



Homeowner's Association Community Handbook

Including Architectural Guidelines, Community Standards,
Clubhouse and Amenities, and Special Rules

Revised, 2018

Colonial Village Advisory Board and ARC Committee

Important information for homeowners. This Community Handbook is provided to ensure that all residences in the Colonial Village Community are in compliance with the requirements of the Association Governing Documents.

This Community Handbook is not intended to be a replacement for the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Colonial Village dated May 9, 2016 ("CC&Rs"). In any event that the terms of the Community Handbook contradict with the CC&Rs, the terms of the CC&Rs shall control.

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What is an HOA?

It is a non-profit corporation registered with the State and managed by a duly elected Board of Directors. Its purpose is to maintain all common areas and to govern the community in accordance with the provision of the legal documents: CC&R's, Bylaws, and Articles of Incorporation. The governing legal documents for the association may be downloaded or viewed online from the Homeowner's Association Website. The corporation is financially supported by all members of the homeowner's association. Membership is both automatic and mandatory.

What are the CC&R'S?

The Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Colonial Village (CC&R's) are the governing legal documents that set up the guidelines for the operation of the planned community as a non-profit corporation. A copy of your CC&R's can be downloaded from your Homeowner's Association Website and a copy was given to you at the time of closing on your home.

What is the Board of Directors?

The Homeowner's Association again is a corporation and therefore a governing body that is required to oversee its business. Until construction is complete, the developer/builder, Goodall Homes, is the Board and appoints homeowner as members to the Advisory Board.

Upon completion of construction, control of the Colonial Village HOA will be turned over to the homeowners. At that time, a Board of Directors will be elected by the homeowners, or as otherwise specified in the bylaws. The limitation and restrictions of the powers of the Board of Directors is outlined in the Association governing documents found within the Community Information section on the Homeowner's Association website.

What are the Bylaws?

The Bylaws are the guidelines for the operation of the non-profit corporation. The Bylaws define the duties of the various offices of the Board of Directors, the terms of the Directors, the membership's voting rights, required meetings and notices of meetings, and the principal office of the Association, as well as other specific items that are necessary to run the Association as a business. The Bylaws for the association may be viewed online within the Governing Documents section on the Homeowner's Association Website.

How do I contact the property management company?

Metropolitan Property Management

Property Manager - Dawn Hardiman: dawn@mpmnashville.com (615)-915-3204.
1900 Wedgewood Avenue, Nashville, TN 37212

Homeowner's Association and Metropolitan Property Management Websites

It is important for our Homeowners to be registered on the Homeowner's Association website.

By Registering on the website, you will have the following access:

Colonial Village Homeowner's Association Website:

- Create your personal profile: including email address to receive Colonial Village activities emails
- Colonial Village activities calendar
- Download important documentation and forms
- And numerous other features

Metropolitan Property Management Website:

- Updates for homeowner's from your HOA Management Company

- Pay your HOA dues online
- View your HOA account in real time

Please follow the steps below to register. If you have any questions, please contact Dawn Hardiman, the Colonial Village property manager at Metropolitan Property Management, 615.915.3204 or email at dawn@mpmnashville.com .

Go to our website <http://www.colonialvillagehoatn.com/> to register. Please refer to the welcome packet for instructions.

Architectural Review Committee

Architectural Review Committee (ARC) is responsible for establishing and preserving a harmonious design for the community and protecting values. The committee consists of volunteers appointed by the Board of Directors. The ARC is established under the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Colonial Village (CC&Rs) to review and approve plans for improvements to homeowner and common area property.

Property owners are required to make application to the ARC for any improvement to the property before the improvement is made to ensure that it is in compliance with the CC&Rs. To maintain conformity, the ARC reviews all proposed property improvements or changes and either approve, reject, or suggest changes to the plans, in accordance with the community's governing documents. If the committee approves an application for change, it may need to inspect the property to monitor progress.

Ensure consistent enforcement and approval by staggering committee members' terms, so that experienced volunteers can help newcomers. Require the whole committee to approve changes. Though the committee will rely on volunteer expertise, they will try to find design professionals who will serve on or advise the committee.

Please see Article XI of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for a detailed explanation of the Architectural Standards for Colonial Village.

Clubhouse Watch Committee

The Clubhouse Watch Committee inspects the facilities and grounds after-hours to insure they are vacated, and that doors, windows, and pool gate are secured. They also make sure there are no mechanical or water issues that could become expensive repair problems. The Clubhouse Watch volunteers walk through the buildings and the parking lot and report anything that is found.

Landscape Committee

The Landscape Committee is an advisory resource reporting to the Colonial Village Home Owners Association. The purpose of the Committee is oversight of the existing landscaping contract, providing committee and homeowner landscaping concerns to the HOA Board. The Landscape Committee also provides recommendations and advise to the HOA Board on current and future landscape conditions.

Social Committee

This committee exists because social events are such an important part of a vibrant community. The social committee plans, coordinates and hosts neighborhood social functions throughout the year.

The Colonial Village Social Committee strives to maintain our spirit of community where neighbors know and greet each other.

Welcome Committee

The Welcome Committee delivers Homeowner packets to those neighbors who have recently closed on a new or resale home in Colonial Village. The welcome packet includes valuable information that will help our new homeowner transition into our community. The committee invites all homeowners to participate in Colonial Village activities planned by the Social Committee. Also included in the packet are instructions on how to register online to access the calendar and all other important documents.

If you are interested in serving on any of the committees please contact dawn@mpmnashville.com

ARC Guidelines and Standards

Introduction

All homeowners and residents benefit from the planning and design that have been an important part of the development of our community. The goal of these ARC guidelines is to provide a point of reference for the neighborhood and the ARC committee to use when deciding on property modifications that will enhance the property and the community. This document is designed to address exterior alterations or structural changes made by homeowners to their property (land and structures) as set forth in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Colonial Village (CC&Rs) of the HOA Board of Directors. The authority for maintaining the quality of design in the community is founded in the CC&Rs and Association By-laws, which are a part of the deed to every property. The covenants establish the Architectural Review Committee (ARC). As a homeowner, you received copies of the Declaration of Covenants, Conditions, Restrictions and Reservations of Easements, the Articles of Incorporation and The Homeowners Association By-Laws, which establish the Colonial Village Homeowners Association. Sellers are required to provide a copy of all home ownership documents to the buyer.

CC&R / HOA authorization

These standards and guidelines are established as set forth in the Colonial Village Master CC&Rs.

Purpose

The purpose of this document is to identify standards, guidelines and rules governing any and all modifications and improvements to all residences in the Colonial Village community. These guidelines and standards address improvements for which homeowners will most often submit applications to the Architectural Review Committee (ARC). They are not intended to be all-inclusive or exclusive, but rather serve as a guide to identifying improvements permissible in the community.

These guidelines are also intended to assist homeowners in preparing and completing the ARC submission process.

ARC Application Process

Timing

The Board has up to **60 days** to respond to a complete ARC request form. Some applications may require additional time for review, depending on complexity. (Refer to ARC request form instructions and ARC application shown below.)

Homeowners should keep in mind that the process described below is for ARC approval only. Homeowners are responsible for obtaining the proper building permits and maintaining compliance with all current building codes, permit requirements and regulations.

Initial submission – Homeowner submits the Architectural Review Committee (ARC) Request Form to the property management company, currently Metropolitan Property Management (MPM).

- If complete, Metropolitan forwards the request to the ARC through the online system.

- If incomplete, Metropolitan notifies homeowner for re-submittal. However, the time required for review is reset.
- ARC reviews the request and renders decision to Metropolitan. Any additional information requested by the ARC for properties resets the time.
- If approved, homeowner is notified and proceeds with the installation / modification.
- If denied, homeowner is notified and may resubmit an ARC Request Form incorporating the ARC requirements. However, the time required for review is reset.

The ARC reserves to the right to inspect an approved installation at any stage to verify that the installation is being installed or has been installed in accordance with the approved ARC Request Form.

ARC Request Form Instructions

These instructions will assist you in completing the ARC Request Form (example shown on the following page). However, you are urged to read and understand the ARC guidelines to ensure that the review process goes as smoothly as possible. In order to expedite your request, it is very important that we have all the required information regarding your project. Incomplete applications may result in an unapproved request and resubmittal of your request. Should you have any questions about this packet or your project, please contact the Colonial Village Community Manager, Currently Dawn Hardiman, by email at dawn@mpmnashville.com or by phone at 615.915.3204.

The form is housed on the community website at: <http://www.colonialvillagehoatn.com>, under Governing Documents. Please be as detailed as possible when describing your improvement. If you are doing the work yourself, please reflect that on the application in space provided for Contractor Name. Should you elect to have a contractor perform the work, please list the company name in space provided. If you have a quotation from your contractor, please include that with your application. Construction materials must be consistent with the property's existing materials. Provide type, color, size, etc. when describing the materials. Detailed drawings are a requirement for all projects, specifically, **a drawing that shows your entire lot, property lines and an outline of the house (e.g., plot plan)**. Photographs, pages from catalogues, etc. will enhance the understanding of your project and should expedite the decision-making process.

Colonial Village HOA Architectural Review Committee Request

Homeowner Information	Name: _____	Date: _____
	Address: _____	Phone(h): _____
	Email: _____	Phone(m): _____
Contractor Information	Name: _____	
	Contact info	

A plot plan showing the improvements is required. Drawings showing additional details are welcomed.

Please mark the box below indicating the type of modification or addition being submitted for review. Include information noted for the box selected from the table below.

<input type="checkbox"/> Fence (1,3,4,10)*	<input type="checkbox"/> Building Modification (1,2,3,4,6,7,9,10)*	<input type="checkbox"/> Deck/Patio (1,2,3,4,6,7,10)*	<input type="checkbox"/> Satellite Dish (1)*
<input type="checkbox"/> Out Building (1,2,3,4,6,7,8,9)*	<input type="checkbox"/> Free standing structure/Play equipment (1,2,3,4,6,7,8)*		<input type="checkbox"/> Painting (color change)(3)*
<input type="checkbox"/> Landscaping/Yard Art (1,2,5,7)*	<input type="checkbox"/> Other (1,2,3,4,6,7)*	Provide complete description	

* Provide the following if indicated above for your proposed changes:

1- Overhead Plan View	2- Elevation View (facing) w/dimensions	3- Color sample(s)
4- Bill of Materials	5- Names Trees/Shrubs w/height x width fully grown	6- Product Brochures
7- Photograph depicting location	8- Fence is required	9- Project Start/End Dates
10- Copy of permits	<i>Notice: some lots require a six to 10 foot rear setback for fence installations.</i>	

Provide Detailed Description / Additional Comments

ARC approval does not relieve homeowner from ensuring compliance with codes and permit requirements.

Homeowner Signature:	Date:
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Received:	Approved:	Denied:	Returned:
Explanation/Comments:			
Signed:		Date	

ARC USE ONLY

October 2014

Once you have the completed application and all pertinent attachments, please forward it to:
dawn@mpmnashville.com or mail to the address below:

**Colonial Village HOA
Metropolitan Property Management
1900 Wedgewood Avenue
Nashville, TN 37212**

It is the homeowner's responsibility to ensure that the project is in compliance with all applicable codes and permit requirements. ARC approval does not relieve the homeowner of this responsibility.

Definitions: (Applicants should consult the ARC guidelines for more detailed information)

Landscaping: Includes mulched areas, flowers (perennials), trees, shrubs, rocks, borders and tree rings, and stepping stones; basically anything that is on the ground that does meet one of the other definitions.

Yard Art: Includes statues, outdoor furniture used as decoration, lawn ornaments, flags, etc.

Building Modification: Any addition that attaches to the house (e.g., sun room) or becomes part of the house where permanent exterior walls are added or removed or otherwise modified (new window/door, etc.)

Free standing Structure: Includes arbours, trellises and play equipment. An approved fence is required.

Other: This box is used to identify projects/modifications not included in other definitions. Detailed descriptions are required.

Bill of Material: A list materials and components use to complete an improvement. This could include such things as type of roofing, type and size of lumber, etc. The information should readily be available from a contractor if one is used.

Garbage Enclosures - as a screen that conceals the garbage/trash container(s) and/or recycle bin(s) from the street, sidewalk, adjacent homes or rear neighbors.

Additions: - A permanent expansion of living space involving new exterior walls, roof and floor. An area using the same HVAC source as the rest of the home. A four-season room.

Screen porch/sunrooms - Permanently attached enclosure that may involve an expansion of the roof of the home; A three season room that does not use the same HVAC source as the home.

Outbuilding -enclosures that are not attached to the home, such as sheds or enclosed storage units.

Architectural Review Committee Criteria

The ARC evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. What may be an acceptable structural change or design of an exterior in one instance may not be for another. Any failure by the Association or Owner to enforce any restriction or other provisions herein contained shall in no event be deemed a waiver of the rights to do so thereafter nor constitute an acquiescence or in an estoppel against enforcing any, actual or future, breaches or violations of the CC&Rs. The following criteria represent the general standards that will be used in reviewing and evaluating such application for structural or design change.

Validity of Concept

The basic idea must be sound and appropriate to its surroundings.

Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns include, but are not limited to access, view, sunlight, ventilation and drainage.

Good Neighbor Policy

When proposed alteration has possible impact on adjacent property, the ARC may solicit comments from adjoining property owners regarding certain applications. Responses would not determine consent or denial, but allow the ARC to consider comments along with the proposed alteration.

Color

Exterior colors must conform to the original scheme designed by the builder unless otherwise approved by the ARC. Before changing the color of any exterior portion of their home, including fences, doors, windows, shutters, and roof, new color samples and a photograph of the home must be included with ARC request form. Shutters and doors will complement the exterior color scheme, and maintain the original colors intended by the builder unless otherwise approved by the ARC. Brick may not be painted by the Homeowner after (purchase) (sale), but can be painted by the builder during construction. Homeowner may paint home for maintenance of existing painted homes with approved ARC request.

Materials

Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, horizontal siding on the original house should be reflected in an addition. On the other hand, an addition with siding may not be compatible with a brick house.

Workmanship

Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the community. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.

Timing

Projects are to be completed within the time frame specified on the application, typically 45 days. Weather delays are approved. Other delays require approval.

Standards - General Expectations and Automatic Approvals

Mailboxes - Only the original black mailbox, with black ornamental base is permitted. If replacement or repair is required, the mailbox must be restored to the original design specification. The vendor for mailboxes is Jarvis 615-865-6062. Mailboxes replaced to the original design specifications do not require ARC approval.

Pools, ponds, hot tubs or spas - Pools, ponds, hot tubs or spas must be approved by the ARC and the HOA Board.

Miscellaneous/Storage - POD or other on-site storage containers may be placed on the homeowner's property for 14 days without an ARC request. After 14 days, the Board must be contacted with a request for additional time.

Antennas, Satellite Dishes - One Satellite Dish is automatically approved as long as it is 24" of less in diameter, installed on a rear corner of the building or installed on a pole in the back yard not to exceed six feet in height and not visible from the street. Any other location requires submitting an application for ARC review. Satellite dishes and antennas should only be requested for placement on the front of the house if placing in the back would preclude reception of an acceptable quality signal. No antennas or satellite dishes may be placed on any common areas.

Additions - Additions must be of materials, colors, and styles that match as the existing home. Detailed plan and elevation drawings are required for all additions. Paint samples, photos, or brochures of all new building materials must be submitted with the ARC Request Form.

Start and end dates must be specified on the ARC Request Form. All work should be completed within 45 days of the estimated date, weather permitting, unless a longer period is requested and approved by the committee.

The HOA reserves the right to revoke ARC approval and have any incomplete improvements removed at the homeowner's expense for any work completed outside the scope of the original approval. If ARC approval is revoked, a written explanation will be provided.

Brick or siding must match the home's materials and be sufficiently reworked to tie into the home in order to blend the new addition with the existing structure.

Roofing must be of a consistent color and type and slope which complement the existing roof line. Flat roofs are not allowed. If replacement or repair is required, the roof must be restored to the original design specification.

Replacement / maintenance of home exterior does not require ARC approval provided it is restored to the original builder design specification and color scheme.

No garage may be altered in such a manner that the number of automobiles that could have reasonably been parked in the garage as originally constructed.

Patios, Decks and Coverings

- Each lot has unique topography, safety considerations, and orientation to other homes so walkways, decks, landings, stairways, or patio/deck covers will be evaluated on a case-by-case basis.
- All patios, decks, screened porches, and patio/deck coverings require ARC approval before construction / modification begins.
- Approval may be denied based on materials, location, and size of the patio or deck in relationship to the lot and house.
- Paint or stain color samples must be included with the application.
- Patio/Deck covers may be wood, vinyl or metal with a flat or sloped roof.

Awnings

- Awnings are not permitted on the front or side portions of the house.
- Awnings may be allowed on the rear portion of a home with ARC approval.
- The ARC reserves the right to restrict awnings based on color, location, materials and upkeep.
- A picture/design of the awning and sample of the material must be submitted with the ARC Request Form for approval.
- No plastic, vinyl, or metal awnings will be allowed.

Air Conditioners

- Air Conditioners or heat pumps can be screened with perennials or low structures. Colors and materials must be included with the application. Care should be taken to ensure structures or plantings do not interfere with air flow or maintenance access. Care should also be taken to ensure that structures or plantings do not interfere with or encroach on a neighbor's property.
- Window air conditioner units and solar panels are not allowed. However, solar roof tiles that can be incorporated into the roof shingles and not stand out will be considered.

Site Improvements

Any permanent changes to the lot grading / elevation requires ARC approval. Original and previously approved plantings may be replaced in kind without ARC approval.

Front Yard Tree Rings, Landscape Edging & Yard Plantings

ARC approval is not required for front yard tree rings or landscape edging around mulched beds, or rear yards, provided:

- They match the color scheme of the house.
- They are constructed of commercially available landscaping blocks, stacked stone, field stone or scalloped concrete edging materials that are curved to form a radius.
- The top surface of the ring/edging is no more than twelve inches higher than the adjoining, undisturbed ground.
- They are installed so that the top surface of all installation materials are flush (same height.) with the adjacent "element" (block, edging material, etc.)

- The top surface of the ring or edging as a whole shall be as close to level as is practical considering the natural slope of the adjacent ground.
- Foundation plantings, or plantings within four feet (4') of the inside of a rear yard fence, if the trees or shrubs planted will grow to a mature height not exceeding six feet (6')
- Expansion of the foundation mulch bed provided by the builder, provided that the resulting combined area (original plus new) does not exceed twice the original area.
- Landscaping areas around mailboxes limited to not more than four feet (4') in diameter with plantings that do not exceed 24" in height at maturity.
- Other materials and dimensions require ARC approval.

Landscape Plantings

ARC Request forms must describe types and sizes (height, width, thickness or diameter) of mature trees and shrubs. Trees and shrubs must not be placed in areas that block sidewalks, restrict drainage, or impede line of sight for vehicular traffic. Trees and shrubs that grow to a height that poses a threat to neighboring properties or have a root structure that interferes with utilities or could prove to be invasive to neighboring properties should be avoided. If the placement of trees or shrubs results in complaints from neighbors, the ARC may require the homeowner to remedy the problems.

An ARC Request form IS REQUIRED FOR:

- Trees and shrubs adjacent to the dwelling foundation or within four feet (4') of a rear yard fence if the trees or shrubs will exceed six feet when mature.
- Hedges more than six feet (6') in height or eight feet (8') in length, or other features which in effect become structures, fences or screens.
- Railroad ties, garden timbers or retaining walls. Include a site plan with the location of ties or timber drawn in, and information on landscaping plans and any grading changes.
- Rock gardens - in the event rocks or collections of rocks exceed 36 inches in any direction. All rocks shall be left their natural color.
- Landscaping around mail box posts, if landscaped areas around mailboxes exceeds more than 48 inches in diameter or the plantings that exceed 18 inches high at maturity.

Landscaping rocks

- Landscaping rocks with a vertical dimension of 10" or more require ARC approval.
- Landscaping rocks must be displayed in conjunction with landscape theme and must not be the focal point of the front yard.
- Extruded concrete landscape edging is pre-approved if it complies with all color and size requirements noted above. Any proposed installation that exceed the exempted dimensions or bed sizes noted above require ARC approval. Homeowners in the Villas on Mayflower Way are responsible for ensuring that the installation does not interfere with the irrigation system.
- Size, type of stone, positioning and appropriateness will be criteria for approval of landscaping rocks.

Irrigation Systems

- All in-ground irrigation systems (underground pipes or tubing) require ARC approval. The City of Lebanon requires installation of a backflow preventer on all such systems. A City of Lebanon permit will be required before work is ARC approved. Homeowners are advised that backflow preventers are to be inspected annually by a plumbing company listed on the annual notice from the City of Lebanon.

Trellises, Arbours and Privacy Screens

The use of trellises and/or arbours as part of a fence, deck or patio will be reviewed on a case-by-case basis and should be incorporated into the overall design of the project. Arbours and trellises are not permitted in front of the house. ARC approval is required for permanent installations.

Privacy Screens - Specifically installed to provide privacy are to be used only in the back yard and must not be visible from the street unless approved in conjunction with, and as an integral part of, another improvement. A stand-alone privacy screen should not exceed 72 inches above the patio or 16 feet in length. No plastic or vinyl will be allowed. Material, color and design must be specified in the ARC request.

Privacy screens formed by plantings are limited to the back yard. Such screens should be installed to provide privacy to the active areas of the back yard (i.e., patios, deck.) This type of screening can be used on three sides of the active area. All privacy screens require ARC approval.

Permanent or Semi-Permanent Play Equipment

- All permanent or semi-permanent equipment requires ARC approval.
- Must not exceed more than 25% of back yard.
- Must be durable.
- Color, material, location must be specified on ARC request form.
- Additional equipment must match or complement existing equipment.
- Equipment will be permitted only in rear yard locations not visible from the front of the house and behind a fence.
- Consideration must be given to lot size, equipment design and size, and amount of visual screening.
- The equipment must be placed so as to avoid being a nuisance to the neighbors.
- Free standing (portable) basketball hoops shall not be placed or used on public street or cul-de-sacs, or on any common area of the HOA.
- Portable hoops on homeowner property must not encroach on the neighboring property line and stored out of sight when not in use (behind a fence or in a garage).
- Basketball hoops may only be used between the hours of 8am and 10pm.
- No basketball hoop/rim/backboard may be attached to the front or side of any dwelling.

Landscaping Maintained by the HOA for Villas on Mayflower Way

The Association shall have the right and the obligation at any time to plant, replace, maintain, and cultivate shrubs, trees, grass, plantings and other landscaping.

The Association will contract to have the outside areas of Villas mowed weekly in the growing season. In addition, they will also contract for mulch applications, turf treatment, irrigation start-up and shutdown, and pruning of all shrubs and trees as needed. Homeowners shall not remove, replace or otherwise alter any landscaping in common areas. This includes plant areas directly in front of their unit.

Yard Art

Statues

A statue is a solid cast or chiselled representation of a living thing or a caricature of a living thing. All statues visible from the street(s) must be integrated with approved landscape themes. No statues can be positioned as a focal point. All statues should be neutral or earth tone in color. All statues must be made of ceramic, concrete, metal or wood.

ARC approval IS NOT REQUIRED for statues that meet the following criteria:

- Comply with requirements stated above
- Are 12" or less in height
- Are 8" or less in any horizontal dimension
- Where the total number of statues is three or less

However, The ARC can review and disallow these installations if warranted.

ARC approval IS REQUIRED for all other configurations of statues. The following guidelines can be used by the ARC in making a determination; however, the ARC may take other aspects of the property and previously approved requests into consideration.

- Maximum recommended number of statues = four (this includes any statues approved under paragraph B)
- Tallest statue = 30"

Applications for statues in the back yard that meet all of the above criteria are preapproved. However, The ARC can review these installations as warranted.

Yard ornaments

A yard ornament is a structure that does not meet the definition of Statue and is made of wire, metal, wood, ceramic, glass or combinations of same.

A. All ornaments visible from the street(s) must be integrated with approved landscape themes. No ornaments can be positioned as a focal point. All ornaments should be neutral or earth tone in color. Ornaments made of plastic are not permitted.

B. ARC approval IS NOT REQUIRED for ornaments that meet the following criteria:

- Comply with requirements of paragraph A
- Are 12" or less in height
- Are 8" or less in any horizontal dimension
- Where the total number of ornaments is three or less.

However, the ARC can review and disallow these installations if warranted.

C. All other configurations of ornaments require ARC approval. The following guidelines can be used by the ARC in making a determination; however, the ARC may take other aspects of the property and previously approved requests into consideration.

- Maximum recommended number of ornaments = four (this includes any ornaments approved under paragraph B)
- Tallest ornament = 30"

Applications for ornaments in the back yard that meet all of the above criteria are preapproved. However, The ARC can review these installations as warranted.

Combinations of Statues and Yard Ornaments

Max recommended combination of Statues and Yard Ornaments in public view is 4 (e.g. 3 Statues and 1 ornament, 2 statues and 2 ornaments, etc.)

Flower Pots and Planters:

In areas visible from the street:

- ARC approval is not required for four or less pots.
- Should be of a neutral colors or the same colors included in the home's color scheme.
- Must be made of metal, concrete, wood, clay or hard plastic.
- Should be within the landscaped area.

Up to four flower pots /planters can be placed outside of the landscaped area provided they are close to the house. It is recommended that they do not exceed 30 inches in diameter 24 inches in height.

Exterior Lighting

Any supplemental lighting beyond that provided by the builder must be submitted for ARC Approval. Applications for exterior lighting changes (whether individual or part of a deck, patio, or other landscaping application) must include wattage, height of fixture above ground, and a complete description of the light fixture (materials, design and number of bulbs on a single fixture) and the proposed location.

Low voltage, ground landscaping lights do not require ARC approval provided they are conservative in design and are directed towards the house, tree or ground. The ARC can deny approval if such installation results in complaints from neighbors.

Flags

One Garden Flag and/or one Pole-mounted Flag are permitted on each lot.

Flagpole - One temporary flagpole that does not exceed six feet (6') in length and that is attached at an incline to the front wall or pillar of the home does not require ARC approval. All other types of flagpoles are prohibited.

Pole-Mounted Flags - Community-friendly flags (American flags, state flags, temporarily displayed flags supporting sport teams, etc.) no larger than 4' x 6' are pre-approved. American Flags should be displayed in accordance with Title 4 US Code - paragraph 6. Flags must be in good condition. Damaged or controversial flags are prohibited.

Seasonal / holiday decorations

All seasonal and holiday decorations must be installed so as not to pose electrical, windblown, or other safety hazards.

Seasonal decorations (Winter, Spring, Summer, Fall) such as wreaths, garden flags, etc., are permitted on the front of homes and must be removed at the end of the season.

Year-end holiday decorations and lights must be removed before January 10th. All other holiday decorations (Easter, Halloween, Thanksgiving, etc.) must be removed within 10 days of the end of the holiday.

Fence Requirements

Single Family Homes

Listed below are the Architectural Guidelines for fences in Colonial Village for single family homes. An ARC Request form must be submitted for all fences. The Homeowner assumes the responsibility for all maintenance inside the fenced area, including: landscaping, feeding, mowing, trimming and pressure washing, and staining.

The following fence guidelines supersede and replace all other written or oral fence guidelines provided by Colonial Village HOA.

- All fences must be approved by the ARC. In the application packet, please include:
 - A completed application form, including building materials and color.
 - A drawn view of the exact layout of the fence on a plot plan.
- Wooden fence panels should be 6ft in height with a scroll topped arch and stained with an HOA approved stain, Honey Olympic Gold 5 year stain or "clear sealed" within 6 months of installation.
- Vinyl fence panels must be 6ft in height and are to be made of white, beige, or gray vinyl material.
- No fence shall be installed in any way to disturb or impede drainage of the lot or subdivision, therefore must sit 2 inches above the sod.
- Fences must be set 6ft off the property line with a rear gate on any lot that backs up to a swale so as not to impede drainage.
- Fence must be attached to neighbor's fence so as to not allow any area between fences unless the ARC determines attaching the fence would impede drainage. If the neighboring property will not grant permission to attach, the fence must be constructed as close as possible without attaching.
- Fence must go on the lot line and begin at the rear corners of the home.
- Determination of lot lines and placement of fence is the sole responsibility of owner. The only exception is a fence that backs up to a common area in which case the fence must have a gate entry from this area.
- It is the responsibility of the homeowner to have the property lines surveyed and staked before the fence is constructed.
- On corner lots, fences must be a minimum of 15 ft. from the side street lot line.
- All fences must meet all code requirements for the City of Lebanon.
- Homeowner is required to obtain a building permit and provide copy to ARC before commencing work.
- All fences and gates must be maintained in good condition.
- Fences that are torn down/replaced for any reason must be rebuilt in accordance with the current fence guidelines.
- Homeowners must maintain the area outside the fence for those fences that cannot extend to the property line because of swales, etc.

NOTE: Any fence approved prior to February 14, 2018 is still considered approved regardless of style, provided that the fence meets height and all other requirements.

APPROVED FENCE STYLES:

Vinyl-



Wood-



Garbage Enclosures

This enclosure guideline offers options for storage of up to two containers outside of the garage while still maintaining the intent of the CC&Rs. All enclosures require ARC approval. Options for outside storage are:

- Behind an approved privacy fence.
- Within a commercially available enclosure not visible from the street.
- Materials for the enclosure must match the color and style of a fence on the property.

Example: If the fence is tan vinyl, the garbage enclosure should also be tan vinyl.

Storm Doors

Storm doors may be installed on the front or back door but shall be full-length all glass doors or split glass doors. Frame color to match door or trim color. Wooden screen doors are not permitted. ARC approval required. **Note: Installing solid glass storm doors may void the warranty on your front door.**

Out Buildings (CC&Rs)

Outbuildings are only permitted on lots having approved fences and an ARC must be approved prior to commencement of construction. Out buildings are enclosures that are not attached to the home, such as sheds or enclosed storage units. All Out buildings must match the residence on the lot with respect to color of siding and roof, and may not be made of metal. Flat roofs are not allowed. Out buildings must be placed on a level base of pavers, concrete or crushed rock. Any outbuilding set on blocks must be bricked to grade using brick matching the residence.

Enforcement

The Colonial Village HOA enforces the ARC Standards and Guidelines. The HOA Fine Structure is reprinted here.

The HOA has established a standard set of fines based on the severity of the homeowner's violation. It is the Board's choice as to the fine type or structure in the event of fines that are clearly listed below.

Fine Policy

- 1st Notice of violation: courtesy notice/fine notice (10 days to comply.)
- 2nd Notice: 1st Fine Stage (\$25.00) (10 days to comply.)
- 3rd Notice: 2nd Fine Stage (\$50.00) (10 days to comply.)
- 4th Notice: 3rd Fine Stage (\$100.00) (10 days to comply)
- Subsequent Notices: Lien and Legal charges will be assessed and fines will continue to accrue at (\$100.00) for each 10-day period.
- Fines and amounts of fines are subject to change by the Colonial Village HOA Board.

Protest or Grievance Process

The Board has established a process if you want to protest a fine.

- Write or e-mail the Management Company and explain the reason you would like to protest the fine you have received.
- Your protest must be received within 10 days of receipt of the fine.
- If not protested, you must correct the issue or the next fine will be issued according to the above Fine Policy.
- The Board will review and deliver a final ruling within 14 days of receipt of a written protest.

- The Fine Policy schedule will be suspended during the 14day review period.
- If the Board determines that your fine should be upheld, you will have 10 days from receipt of the Board's ruling to pay the fine.
- Any unpaid fines will be escalated in accordance with the above Fine Policy.

Colonial Village Community Guidelines and Standards (Rules and Regulations)

The following information is a summary of Use Restrictions. Please see Article XII of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Colonial Village (CC&Rs) for additional information regarding Use Restrictions.

Noise, Nuisance, Hazardous Substances and Unsightly Materials

No owner shall cause or allow any use of his lot that results in noise which disturbs the peace and quiet of the development. This restriction includes, without limitation, dogs with loud and frequent barking, whining, or howling, exterior music systems or public address systems, motorcycle, motorbike, motor scooter, trail bike, go cart or motorized passenger vehicle of any type without a muffler, and other noise sources which disturb other owners' ability to peacefully possess and enjoy their lot.

No noxious, offensive, or illegal activity shall be carried on upon any lot. No lot shall be used, in whole or in part, for the storage of rubbish of any character whatsoever, nor shall any substance, thing, or material be kept upon any lot which will emit foul or noxious odors or which will cause any noise that will or might disturb the peace and quiet of the Owners or Occupants of surrounding lots or property. This shall include deposits of trash and other debris for pick-up by garbage and trash removal services.

No house or other structure on any lot shall be used for any business or commercial purpose.

All residences must be maintained in good condition. Activities that result or could result in the devaluation of any property are not permitted.

Signs

No sign, advertisement, billboards or advertising structure of any kind shall be erected upon or displayed or otherwise exposed to view on any lot or any improvement thereon without the prior written consent of the ARC with the exception of real estate signs and home alarm signs.

During election seasons, small signs in support of a candidate may be displayed for two weeks prior to Election Day, and must be removed the day following Election Day. Signs for Welcoming a New Baby or Congratulating Graduates may be displayed for one week.

Animals

No animals, livestock or poultry of any kind shall be raised, bred, kept or permitted on any lot, except dogs, cats or other usual or common household pets.

- Not more than four (4) household pets are permitted.
- Pets are not allowed in the clubhouse, pool or playground areas.
- Pets must be kept on a leash at all times when off of the property and restrained by a responsible and capable person. Leashes must be short enough to prevent the pet from roaming more than a few feet onto other properties.
- Pet owners are responsible for the immediate retrieval of their pet's feces and the proper and sanitary disposal of same.

- Vicious or dangerously aggressive dogs of any type are not permitted.
- No pets shall be kept, bred or maintained for any commercial purpose.
- Please see Article XII Section 4 of the CC&R's for additional details.

Trash containers

Trash containers must not be visible from any street or neighboring lot except on the day of pickup. Trash containers may be placed at the curb for garbage collection on the morning of pickup and removed by the end of the same day. Trash containers and recycle bins may be stored outside at the rear of the house or to the side when enclosed by a garbage enclosure. All trash in the enclosure must be within the confines of the trash container. The accumulation of garbage, discarded household furnishings, appliances, water heaters, car parts or other refuse is not permitted.

Vehicles

May not be assembled, disassembled or serviced on the property or any street. This does not include the cleaning, washing or polishing of a vehicle or the change of oil, lubricants, anti-freeze or other fluids and air, oil or other filters used in the vehicle.

No wrecked vehicle or vehicles in a non-functional condition or vehicles without proper registration shall be parked on any lot or upon any Common Area at any time.

All vehicles located on the property shall have a current license tag unless the vehicle is stored inside a garage area and out of public view.

No motorcycles, motorbike, motor scooter, or any other unlicensed motorized vehicle shall be permitted to be operated on or in the Common Areas.

Parking at the clubhouse/pool is not for long term parking. No storing of personal vehicles allowed. If parking at the clubhouse/pool, please do not take up more than one space. Overnight parking at the clubhouse/pool lots require permission. Please contact the Property Manager dawn@mpmnashville.com.

On street parking

In accordance with CC&Rs (Article XII, Use Restrictions, Section 2, Parking and Garages) - Vehicles shall be parked only in the garages or in the driveways serving the Lots and vehicles are never allowed to be parked in the street on a regular basis. No vehicles of any kind may be parked in any back or side yards or sidewalks.

On street parking is not permitted except for:

- When driveway maintenance is underway.
- When contractors require access to perform repair work.

The Board of Directors has the right to tow vehicles from the property that are in violation of the Parking Rules of the Association, at the expense of the owner of the vehicle.

Boats / Trailer/Commercial Vehicle Storage

No boat, boat trailer, house trailer, horse trailer, trailer, camper, motor home, recreational vehicle, or any similar item shall be stored on or at any lot unless completely enclosed within a garage or in single family homes behind a fence. These types of vehicles may be brought to the residence for loading and unloading but may not be parked overnight. No Vehicle or trailer of any kind may be

parked on lawns. Commercial vehicles shall not be stored on or at any lot unless completely enclosed within a garage.

Golf Cart

Usage must be street legal (based on Tennessee DOT requirements). All drivers have a valid driver's license.

Fuel Storage

Above or underground fuel storage tanks are not permitted (not including outside propane grill tanks.)

Insect Repellent

Mosquito misting systems are not permitted.

Dog Runs

Not permitted.

Clotheslines

Not permitted.

Maintenance Items

Home should be well maintained. This includes but is not limited to:

- Wood trim must be in good condition and painted to match the original or previously approved color.
- All broken windows and screens must be repaired at the earliest convenience not later than 30 days of being damage.
- Broken or missing shutters must be repaired or replaced within 30 days.
- Siding must be maintained in good condition. Exterior walls must be clean and free of mildew and algae.
- Eaves troughs are to be maintained in good condition.
- Roofing - Repair of roofs with the same materials and color does not require ARC approval.

Front yards

Front yards should be maintained so as not to degrade the appearance of the neighborhood. This includes but is not limited to:

- Over seeding or sodding to repair any bare areas.
- Treatment of insects or diseases on trees, shrubs, and grass to prevent infestation of surrounding areas.
- Maintaining builder-planted landscaping. This includes weeding and mulching, trimming and pruning, and replacing dead or diseased shrubs and trees. Lawns may not grow to more than the height stipulated by the City of Lebanon. Any growth of grass, weeds, or undergrowth which exceeds the height of 8 inches on a residential lot is a violation of Lebanon City Codes.
- Property (lawn) that belongs to the homeowner, but is outside fence, is the homeowner's responsibility to maintain.
- Grass clippings must be cleared from the roadway.

Trees, shrubs, and bushes

Trees, shrubs and bushes must be trimmed and maintained. In addition, all trees, shrubs, and bushes bordering sidewalks, walkways, property lines and common areas, need to be trimmed in such a fashion that they do not limit or impede access to these sidewalks, walkways, or common areas, or infringe on a neighbor's property.

Garage doors

Garage doors must be maintained free of dirt, dents, broken windows, mildew and the like. Garage doors that cannot be closed must be repaired within 30 days. If replacement or repair is required, the garage door must be restored to the original design specification, if possible.

Miscellaneous / Storage

Firewood must be stored in the back yard only in a location that is not visible from the street. Bicycles and other children's toys must be kept in the garage or out of public view when not in use. PODS or other comparable outside storage containers are allowed on the property for 14 days. ARC approval is required for storage containers beyond 14 days. Long term storage of items (such as, but not limited to, lawnmowers, landscaping materials, and lumber) is limited to areas not visible from the street.

Storage sheds are only permitted on lots where the property is fenced. Outbuildings are allowed and must be pre-approved and must match the residence on the lot with respect to color of siding and roof.

Indoor furniture may not be used in any outdoor areas.

Hot tubs are only allowed in the backyard fenced area. Prior approval to place a hot tub must be obtained from the Architectural Review Committee. Work must adhere to Lebanon City Codes. Electrical work may need permitting before construction.

Gardens

Gardens MUST BE located behind the house unless otherwise approved by the ARC. Vegetable gardens cannot consume more than 15% of the back yard area. Vegetable plants that are confined to pots or planters, and vegetables / herbs that also add value to the landscaping are not included in this limitation. For example, varieties of parsley, sage, rosemary, chives, basil and fennel can be used in landscape designs. Ornamental peppers and sweet potato can also be used for this purpose. Flowers and shrubs used for landscaping purposes are not considered gardens and may be located on the sides or front of a house.

Outside Lighting

Any supplemental lighting beyond that provided by the builder must be submitted for ARC Approval. Applications for exterior lighting changes (whether individual or part of a deck, patio, or other landscaping application) must include wattage, height of fixture above ground, and a complete description of the light fixture (materials, design and number of bulbs on a single fixture) and the proposed location. No exterior flashing or high-intensity lights, floodlights, or spotlights are permitted on the exterior of any building except with the prior written approval of the ARC or Board of Directors.

Low voltage, ground landscaping lights do not require ARC approval provided they are conservative in design, are directed towards the house, tree or ground and follow guidelines outlined by the

Colonial Village Board. The ARC can deny approval if such installation results in complaints from neighbors. See the ARC Guidelines document for additional details.

Seasonal Christmas decorative lights may be displayed between Thanksgiving and January 10th, without approval of the ARC.

Garage Sales

The Board or one of the HOA Committees may hold community garage sales throughout the year. Residents are encouraged to participate in the community wide garage sales.

Individual Sales - Homeowners are allowed to conduct individual sales not more than once quarterly. One sign may be placed at the residence. Such sales can only run on Friday, Saturday or Sunday and cannot start before 7am and must end by 3:00pm. Signs can only be placed the day of the sale must be removed at the end of the sale. Individual sale signs may not be placed at the entrances to Colonial Village.

Mailboxes

Mailboxes shall be kept consistent throughout and approved by the Architectural Review Committee or Board of Directors. The vendor for mailboxes is Jarvis 615-865-6062.

Air Conditioning Units

No windows or wall type air conditioning unit shall be permitted.

Guns

The discharge of firearms within the property is prohibited. The terms "firearms" includes "bb guns", pellet guns, and other firearms of all types.

Playground Equipment

All playground equipment, including but not limited to, swing sets, slides, seesaws, playhouses, trampolines, and/or climbing apparatuses shall be maintained in good condition, constructed of natural wood, and finished with natural wood exterior surface. No painted wood finish, predominantly plastic or metal surface shall be allowed. Any allowable playground equipment is only allowed inside of backyard fenced area. Prior approval from the Architectural Review Committee must be obtained.

Basketball Equipment

No basketball hoops and backboards shall be placed, allowed or maintained upon any portion of the property, including any home. Basketball equipment will not be allowed in the street. Portable basketball goals shall be permitted provided they are put away after each use.

Clubhouse and Amenities Handbook

Introduction

Welcome to Colonial Village!

Congratulations on being a part of such a beautiful community!

We hope you enjoy the Clubhouse and take advantage of all community activities. Access to the Clubhouse is included in your HOA dues, but Clubhouse room rentals are subject to additional cost.

This handbook includes the following information:

- Important Contact Information
- Amenities Security System
- Clubhouse Rules & Policies
- Fitness Center Rules & Policies
- Pool Rules & Policies
- Grill Pavilion Rules & Policies/Event Lawn
- Playground Rules
- Amenities Guest Policy
- Clubhouse Resident Rental Procedures & Policies

Important Contact Information

Metropolitan Property Management

Property Manager - Dawn Hardiman: dawn@mpmnashville.com (615)-915-3204.

1900 Wedgewood Avenue, Nashville, TN 37212

Colonial Village's Clubhouse Amenities

Woodside Drive Lebanon, TN 37087

Colonial Village Amenities Security System

Keypad Lock System:

The Colonial Village Clubhouse is secured by a keypad lock system to supply security for the property of the Clubhouse, Pool and Fitness Center. Access lock codes help protect the integrity of the private homeowner's association and are non-transferrable. Please do not lend your key code to anyone.

General Liability:

The Colonial Village HOA and Property Management Company are not responsible for any accidents or injuries resulting from the use of the Colonial Village Clubhouse amenities and the equipment therein, OR for the loss or theft of resident's personal property.

Any member of the Colonial Village HOA Board is authorized to remove any resident or guest whose conduct does not comply with the rules and regulations of the Colonial Village Clubhouse.

Individuals who violate the Clubhouse Rules and Regulations listed in this handbook will be penalized for their actions and subject to immediate suspension of Clubhouse privileges. A letter of reinstatement will need to be submitted to the HOA Board for review.

All **EMERGENCIES** should be reported to 911 immediately. There is an Emergency Phone located on the outside brick wall by the pool. This phone dials directly to the Emergency Service Provider and you will be instructed on how to proceed. All other concerns and reports should be reported to property management.

Clubhouse Rules & Policies

The Colonial Village HOA Board may adopt additional rules and regulations as necessary.

Colonial Village Clubhouse Address

1474 Woodside Drive
Lebanon, TN 37087

Clubhouse Hours of Operation:

Hours of Operation are subject to change per the HOA Board's decision. Residents will be notified of any changes. The clubhouse is open for use between the hours of 5:00a.m. and 10:00p.m. unless otherwise approved through a clubhouse reservation.

Overnight parking at the Clubhouse is by permission only. Please contact Property Management for more details about overnight parking.

Access to the Clubhouse:

Residents are given access to the Clubhouse with their key codes during normal operating hours listed above. Access after operating hours is prohibited and your access will be withdrawn.

Inappropriate Behavior

Horse playing, profanity, disruptive conduct, and inappropriate behaviors are strictly prohibited on the Clubhouse grounds. Violators will be asked to leave the premises. This is a family oriented environment, please be mindful of others.

Smoke Free Environment

Smoking is not permitted inside the Clubhouse or anywhere on the premises or amenity grounds (i.e., outside porches, pool deck, areas around the pool, parking lot, doorways, playground, etc.) There is no smoking on Clubhouse grounds during a facility rental, please inform your guests.

Thermostats inside Clubhouse:

All thermostats throughout the Clubhouse are to remain at:
74 degrees in the summer and 65 degrees in the winter.

General Clubhouse Rules:

Proper attire is required when entering into the Clubhouse.

Dress Code is as Follows:

- Always wear shoes and be fully clothed when entering the Clubhouse.
- No pool float devices allowed in the Clubhouse.
- Children under the age of 15 must be accompanied by an adult at all times.
- No wet swimsuits are allowed inside the fitness center room or in the great room and kitchen of the Clubhouse
- There are restrooms provided in the Clubhouse for you to use when participating in outdoor activities.
- Inappropriate language will not be tolerated.
- Absolutely no pets are allowed in the Clubhouse or amenities' grounds, including outside pool deck area and playground.
- All residents and guests are responsible for picking up after themselves and disposing of their own trash in provided receptacles throughout the clubhouse.
- It is the homeowner's responsibility to keep the clubhouse presentable and orderly.
- Skateboards, Roller Skates, Scooters, Bicycles, etc., are not allowed in or around the clubhouse grounds and/or pool deck unless used as general transportation to and from the clubhouse.

Please be mindful of dirt and mud on your shoes when entering the Clubhouse & Fitness Center. Residents must remain with their guests at all times. *Example: Residents cannot be in the Clubhouse watching TV while their guests are at the pool.*

Only Colonial Village community related posters and publications are allowed to be posted or made available in the Clubhouse. The only exception will be posters or publications promoted by the City of Lebanon or Wilson County Government Agencies.

Clubhouse Areas:

Kitchen Rules:

- The Clubhouse kitchen is for the use of the social committee, residents and reserved events
- Any personal items stored in the refrigerator should be dated and labeled with the name of the owner.
- Individuals are not to take or borrow any food items in the kitchen.
- Certain condiments in the refrigerator are provided by the Social Committee for social event use.
- The Board reserves the right to designate clean out days for the refrigerator.

Fitness Center Rules:

The Fitness Center contains both cardiovascular equipment and strength training equipment. If residents would like to have a personal trainer or fitness instructor to provide individual training sessions or group exercise classes, the fitness instructors/trainers need to provide General Liability Insurance. A copy should be placed on file with the property manager.

- Children and Teens may use the Fitness Center only when accompanied by an adult who is responsible for their safety.
- Teens ages 16-19 are allowed to use the facility without supervision
- Strollers, baby carriers, and children are not permitted to wait inside the fitness center while the guardian is exercising.
- No glass of any type is permitted, only closed plastic containers are allowed
- Rubber-soled athletic shoes that cover the entire foot must be worn at all times.
- NO FLIP FLOPS.
- Proper fitness attire is required (shirts must be worn at all times)
- Swimsuits are not allowed.
- Food is not permitted.
- Turn off televisions when exiting the Fitness Center
- Residents are responsible for using the supplied sanitized wipes to clean all equipment after use.
- Dumbbells should be returned to the racks supplied, do not drop dumbbells on the floor.
- Residents are encouraged to bring their own towels and water bottles.
- Cardiovascular equipment use is limited to 30 minutes when other residents are waiting.
- All exercise equipment should only be used according to instructions.
- No group classes will be held without prior approval from the property manager.
- No handheld weights are permitted on any of the cardiovascular machines during use.
- Please report ALL damaged equipment to the property manager.

NOTE: All persons using the fitness facility do so at their own risk. It is the responsibility of each person to consult with his/her physician to be in good physical condition and have no physical, medical, or psychological conditions, disabilities, impairments, or ailments, chronic or otherwise, which would preclude, impair, or prevent the member from using the fitness facility, equipment, or any amenities that engage in active or passive exercises.

Residents and their guests assume full risk of loss and are held responsible for damage to their health if the foregoing representations are not and do not continue to remain true.

Colonial Village Pool Rules

The Pool was designed for the residents and their guests.

Pool Descriptions:

The Pool is designed for all ages. Children ages 17 and under must be accompanied and supervised by a responsible party who is at least 18 years of age.

Dates of Operation:

Pool is open from the Friday before Memorial Day through the day after Labor Day.
The Pool is closed when thunder, lightning, or rain is present.

Hours of Operation for Pool:

6am-8pm – Pool use allowed ONLY during these hours

A member of the Colonial Village HOA Board, Advisory Board, or Clubhouse Watch Committee reserves the right to dismiss residents from using the pool after operation hours.

Please help us to keep our pool area in great shape by following by the following rules and regulations:

Pool Rules:

- Take notice and obey all rules posted at the Pool
- Use code to enter – do not jump fence
- Keep gate closed and locked at all times (per Pool Inspector)
- **NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK**
- Each household is allowed 4 non-resident guests. Non-resident guests must be accompanied by homeowner
- Unruly behavior (and any damage resulting) is the responsibility of the homeowner. Your account will be charged for any repairs needed.
- Running, pushing, or rough play is strictly prohibited in the Pool or Clubhouse area
- **ABSOLUTELY NO DIVING**
- No drinks or food items allowed IN the pool; and NO glass containers allowed ANYWHERE in the pool area
- Pick up after yourself. Do not leave litter behind
- **NO SMOKING**
- Proper swimming attire required
- **Children in diapers MUST wear Swim Diapers in the pool.** Notify Metropolitan Property Management immediately if an accident occurs – 615-915-3204
- No throwing of balls, frisbees, etc., when others are in the pool
- Only pool flotation toys allowed
- No pets or animals (except service animals) allowed at pool
- Keep your music at a low volume so that other swimmers, or neighboring homes, are not disturbed
- All swimmers required to shower before entering the pool. Persons applying any type of tanning oils must repeat shower before re-entering the pool
- No nudity in the pool area
- Swimmers with long hair must wear a bathing cap
- Any person who is ill, has open wounds, or is carrying a communicable disease, shall not use the pool
- Spitting, spouting water, or blowing nose in the pool is strictly prohibited
- Do not block entrances and exits to pool
- No bicycles, skateboards, etc. are allowed in the pool area
- **Parents are accountable for children – No minors allowed without adult supervision**
- No wet clothing in the clubhouse (except restroom hallway)
- Private Pool Parties are not allowed
- Fold down umbrellas after use
- **DO NOT REMOVE FURNITURE FROM THE CLUBHOUSE**
- **Pool privileges will be revoked for homeowners who violate rules, or are delinquent in dues**

Refer to 'Liability Clause' stated at the beginning of the manual. Colonial Village is not responsible for any stolen or misplaced items while you are at the pool. All items left on the Pool Deck and/or in the pool will be subject to be thrown away if left behind. (i.e., pool floats, pool towels, etc.)

Health and Hygiene:

To ensure proper pool sanitation, please notify the property manager immediately if your child has any bowel or vomiting accident in the pool. We are required to close the pool for up to 8 hours in these instances to regulate chemicals.

How can you help prevent accidents and illnesses?

If you have, or have had diarrhea in the past two weeks, please do not use the pools.

- If you have a contagious illness, infection conditions, open sores, or abrasions with bandages, please do not use the pools.
- Shower or bathe before entering the pool.
- Use the diaper changing area in the restrooms—do not change a child's diaper poolside.
- Toddlers should wear close fitting swimsuits.
- Infants and toddlers who are not bathroom independent must wear swim diapers.
- Do not drink the pool water.
- Do not rinse a child in the pool before, during, or after a diaper change.
- Ensure that your child makes frequent visits to the restrooms to minimize accidents.
- Please encourage your child to sit out of the water immediately after eating.

If you have any questions or concerns regarding the Colonial Village Pool Rules, please contact the property manager.

Colonial Village Event Lawn/Grill Pavilion Rules:

Colonial Village Event Lawn

The Event Lawn was designated for residents of Colonial Village to use for large outdoor gatherings such as Community Events.

If you desire to use the Event Lawn for a private gathering, please contact the property manager for approval.

Grill Pavilion

The Grill Pavilion is located behind the Clubhouse and Pool. The Grill Pavilion is for the use of residents and their guests. Please be aware that the grill is on a first come first serve basis and cannot be reserved for a party. The Grill Pavilion consists of one stainless steel grill.

- Children and Teens 17 years of age or younger are not permitted to use the grill without adult supervision.
- All waste must be disposed of properly in the trash receptacles provided in the grilling area.
- All food must remain in the Grill Pavilion.
- Colonial Village HOA is not responsible for any accidents or injuries resulting from the use of the grill.
- Please clean the grill after every use including emptying the grease collection cup and wipe down all flat surfaces with soap and water.
- You MUST turn off the grill after every use.
- This area cannot be rented because it remains open to all of the residents during operation hours.

Colonial Village Playground Rules:

- Children ages 12 and under may use the Playground only when accompanied by an adult who is responsible for their safety.

- No glass of any type is permitted, only closed plastic containers are allowed
- Food is not permitted.
- Comply with all rules posted at the playground
- Please report ALL damaged equipment to the property manager.

NOTE: All persons using the Playground do so at their own risk.

Guest Policies:

Amenities Guest Policy:

Residents can invite guests to enjoy the Colonial Village amenities. Buyers, and Prospective Buyers also have access to the facility. All guests must follow the Colonial Village Rules & Policy Manual.

- No guest fee
- Guest policies may be amended each season

Current Residents:

- Each household may bring no more than two (4) non-resident guests on any given day to the pool & clubhouse.
- Residents are REQUIRED to accompany their guests at all times.
- **The Pool area is not available for reservations.** Reference the "Clubhouse Rental Contract" portion of this manual.
- No wristbands are required for current residents.

Extended House Guests

If a resident foresees that a guest will be staying at their home for longer than a two (2) week period and would like to use the amenities, residents are to inform the property manager of the individual's name.

Prospective Buyers

Goodall Homes reserves the right to allow access to the Amenities of Colonial Village to prospective home buyers. These prospects will be allowed to use the amenities up to two (2) times without the actual purchase of a home during normal sales office hours.

A Goodall Homes representative will be responsible for informing these individuals of all facility rules and regulations.

Buyers with Contracts

Goodall Homes reserves the right to allow access to the Amenities of Colonial Village to home buyers that have executed a contract to purchase a home in the Colonial Village community but have not yet moved into the community. These individuals will be able to use the amenities an unlimited amount of times until purchase of their new home is complete during normal sales office hours. A Goodall Homes representative will be responsible for informing these individuals of all facility rules and guidelines.

Clubhouse Reservations:

Clubhouse Resident Reservation

Reservations for the Colonial Village Clubhouse can be made for booking parties, meetings, gatherings, and much more.

- All Reservations are made through the Colonial Village website at www.colonialvillagehoatn.com
- The resident that issued the reservation must sponsor and attend the entire reservation.

Rooms/Areas of the Clubhouse Available for Rental

- Requests for rental of Colonial Village Clubhouse may only be entertained for the dates and times that do not conflict with other Colonial Village-sponsored events.
- Main Clubhouse Room only up to 8 hours.
- The Clubhouse Kitchen is available for reservation food preparations, but cannot be closed to other residents.

Full Facility Reservations

- Only two (2) Full Facility Reservations per a month (booking is a first come first serve basis.)
- Full Facility includes the entire inside of the Clubhouse, not including the outside grounds, pool, grilling pavilion, or fitness center.
- Renters are responsible for hanging a RESERVED sign on entrances of the Clubhouse

Reservation Rates and Fees

- Damage & Cleaning Deposits are required for ALL reservations.
- See Reservation Contract for details.
- If alcohol is being served during your event, there will be an additional security deposit, and you must assign a contracted bartender to serve at your event and must supply a copy of the bartending license to the property manager prior to the event.

Process for booking a Clubhouse Reservation/ Cancellations

Residents can download all Clubhouse Reservation Contracts from the Homeowner's Association Website. Contracts are located under "Governing Documents."

If unable to log online, please contact property management for a contract.

- The resident must fully read and understand the contract.
- Residents must sign the contract and return to the property manager (as indicated on the contract form) along with all Deposit Checks and Fees.
- The property manager will ONLY reserve the requested date when the contract and checks are on file.
- After receiving the contract, the property manager will reserve/book the requested date and times on the Colonial Village Events Calendar located on the Homeowner's Association Website.
- It is the renter's responsibility to fully understand the instructions supplied on the Reservation Contracts. Failure to abide by the rules and regulations of the Reservation Contract will result in non-refundable deposit checks.
- Colonial Village HOA is not held responsible for any actions or liability during the course of the reservation
- Deposit checks will not be cashed unless there appears to be damage done during the course of the reservation. Deposit checks that are not cashed will be destroyed and not returned to the homeowner.

All Reservation cancellations must be submitted 48hrs prior to your reservation date.

Please contact the property manager with any questions or concerns regarding Colonial Village Clubhouse Reservations.