines.

1. **ATTIRE:** Proper attire, including foot covering, shirt or other covering of the upper body, must always be worn in lobbies, elevators, recreation rooms and all other common areas. When coming or going to a pool area, proper bathing attire must be worn, including a jacket covering top of body. Dripping bathing suits are not permitted in hallways, lobbies or elevators. Dry well before entering the building.

2. **COMMON AREAS:**

   (a) **INSIDE** – Only authorized personnel are allowed to adjust or repair the furniture, drapes, flowers, plant arrangements, pictures, telephones, air conditioning, heating, lighting, thermostats or any other equipment in the inside of the common areas.

   (b) **OUTSIDE** – Regardless of the location of your unit, no owner or resident will be permitted to use the common grounds for their personal items such as statues, feeders, flower pots, etc., and no one will be permitted to plant any kind of flowers or other vegetation in the outside common areas.
3. **DELIVERIES AND PICKUPS:** All furniture and other large objects must be delivered or picked up by using the garage entry. In some cases it may be necessary to notify maintenance personnel in advance so elevator can be padded. Movers must provide their own dollies and other moving equipment.

4. **GARAGES:**

   (a) **CARE** – Cleaning, painting, etc. of the garages will be done by Coach House maintenance personnel.

   (b) **PARKING** – Use only the parking spaces assigned to your unit. Automobiles must be headed into parking stalls at all times, especially those with tail exhaust. Working on or repairing cars, as well as washing and waxing is strictly prohibited. Parking spaces are for operable automobiles only. Recreational and motor home vehicles will be allowed to park in the outside service area, but will be limited to 24 hours for loading and unloading.

   (c) **RENTING-SELLING**—Any owner desiring to rent or sell a garage space must first submit a written request to the Board for approval or disapproval.

   (d) **STORAGE** – Bicycle(s), wet umbrellas, and empty, collapsible grocery carts are the only items that have Board approval to be stored in any garage space. All other items stored in a parking space will be removed by maintenance personnel.

5. **GUEST ROOMS:**

   (a) Guest rooms must be reserved with the Guest Room Registrar. (See the Board of Directors bulletin board in the mail room for the name, phone number, and the hours to call the registrar for making reservations.)

   (b) No owner can reserve a guest room or rooms for longer than 10 days unless approved by the Board/Registrar. Owner must be in residence when guests are using the room(s).

   (c) No room shall be reserved more than six months in advance.

   (d) Guest room key and payment must be turned in by 12:00 noon the day the guest leaves, unless other arrangements are made with the Registrar. If this is not done, an extra day’s charges will be assessed.

   (e) Any damage to rooms, furniture, or fixtures must be reported immediately so that repairs can be made. Unit owners will be assessed for the damage.

   (f) The maximum number of adults in a guest room is three.

   (g) No pets are allowed in guests rooms. Owners are responsible to see that this rule is strictly enforced.
(h) For Derby week, holidays, or other major events, when the rooms may be in demand, a drawing will be held to determine occupancy. If your name is drawn you will be required to make an advance payment of one night. If this payment is not received 10 days prior to the date of the reservation, the next name will be given the opportunity to rent the room, using the same guidelines in the previous sentences.

6. **HOUSEKEEPING** –

(a) Other than American flags, no articles are to be hung or shaken from the doors, windows, or balconies nor thrown or dropped from balconies.

(b) Cooking is permitted on balconies only when using electric grills or cookers. (Per the St. Matthews Fire Department) Cooking is done at owners risk and liability.

(c) Refuse must be placed in plastic bag and securely tied before it is dropped in chute. Newspapers, magazines, etc. must be placed in a paper bag before they are dropped in the chute. **DO NOT** leave empty food containers (cereal, chicken, pizza, candy, etc.) in the trash room. Small boxes should be dropped in the chute but empty, large boxes should not be forced in the trash chute. Place these in the trash room.

(d) Articles belonging to Coach House residents are not to be left in the lobbies, recreation areas, stairwells, garages, common areas or limited common areas.

(e) All doors leading to the building, including storage areas, are to be locked at all times. Giving keys to persons other than immediate family is prohibited unless registered with the Board. Breach of security will result in owner's responsibility to re-tool all security locks, which could cost several thousand dollars.

(f) The exterior of your unit, and all other area appurtenant to it, shall not be painted or modified without Board approval. Owners must seek Board approval prior to installing any floor covering on the patio. Consent may be withheld on purely aesthetic grounds at the sole discretion of the Board. No doormats or any statuary objects shall be placed in the corridor outside your unit.

(g) Each resident is obligated to maintain their unit, and its limited common area, in a good state of preservation and cleanliness and shall not sweep or throw, or permit to be swept or thrown, any dirt or other substance from the doors or windows.

(h) No sign, notice or advertisement shall be inscribed on or exposed at any window or other part of the units, unless approved in writing by the Board. Nothing shall be projected out any window without Board approval.

(i) Residents shall keep and maintain any storage lockers, bin or area assigned to them in a neat and sanitary condition at all times.
(j) No resident shall use or permit to be brought into their respective units or storage lockers any inflammable oils, gasoline, naptha, kerosene, benzene, or other explosives or articles deemed hazardous to life, limb and property.

7. **MAINTENANCE** :

   (a) **SPECIAL ASSESSMENTS** – Under the provisions of the Master Deed, a special assessment may be needed for the benefit and welfare of all owners.

   (b) **FEES** – Each owner is responsible for paying their monthly maintenance fee and/or assessment by the first of each month. Maintenance fees are payable by check or pre-authorized transfer of funds. Owners paying by check should make check payable to “Coach House Condominiums”.

   (c) **FINES** – A charge will be assessed if the monthly maintenance fee is not received by the tenth of the month.

8. **MOVING** : Maintenance personnel and the President must be contacted prior to moving in or out of Coach House so special instructions can be issued.

9. **PARTY ROOM** :
   
   (a) This room is strictly for each owner’s individual and private use. Any person reserving the Room must be an owner or a resident of Coach House and be in attendance at affair being given. No owner, or group of owners, is allowed to use the party room exclusively on a regular basis. Person reserving the room will be financially responsible for the party or affair being given. Room is intended for entertainment purposes and not for business meetings, commercial events or other functions of this nature. Call Registrar (see Board of Directors Bulletin Board for name and telephone number of Registrar).

   (b) Owners wishing to use the Party Room must register in advance with the Registrar and make the Surety Deposit, if one is currently in effect. See Bulletin Board in mailroom for name and hours for making reservations. If a privacy key is needed, it can be obtained in advance. Additional instructions may be obtained from Registrar.

   (c) Each user of the Party Room is responsible for leaving it in a clean, sanitary, uncluttered condition immediately after the function.

   (d) Any personal articles such as furniture, drinks, food, card tables, chairs, etc., must be removed immediately after using the room.

   (e) When leaving the room, you must turn off all lights, fans, TV and regulate thermostat as posted.
10. **PETS**: (a) By majority vote of owners at the Annual Meeting on September 29, 1993, unit owners, with the approval of the Board of Directors, can own cats, birds and goldfish with the understanding that these pets will be restricted to the confines of the owner’s unit.

11. **SALE – LEASING OF UNIT**: All sales or leases, including garage spaces, must first be approved by the Board before the transaction can be consummated. Owner proposing to sell must furnish a copy of these Rules and Guidelines and the Master Deed to the listing agent so the prospective buyer can review them before making an offer.

12. **SERVICE CALLS**: If you call for an outside service, such as to repair an appliance, it is your responsibility to see that the service personnel enter Coach House by the side door in either Wing C or D or through the garage service doors of the same wings. Coach House maintenance personnel are not allowed to answer service appointments.

13. **SMOKING**: Smoking is prohibited in Coach House common areas, excluding garages and the swimming pool.

14. **SOLICITATION**: No outside solicitation is permitted in Coach House.

15. **SAUNA**: (a) Suitable attire is required.

   (b) No person under 18 years of age is permitted in the Sauna. This facility is for therapeutic uses only.

   (c) It is your responsibility to make sure the heat is off when leaving the Sauna and turn the lights off when leaving.

16. **SUNBATHING**: Sunbathing is allowed in the pool courtyard and on private balcony only. Proper attire is required.

17. **SWIMMING POOL**:

   (a) The regulations governing the use of the swimming pool and recreational facilities (hours, guest rules, safety and sanitary provisions, etc.) shall be in accordance with those adopted from time to time by the Board and provided to each unit.

   (b) The swimming pool and recreational areas are for the use of Coach House residents and their invited guests. Risk, in the use of this and other recreational facilities, shall be that of those involved and not the Board or other Coach House owners.
18. **GENERAL RULES**:

(a) The walkways, entrances, halls, corridors, stairways and road shall not be obstructed or used for any purpose other than entering and leaving.

(b) No resident shall make or permit any noises that will disturb or annoy occupants of another unit, or do or permit anything to be done which will interfere with the rights, comfort and convenience of other residents. Automobile horn blowing is not permitted on Coach House property.

(c) No awnings, window guards, light reflective materials, ventilators, fans or air conditioner devices shall be used in or about the units unless they have been approved by the Board. Such approval may be withheld on purely aesthetic grounds within the sole discretion of the Board. All glass and screen replacements must be of original quality and color.

(d) Parking under the portico for extended periods is not permitted by owners, residents, guests or visitors.

(e) Owners and residents will not be allowed to put their names on any unit entry, or mail receptacles appurtenant thereto, except in the proper places and in the manner prescribed by the Board.

(f) Any damage to the building, recreational facilities, common areas, or equipment, caused by any owner or resident or their guests shall be repaired at the expense of the resident or owner.

(g) Owners and residents of Coach House will be held responsible for the actions of their children, guests and visitors.

(h) Food and beverages cannot be prepared or consumed in any of the common areas, except in accordance with Rules adopted from time to time by the Board.

(i) Except for unit kitchens, foyers, bathrooms and laundry rooms, no hard surface covering will be permitted, except in those cases where installation was made prior to June 1, 1981. Other floor areas must be carpeted. Requests for use of other material will be considered by the Board and can be approved or disapproved by the Board at its sole discretion. Any patio/balcony floor covering requires prior approval by the Board.

(j) It is permissible to burn wood or artificial logs in fireplaces, but in no case will coal be permitted.

(k) Owners who will be absent from their units for extended periods of time are obliged to make sure entry into their unit can be effected. If it is necessary in an emergency to enter a unit to make repairs while the owner is away, maintenance personnel, accompanied by a Board member, will enter and make the necessary repairs. There will be a charge to the owner. If extensive repairs are needed to protect the
condominium environment, an outside vendor will be called in by maintenance personnel with Board approval. The owner will be charged for the repairs as well as the cost to repair the damages incurred by forced entry.

(l) Each owner is entitled to two (2) keys which gain entry to all common area doors. Up to two (2) additional limited entry keys may be purchased for a refundable deposit to be determined from time to time by Board. There is a substantial monetary fine for lost keys.

(m) Any violation of these Rules and Regulations must be brought to the attention of the Board by a signed complaint.

(n) These Rules and Regulations are meant to clarify and supplement those in the Master Deed and By-Laws.

(o) These Rules and Regulations may be modified, supplemented or repealed at any time by the Board. (See page D-18 (r) in By-Laws of the Condominiums Documents book.)

GUIDELINES

STATEMENT CONCERNING THE GUIDELINES – These are subjects which come up from time to time, and listed here to be helpful in giving Coach House owners some direction and information.

A. AIR CONDITIONING AND/OR HEATING ASSISTANCE – If you require service on your air conditioning and/or heating unit, please call the service company of your choice. In the event the service person needs to go on the roof, notify the maintenance personnel or a Board member, in advance, for access to the roof.

B. APPLIANCE SERVICE OR MAINTENANCE ASSISTANCE – If you require service for any of your kitchen or other appliances, please call a service representative of your choice.

C. All service personnel must be instructed by owners to enter and exit Coach House through stairwells C or D or the garages.

D. COMMITTEES – Chairpersons of any Coach House committee will be appointed as necessary by the President. The chairperson is then responsible for recruiting members who must be ratified by the Board. Duties for all presently appointed committees are listed in this booklet (see the pink pages.)

E. COMPLAINTS, SUGGESTIONS, ETC. – Forms for complaints, suggestions, comments and questions can be found in the mailroom. Any completed, signed form should be placed in the suggestion box for handling by the Board.
F. **ELECTRICAL SERVICES** – Notify LG&E as to date that you desire the electrical service turned on or off. The utility company must contact Coach House maintenance personnel for entrance to read a meter or perform any other necessary work.

G. **CABLE SERVICE** – Owners are responsible for notifying the cable company as to date that you will be moving into Coach House.

H. **EMERGENCY** – Under emergency conditions, two Board members or one Board member and a maintenance person, or any other authorized agent of the Board, may enter any unit for any purpose permitted under the terms of the Declaration of Condominiums and the Master Deed/By-Laws of Coach House.

I. **EXERCISE ROOMS** – If you have a physical problem, it is suggested that you contact a physician before using the equipment in the exercise rooms. This is your responsibility and Coach House will not be held liable. The lockers in these rooms are for your personal use on a temporary basis. Do not store clothing, etc., in these lockers, and do not place a permanent lock on any of the doors.

J. **FIRE ALARM** – When the fire alarm sounds, go to the nearest common area corridor door exit. DO NOT USE THE ELEVATORS. All corridor fire doors automatically close when the alarm sounds. These doors can be opened manually, but caution must be used to make sure no heat is radiating from the door and that no smoke is present. Alarm boxes can be found in all lobbies and at the end of each corridor. If you find it necessary to sound the alarm, also make sure all in the troubled area are notified.

K. **GROCERY CARTS AND LUGGAGE RACKS** – Coach House provides grocery carts and luggage racks for the personal use of all residents. They are located in the meter rooms of each garage. Please return this equipment, when you are finished, to the same location in the garage. Care should be given so that the carts and racks do not hit the walls and doors.

L. **INSURANCE** – The total building, swimming pool and all common areas of Coach House are insured under a condominium master policy. For more information, contact a member of the Board.

M. **LAKE – FISHING** – A lake is located in the Coach Gate area. Commonwealth of Kentucky license requirements apply to this facility. Rules and information concerning the lake can be obtained from Coach Gate Board.

N. **MAILROOM** – In the mailroom, each unit has a numbered, locked U.S. Mail box and a pigeonhole for condominium mail, etc. There is also a box for outgoing U.S. Mail. The bulletin boards are provided for Coach House news, meetings, events, etc.

O. **MAINTENANCE MANAGEMENT** – Maintenance personnel have specific responsibilities by contract to operate and maintain the buildings and grounds on a daily basis.
basis. Maintenance personnel are not allowed to perform personal services for any owners or others. If you want to enter into a private contractual arrangement on a private pay basis, this is permissible.

P. **PEST CONTROL SERVICE** – Pest control service for your unit is available for a nominal fee by signing the notice placed on the bulletin board periodically.

Q. **SAUNA** – Using the sauna is at the user’s risk; therefore, it is suggested that a physician be consulted before using this facility for a protracted period of time.

R. **SECURITY AND MASTER ANTENNA** - Suggest maintenance manager be contacted if you have any trouble in these areas.

S. **TELEPHONE SERVICE** - Contact the telephone company of your choice, and select your telephone service. If the installer has a need to work in Coach House telephone equipment rooms, you should contact maintenance personnel. You should be home to let installer into your unit.

T. **TENNIS COURT** – There is a tennis court next to the Coach Gate Club House on Creighton Hill Road that is available for use by Coach House owners on a first-come-first-serve basis. During the tennis season, there is a sign-up sheet to reserve the court that is posted in a small “telephone booth” sized structure to the left of the court (and to the right of the dumpster). To reserve the court in advance, an owner signs for a date and time to use the court. Then call 897-1065 (M-F 7:30-4:00P,) which is the Coach Gate Club House, to get a key to the court.

**Anyone under the age of 12 who uses the court must have a signed letter of permission from an owner to use the courts.**
To all Coach House Owners and Residents

Coach House will operate the swimming pool without a lifeguard in attendance. To do so, we are required to follow some strict Louisville Metro Board of Health regulations without deviation.

When operating without a guard, the last resident out must leave the pool area clean, straightened, umbrellas down and in good order.

You will find the rules and regulations in the Condominium Documents book pages(C12-15.)

A key will be furnished to each owner and resident that will unlock the pool gates. To obtain a key, it will be necessary to read all rules and regulations as furnished and attached, sign the acknowledgement, agree to these and to accept the responsibility involved. See below.

I HAVE READ THIS LETTER AND THE ATTACHED RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM AND THEIR INTENT. I UNDERSTAND THESE RULES AND RESPONSIBILITY FOR MAINTAINING THE POOL AREA. I AGREE TO HOLD HARMLESS, COACH HOUSE CONDOMINIUMS, ITS BOARD OF DIRECTORS AND THE MANAGEMENT COMPANY, FOR ANY AND ALL CLAIMS, FINES, ETC., THAT MAY ARISE FROM MY ACTIONS RELATING TO THE SWIMMING POOL.

Residents needing pool keys, call a Board Member who is chair of the Pool and Exercise Rooms Committee. A charge will be made for replacing a lost key.

_________________________________
OWNER/RESIDENT

_________________________________
DATE          UNIT

_________________________________
DATE          BOARD MEMBER
COACH HOUSE SWIMMING POOL
REGULATIONS AS MANDATED BY METRO
LOUISVILLE BOARD OF HEALTH.

(WHEN THERE IS NO LIFEGUARD PRESENT)

POOL HOURS: 8.00AM – 9.00PM
PRIVATE PARTIES ARE NOT ALLOWED WITHOUT A LIFEGUARD PRESENT
(Call Management Company to arrange)

1. NO ONE IS ALLOWED TO SWIM ALONE.
   You must be accompanied by another adult on the pool deck whenever you
   are swimming. This does not mean that the accompanying adult has to be in
   the pool or have feet in the water. It does mean, as stipulated in the next
   sentence, that the accompanying adult must be on the pool deck. For instance,
   that adult would be in compliance if sitting on a chair or lounge on the pool
   deck.

2. NO MORE THAN FIVE PEOPLE ARE ALLOWED TO SWIM OR BE IN
   THE POOL AT ANY ONE TIME.
   Under all circumstances, SWIMMING is defined as having all or any portion
   of the body in the pool water. Thus sitting on the edge with hands, feet or legs
   in the water or sitting on the steps of the shallow water end constitutes
   swimming, for the purposes of this and the balance of these rules.

3. While adults may be alone on the Pool Deck (inside the fence) but not in the
   water, children 16 years of age and under are not allowed inside the pool
   enclosure unless accompanied by an adult.

4. GATES MUST BE LOCKED AT ALL TIMES.
   The pool gates are spring loaded, and will close and lock automatically. When
   no lifeguard is present, it is necessary to unlock the gates to get into or out of
   the pool area. DO NOT PROP THE GATE OPEN UNDER ANY
   CIRCUMSTANCES.

IMPORTANT

Any violation of the above regulations is subject to a fine of $100.00 per individual, and a
fine of $100.00 to Coach House, by the Board of Health. It is each owner or resident’s
responsibility to see that these regulations are followed without fail so as to preserve our
right to operate without a lifeguard.
THESE REGULATIONS ARE SET BY THE BOARD OF HEALTH AND THEY MAKE SURPRISE INSPECTIONS FOR COMPLIANCE.

IN ADDITION:

All regular Coach House rules concerning clothing, attire, food, drink, containers, running and child restrictions also apply. (See Coach House Rules for Details).

TO: ALL OWNERS

The correct interpretation of certain POOL RULES has been confirmed by the Louisville Metro Board of Health.*

Please refer to Page C-12 (Green Pages) in your DOCUMENT book.

Section #1 – NO ONE IS ALLOWED TO SWIM ALONE. This does not mean that the accompanying adult has to be in the pool or have feet in the water. It does mean, as stipulated in the next sentence, that the accompanying adult must be on the pool deck. For instance, that adult would be in compliance if sitting on a chair or lounge on the pool deck.

* At a meeting on June 26, 1998 with :-

Mr. Gary Patterson, Coordinator, Jefferson County Board of Health.

Mr. Roy Potts, Chairman, Pool Committee and member of the Coach House Board of Directors.

Mr. Eugene H. Roos, Owner Apt. #282
COACH HOUSE POOL RULES

The Coach House swimming pool is for the enjoyment of the residents. To maintain a safe and proper atmosphere and to assure that everyone will enjoy the facilities, your Committee has established rules, which include regulations of the Louisville Metro Board of Health, with which we must comply. It is the owners or the residents' responsibility to see that all guests fully understand and are familiar with these rules and regulations.

1. Persons are not permitted in the pool who have a contagious disease, or those with conditions which appear contagious. Persons with excessive sunburn, abrasions which have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages, or other bandages of any kind are not permitted. A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the facility area.

2. Ladies and men are to wear cover ups going to and from pool area. Only clean, proper swimming attire may be worn when going into the pool. No street shoes are allowed.

3. Food and drink are permitted in the pool area, but not in the pool proper.

4. No glass containers or bottles are permitted in the pool area.

5. No animals are permitted in the pool area.

6. Children 16 years of age or under must be accompanied and supervised at all times by a parent or permanent resident.

7. The pool use is greatest on weekends and holidays. Therefore during these periods, no more than four guests will be permitted.

8. Overnight guests enjoy the same privileges as residents, however they cannot invite guests.

9. Bobby pins or clips are not to be worn in the pool.

10. Towels must be placed on any pool chair or lounge before use by a bather in swimming attire.

11. Running and horseplay are not permitted at any time.

12. Children under two years of age are not allowed in the pool at any time.
13. No children in diapers are allowed in the pool at any time.

14. No diving in shallow water.

15. All persons must shower before entering pool.

16. Balls, frisbees, or similar items are not allowed in the pool or garden areas at any time. During the times when the pool is crowded, those using the pool are expected to restrict the use of rafts.

17. Swimmers are requested to use water based suntan lotion in place of suntan oil, so as to minimize stains to furniture and the clogging of the pool filters.

18. All owners must accompany their guests to the pool.

YOUR COOPERATION IS EXPECTED AND APPRECIATED.

COACH HOUSE RULES FOR PRIVATE PARTIES

In addition to the other applicable rules and regulations, the following rules have been established for private parties.

1. An approved Coach House lifeguard must be on hand during the entire party and must remain at the pool until the party is over. See the Management Company for cost and availability.

2. Pool and garden lights must remain on at all times when the pool is open.

3. Parties must end at 10.00 PM.

4. All gates to the pool must be closed and locked, the entire pool area straightened, cleaned and put in good order. This is the responsibility of the resident host.