

COACHMAN OAKS CONDOMINIUMS

**RULES AND REGULATIONS
REVISED AND APPROVED
OCTOBER 30, 2002**

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Rules and Regulations as defined in the Declaration of Condominium Ownership are used here with the same meanings. Violation of these rules will result in the following fines plus actual expenses to remedy damages as a result of the violation. These fines and actual expenses will be payable to Coachman Oaks Condominium Association. The violator will also be assessed a monthly late fee if fines are not paid by the 10th day of the month following notification. The fines are:

1 st violation	\$ 50.00
2 nd violation	\$100.00
3 rd violation	\$200.00

Monthly Association Dues are payable to Coachman Oaks Condo Association and mailed to Coachman Oaks Condominium Association, 1700 Four Oaks Road, Eagan, MN 55121 or dropped in the Association mail slot by the 10th of each month. After the 10th of the month the following late fees will be assessed:

11 days	\$ 25.00
30 days	\$ 50.00
45 days	\$ 75.00
60 days	Collections begin

A fee of \$100.00 will be payable to Coachman Oaks Condo Association each time a new resident moves into a unit whether owner occupied or occupied by a renter. The owner must notify the Board of Directors and the Office Manager in advance of the move. \$50.00 will be refunded when the occupant moves out if trash and all other items discarded are disposed of properly.

The Association shall retain a key to all units. If a new lock is installed, the Association shall be provided with a key to the new lock.

Remember this is a secure building and for the safety of all residents, do not allow someone you do not know into the building.

A. GENERAL HOUSEKEEPING

1. Residents or any of their agents, employees or visitors shall not at any time bring into or keep in their unit, storage area or balconies any flammable, combustible or explosive fluid, material, chemical or substance, except for normal household use. Acceptable gas grills must be kept 15 feet from the building. Only electric grills are permitted on decks.
2. Owners are responsible for proper maintenance of all facilities dedicated to the service of their unit, including but not necessarily limited to:
 - a) Maintenance of windows and screens.
 - b) All piping, starting from the point of common risers or collectors.
 - c) All fixtures, furnishings and equipment within the unit and the air conditioners.
 - d) The electric service panel and all wiring or devices connected to the unit service panel.
 - e) All finishes, including Gypcrete floor leveling underlayment.

Homeowner shall hire contractors unless they request work by COCA staff and agree to payment terms. COCA will not act as broker. Contractors shall meet all licensing requirements and work shall meet all applicable codes. Protection of un-owned property and cost of any repairs to un-owned property are the responsibility of homeowner at fault. Prior to construction a plan for disposal must be submitted per Rule H.5.c).

If homeowners cannot provide secure access to their unit for construction personnel, they can purchase that service from COCA upon agreement to terms and payment.

3. No laundry, clothes, swimsuits, towels, rugs or the like shall be hung on balconies or building facades. Balconies and patios shall be kept clear of trash, debris and other unsightly objects and materials.
4. No furniture (except regular patio furniture) carpet or astro-turf is allowed on patios and decks. Plants are allowed.
5. No birdfeeders or feeding or watering of any animals is allowed.
6. There shall not be installed any wiring for an electrical installation, television cable, television or radio antenna, and especially the mounting of satellite dishes on the exterior of a unit or the building or protruding through the walls or the roof of the building, unless authorized by the Board of Directors. Upon approval, guidelines for installation of exterior devices will be provided to the homeowner and their contractor. Concealing exterior cabling with approved covers will be required where decks and siding have been upgraded. Homeowner will pay the cost of the covers.
7. Awnings, shades or other coverings shall not be erected over the outside of the windows of units, nor shall any articles or structures be attached from the main building to the railings or any outside window sills of a unit except as authorized by the Board of directors.

A. GENERAL HOUSEKEEPING (continued)

8. There shall be no dogs allowed on the property.
9. House cats are allowed, but no more than two (2) cats per unit are permitted. Cats are not allowed loose in any common areas of the property. Do not put litter in the trash compactor chute. Litter must be bagged and disposed of in the dumpster.
10. Do not dispose of cigarette butts over the balconies or litter parking lots and grounds. Ashtrays are provided for disposal and are located outside each main lobby.

B. GARAGE STALLS AND OUTSIDE PARKING

1. Garage stalls are only for a car, truck, boat on a trailer, motorcycle that is parked in front of a vehicle, snowmobile on a trailer, as long as it does not extend out into the common area. Do not change stalls with anyone as the stall number is recorded in the office or may be decided to a specific unit. Vehicles parked in a stall without the owner's permission shall be towed at the violator's expense.
2. Bicycles must be kept on bike racks mounted on the walls of the underground parking. Bicycles not mounted properly will be removed. Racks must be installed and paid for by the owner/resident and the charge is \$50.00. Residents will be given two (2) weeks after notification to have a rack installed or arrangements made to have one installed or bicycles will be removed. Bicycles shall not be chained to utility box or post in the underground parking. Bike racks are provided outside each lobby entrance.
3. The underground parking is not for storage of any other items. Miscellaneous items will be removed with 48-hour notice.
4. Non-working motor vehicles or those with expired license plates will not be parked inside or outside of the building at any time. They will be towed with 48-hour notice. You must notify the office of any change in vehicle or license plate number.
5. No auto repair of any kind (including routine maintenance) is allowed in the parking lots or underground parking.
6. During the snow season, vehicles must be moved for snowplowing. Vehicles remaining after the designated time and date posted will be towed. This will result in a towing charge at the violator's expense. Leave alternate contact arrangements if you are gone for extended periods.
7. During times of underground garage sweeping, cleaning, painting and/or repair all motor vehicles must be moved with a one-week notice.

C. RECREATIONAL FACILITIES

Use of any recreational facilities shall be in strict accordance with the Rules and Regulations as determined from time to time by the Board of Directors. The Board of Directors may require a security deposit for the use of any part of the common property.

1. Swimming pool and tennis courts shall be used only between the hours of 9:00 a.m. and 9:00 p.m. You must have a key to enter/use the swimming pool area. Climbing over the fence is not allowed.
2. Exercise room, sauna shall only be used between the hours of 7 a.m. and 10 p.m. Game room shall only be used between the hours of 10 a.m. and 10 p.m.
3. No one under the age of 14 is allowed to have a key to any recreational facility including the swimming pool, tennis courts, exercise room and game room and shall be accompanied by an adult owner or renter.
4. An adult owner or renter must supervise guests in the pool, tennis court, and exercise room, sauna and game room. Please limit the number of guests. These amenities are primarily for resident use.
5. No glass containers are allowed in the pool area.
6. All cigarettes, cigars, chewing tobacco or other items must be properly disposed of in ashtrays and trash container at pool. No smoking is allowed in interior common areas.
7. No adult flotation devices are allowed in the pool, only children's flotation devices and small toys.
8. Persons who are not toilet trained are required by Minnesota law to wear a swim diaper. Proper swimwear must be worn at all times. No cut off jeans allowed.
9. No diving into the pool is allowed.
10. Do not go directly from the volleyball court to the swimming pool without thoroughly brushing off all sand.

D. PARTY ROOM RULES

1. A \$200 deposit (plus a \$35.00 non-refundable user fee) must be paid in advance to the Association office.
2. Rental of the party room does not allow the use of any additional facilities, specifically the swimming pool, game room, exercise room and sauna.
3. Residents are responsible for behavior of their guests. Any misconduct or property damage done by guests will be the financial responsibility of the resident.
4. The Association reserves the right to refuse the rental of the party room to any resident who has previously abused the privilege.
5. Beer kegs shall be kept in the party rooms and placed in a tub or keg bag.
6. Live bands are not permitted. Music volume must be kept to a level so as not to disturb residents in any units.
7. If police are called to the scene for any reason, the responsible party will be fined and denied access to the party room for one year.
8. The party host and/or hostess are responsible for clean up. **A list of clean up responsibilities will be provided when you pick up the room key.** If you do not do so, your deposit will be retained. Damages are deductible from the deposit and you will be liable for excess damage. Party rooms must be cleaned and key returned by 10:00 AM the next day. The room will be inspected before your deposit is refunded.
9. Party room hours are:

Sunday through Thursday 10:00 AM – 10:00 PM

Friday and Saturday – 10:00 AM -- 12 Midnight

Security doors must be closed at all times

Guests must use the party room buzzer located in each lobby to enter the building

Guests shall not be allowed to loiter or roam about the hallways

E. COMMON AREAS

1. No personal articles will be kept on the common property at any time. The common property, including hallways, will be kept clear of all articles of apparel, mats/rugs of all types and garbage.
2. No hanging or posting of any advertisements, posters or signs of any kind placed in or on the common property, including the bulletin boards, except as authorized by the Association Office Manager or the Board of Directors. The materials shall have the date of posting clearly noted and shall be removed after 14 days unless an extension is approved.
3. No signs, billboards, notices or other advertising matter of any kind shall be placed on the exterior of any unit or the building or in the interior of any unit so as to be visible from the exterior of the unit.
4. Each resident shall notify the Association Office Manager, for approval, prior to the moving of any furniture or other property so that moving pads may be installed and other protective measures taken to protect elevator, walls and stairwells. Each resident shall be responsible for any damages to the common property during moving.
5. No glass entry doors shall be used for moving in or out of the building. Metal doors located just to the right of the entrances shall be used. These doors shall not be propped open as this violates the security of the building.
6. No smoking is allowed in the interior common areas that include garages, hallways, stairwells, lobbies, elevators and party rooms.

F. COURTYARD RULES

1. Quiet courtyard hours are from 10:00 PM to 9:00 AM.
2. Parents shall be responsible for the behavior of their children while in the courtyard. An adult resident shall supervise children under the age 14.
3. Bicycles, skate boards, scooters, roller blades and any other toys or sports equipment are not allowed in the courtyard.

G. LAUNDRY FACILITIES

1. Laundry rooms shall not be used for any purpose before 7:00 AM or after 10:00 PM Monday through Friday. Weekend hours are 8:00 AM to 10:00 PM. Two 24-hour laundry rooms are located on the main level next to the lobby in each building.
2. Clothes must be removed within one hour of wash cycle.

H. DISPOSAL OF GARBAGE, RECYCLABLES AND APPLIANCES

Please help the Association keep the cost of trash removal down by putting garbage, recyclables, newspapers and cardboard in the appropriate containers and disposal of large items and appliances in the appropriate manner.

1. Non-recyclable garbage must be put in closed plastic bags before dropping down the chutes.
2. All items placed in garbage dumpsters located at the garage door entrance/exit must be in closed bags or containers.
3. All items placed in recyclable containers must be emptied from bags or sacks.
4. All empty cardboard boxes must be broken down and disposed of in the designated dumpster container.
5. No large items will be disposed of in the dumpster containers or left on the common property at any time. Proper notification must be given to the Association Office Manager and will be at the resident's expense. Every effort will be made to locate violators.
 - a) Disposal of Appliances (refrigerators, stoves, dishwashers, washer/dryer)
\$30.00 for first appliance and \$10.00 for each additional appliance
Contact the Association Office at 651-452-1291 to schedule pick up
Fees will be prepaid per instructions from the Association Office
Appliances must be kept in your unit or garage parking space until the pick up day
Remove all refrigerator doors
 - b) Disposal of Large Items
Large items include: furniture of any kind, car parts, TV's, computers, toilets, and any other large household items
Contact the Association Office at 651-452-1291 to schedule pick up
Fees will be prepaid per instructions from the Association Office
You may move large items to your garage parking space for up to 48-hours before the scheduled pick up day.
 - c) Disposal of Material from Construction Projects
Arrangements for removal and disposal of construction material shall be by prior written approval of the Board. This includes temporary placement of chutes, dumpsters and other protection devices.

I. MISCELLANEOUS

1. Complaints regarding unresolvable actions of other residents shall be made in writing to the Board of Directors.
2. The Board of Directors shall have the right to enforce all Rules and Regulations and shall have the additional right to levy reasonable fines for violations of the rules.
3. All Minnesota laws, city laws, county laws and federal laws with all ordinances and regulations applicable shall be observed at all times.
4. Non-owner Occupancy Policy applies to units that are rented. Refer to the current version.
5. The decision of the Board of Directors regarding rules and regulations is final.

J. CONCLUSION

The Coachman Oaks Condominium Association Board of Directors agrees upon these rules and regulations. They may be changed from time to time, as the Board of Directors deems necessary.

Items not covered may be ruled upon by the Board of Directors as various occasions arise and will be considered as rules and voted upon at the next Board of Directors meeting.

Any and all documents including Rules and Regulations, Bylaws, Non-owner Occupancy Policy, Certificate of Insurance, and Guidelines for Satellite Dish installation are available in the Coachman Oaks Condo Association office.

Sincerely,

Coachman Oaks Condominium Board of Directors
October 30, 2002

The undersigned acknowledges that he/she has read and understands and will respect and follow the Coachman Oaks Condominiums RULES AND REGULATIONS and has been given a copy.

Coachman Oaks Condo Association is in the process of updating the resident database. Please provide the following information to ensure your file is current.

☐ I am an absentee owner Unit No. _____

(Current Address) (City) (State) (Zip Code)

(Please check appropriate box)

☐ I am a resident owner

☐ I am a renter

(Please check appropriate box and include unit no. and parking stall no.)

☐ 1700 Four Oaks Road Unit No. _____ Parking Stall No. _____

☐ 3155 Coachman Road Unit No. _____ Parking Stall No. _____

Car Make/Model: _____

License Plate No. _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____ - _____ - _____ (Optional)

Email: _____ (Optional)

Emergency Contact:

(Name) (Phone Number) (Relationship)

Number of adult residents per unit _____

Name(s):

(Please Print) (Signature) (Date)

(Please Print) (Signature) (Date)

Number of children per unit _____

Name _____ Age _____
(Please Print)

Name _____ Age _____
(Please Print)

Name _____ Age _____
(Please Print)

Name _____ Age _____
(Please Print)

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(Current Address) (City) (State) (Zip Code)

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- ☐ I am a resident owner
☐ I am a renter

(Please check appropriate box and include unit no. and parking stall no.)

- ☐ 1700 Four Oaks Road Unit No. _____ Parking Stall No. _____
☐ 3155 Coachman Road Unit No. _____ Parking Stall No. _____
Car Make/Model: _____
License Plate No. _____

Home Phone: _____
Work Phone: _____
Cell Phone: _____ (Optional)
Email: _____ (Optional)

Emergency Contact:

(Name) (Phone Number) (Relationship)

Number of adult residents per unit _____
Name(s): _____

(Please Print) (Signature) (Date)

(Please Print) (Signature) (Date)

Number of children per unit _____

Name _____ Age _____
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