



ROYAL COACH, INC

royalcoach.org

CONDOMINIUMS

BUILDING A

5601 COACH GATE WYDNE

BUILDING B

5701 COACH GATE WYNDE

LOUISVILLE, KY 40207

Published January 1, 1994

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ROYAL COACH, INC. RULES

Updated 2021

TO ALL OWNERS AND RESIDENTS OF ROYAL COACH:

The original Royal Coach Rules were adopted by the Board in March, 1986. Whenever they are updated, all owners and residents will be notified and receive new pages of a complete document. 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 safely and securely. This is our home, and we expect everyone to treat the property with care and respect. Simple courtesy, concern, and cooperation are required from everyone so that our community can be enjoyed to the fullest. **Each grantee of a Unit by acceptance of his deed accepts it subject to Master Deed, Bylaws and Rules (p. 56, NN of Master Deed). See form #1.**

The method for residents wanting to communicate concerns and violations of the approved Rules for the Royal Coach Community is:

Information, questions, and/or concerns regarding Hospitality are to be directed in writing to the Hospitality Chairperson. Questions and/or concerns regarding the minutes of the monthly meeting are to be directed in writing to the Secretary. Questions and/or concerns regarding financial issues are to be directed in writing to the Treasurer. Questions and/or concerns regarding pool issues are to be directed in writing to the Pool Chairperson. Questions and/or concerns regarding the grounds/maintenance are to be directed in writing to the Facility Manager. Questions, concerns, or information regarding violations or rules are to be directed in writing to the President or Vice-President of the Board. Verbal communication (via phone or in person) will NOT be accepted. These questions/concerns will be presented at the next monthly board meeting unless the matter needs immediate attention to maintain the safety and security of our Royal Coach condominium community.

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

- A. On the first written report of violation of any Rule, the person will receive a letter from the Board.
- B. If the same Rule is violated again, the person will be notified in writing of the nature of the complaint, and, depending upon circumstances, may be asked to appear before the Board. The Board welcomes the opportunity to assist within the framework of these rules.
- C. On the third violation of the same Rule, the person will be fined \$100.00. If the fine is not paid within 15 days, a lien will be placed on the owner's unit. Violations of the same rule after that will increase the fine by increments of \$50 each incident.

RULES

1. ATTIRE: Proper attire and shoes must always be worn in the lobbies, elevators, party rooms, and all other common areas. When going to or coming from the pool area, proper attire is required; covering must be worn over swimsuits. Dripping swimsuits are not permitted in any of the common areas including the stairwells.
2. COMMON AREAS:

- A. Inside – Only authorized personnel are allowed to adjust or repair the furniture, drapes, flowers, plants, pictures, air conditioning, heating, wall/floor registers, lighting, thermostats, or any other equipment. Seasonal decoration will be approved by the Building Captain.
 - B. Outside – Regardless of the location of your unit, no owner or resident is permitted to use the common grounds for personal items such as statues, feeders, flowerpots, etc., and no one will be permitted to plant any flowers or other vegetation in the outside common areas without Board approval. The exception to this rule is the courtyards in Building B where each owner can plant and maintain. If a courtyard owner fails to maintain his/her courtyard, the Board then has the responsibility to have it maintained and charge the owner for the cost.
 - C. No owner shall place, store, or maintain any furniture, packages, or objects of any kind, or otherwise obstruct movement through common areas or permit said areas to be unsightly or disorderly.
3. CONSTRUCTION/REMODELING: See SERVICE/CONTRACTORS
4. COVID RULES – SEE p. 16
5. EMERGENCIES:
- A. Under emergency conditions, two (2) or more Board members or authorized agents of the Board may enter any unit for any purpose permitted under the terms of the Declaration of Condominiums and the Master Deed/Bylaws of Royal Coach.
 - B. Smoke detector – A smoke detector in your unit is being monitored by Interstate Security. When an alarm goes off, Interstate Security will call to see if you are ok and if there is a fire or false alarm. If you accidentally set it off by cooking or something else, they will ask for the password. The password is ROYAL. Otherwise, Interstate will initiate an emergency run to your unit. Interstate Security phone number is 502-348-2106.
 - C. Fire Alarm: In case of a fire, pull the fire alarm by any exit door, or call 911. Give your address as 5601 or 5701 Coach Gate Wynde. Make sure you tell 911 that you live in Jefferson County in the City of Windy Hills. When alarm sounds, go to the nearest common area corridor exit. DO NOT USE THE ELEVATORS. Use caution to make sure no heat is radiating from the door and no smoke is present. If feasible, make sure all in the troubled area are notified. If hallway is impassable, go out on your balcony and wait for assistance.
 - D. In case of a break-in, vandalism, etc., phone Jefferson County Police Department, Adam District, 502-524-2258.
 - E. Electrical Problems – Call LG&E 502-589-3500; Natural Gas Problems – 502-589-5511
6. FACILITIES MANAGER –
- A. The Facilities Manager has specific responsibilities to operate and maintain the buildings and grounds on a daily basis. Therefore, the Facilities Manager is not

- allowed to perform services for unit owners on Royal Coach time. It is permissible for you to enter into a contractual agreement with the Facilities Manager individually.
- B. If you require service on your air conditioning and/or heating unit, please call the service company of your choice. If you need service for any of your kitchen or other appliances, please call the service representative of your choice. This includes replacement of light bulbs, plumbing, leaky faucets, etc.
 - C. Owners are to notify LG&E as to the date that you desire the electrical service turned on or off. The utility company must contact Royal Coach Facilities Manager for entrance to read a meter or perform any other necessary work.
 - D. Cable – Each Unit is equipped with Spectrum Basic Cable TV. If there is a problem with reception or loss of service, call Spectrum (1-833-697-7328) or if unresolved, to complain call (1-877-647-7732). If there is a problem not in the unit, call the Facilities Manager.
 - E. The Facilities Manager may be called to diagnose a problem that may involve your unit and possibly that of another unit or that one observes on the Royal Coach Property.

7. GARAGES:

- A. **Care** – Cleaning, painting, etc. of the garages will be done by RCOA. Excessive fluid leakage from a vehicle is the owner’s responsibility, both for cleanup and repair of vehicle.
- B. **Parking** – Garage parking is for owners/residents use only. As required by the Commonwealth of Kentucky, owners/residents must have current vehicle insurance. Owners/residents are financially responsible for their guests who may park in the garage. Owners/residents are to use only the parking spaces assigned to their unit. Vehicles must be parked within the limits of their parking spaces and in no case should a vehicle be backed into a parking space.

Working on or repairing cars, as well as washing and waxing, are strictly prohibited. Parking spaces are for operable vehicles only. An exception can be made for emergency assistance by mechanics to determine the cause of a problem and to push the vehicle out of the garage. If a tow vehicle is used it must be able to clear the overhead door, both coming in and going out. Owners are responsible for any damage to doors.

Recreational and motor home vehicles, boats, and campers are not allowed in the garage. These items will be allowed to park in an outside service area but will be limited to 24 hours for loading and unloading.

No buses, commercial trucks, trailers, or other commercial vehicles shall be parked in the garage. Vehicles on the property for service purposes will park in the designated area.

- C. **Renting** – Any owner desiring to rent a garage space must first submit a written request to the Board for approval, and the renter must be a resident or relative of a resident who is currently residing in Building A or B. If an owner is allowing a guest to use the space temporarily, the owner is liable for any damage the guest may cause.

- D. **Storage** – Bicycles, necessary medical equipment, and empty 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 Management Personnel.
- E. **Speed and Direction** – Please look in both directions before backing out of a space and drive slowly (under 10 mph) and cautiously at all times on Royal Coach property, both inside and outside. The designated traffic patterns must be followed by all drivers.

8. GENERAL RULES:

- A. It is the responsibility of each Unit Owner to pay for and obtain individual insurance coverage for his/her Unit for loss or damage to the Unit and liability for loss or damage to other Units due to the fault of the owner. A current proof of said insurance with date for which coverage is applicable is REQUIRED to be on file yearly with the Secretary.
- B. No owner/resident shall make or permit any noises that will disturb or annoy occupants of another unit or do or permit anything to be done that will interfere with the rights, comfort, and convenience of other residents. Automobile horn blowing is not permitted on Royal Coach Property.
- C. Parking under the portico by owners, residents, guests, or visitors is only for the purpose of loading and unloading passengers. Parking spaces next to the portico are for guests only. Residents should use their parking areas in the garage. Housekeeping, service, and maintenance people should park on the level near the pool or in area designated “Service Parking” in red-lined spaces.
- D. Owners and residents will not be allowed to put their name on any unit entry or mail receptacles appurtenant thereto, except in the proper places and in the manner prescribed by the Board.
- E. Any damage to the buildings, recreational facilities, common areas or equipment caused by any owner or resident or their guests shall be repaired at the expense of the resident/owner.
- F. There shall be no playing, lounging, or placing of baby carriages, playpens, bicycles, wagons, toys, benches, chairs, or other personal property on any part of the general common areas without prior consent of the Board.
- G. Heating and air conditioning for hallways will be provided from a vent and where applicable shall not be tampered with or disconnected by a unit owner or resident in any way.
- H. Owners and residents of Royal Coach will be responsible for the actions of their family, guests, and visitors.
- I. Food and beverages cannot be prepared or consumed in any of the common areas of the two buildings except in accordance with the regulation which may be promulgated from time to time by the Board.
- J. Cooking is permitted on balconies at owner’s risk and liability using electric devices only. Care should be exercised so that smoke does not create problems for other residents. This problem will be monitored. If complaints arise, the Board will have to consider alternative action.
- K. Except for unit kitchens, foyers, bathrooms and laundry rooms, no hard surface floor covering will be permitted, except in those cases where installation was made prior to

- January 1, 1988. Those second-floor units with grandfathered or Board exceptions for hard surface flooring are required to use rugs and pads to reduce noise to units below them. All second (2nd) floor unit replacement floor areas, except for kitchens, foyers, bathrooms, and laundry rooms, must be carpeted. If a second-floor unit replaces flooring with anything other than carpeting, it must be replaced immediately at the unit owner's expense.
- L. It is permissible to burn wood or artificial logs in fireplaces, but in no case will coal be permitted. Some fireplaces have gas which is approved.
 - M. Any violation of these rules must be brought to the attention of the board by a signed complaint.
 - N. If a unit owner wishes to rent or lease their unit, the owner must first submit a written request to the Board for approval before any action is taken. This rental or lease contract must be for a minimum of one (1) year.
 - O. Items in storage units need to allow eighteen (18) inches of clearance from the spray heads of the fire control systems.
 - P. All equipment owned by Royal Coach, Inc. such as luggage racks, grocery carts, must be returned promptly to their original storage places. They are not to be left in hallways or residents' units.
 - Q. If long term guest (over seven (7) days) parking is needed, the car needs to be parked in one of the red-lined spaces.
 - R. Additional rules found in the Master Deed and Royal Coach Bylaws will apply with equal effect to these rules. If additional copies are needed, they may be found on royalcoach.org under the realtor tab or hard copies may be purchased. These rules may be modified, added to, or repealed at any time by the Board.

9. GUEST ROOMS:

- A. The guest rooms are located in Building A and must be reserved with the Guest Room Registrar. See the bulletin boards in the Mail Rooms regarding Registrar information for making reservations.
- B. No owner/resident may reserve a guest room(s) for longer than 4 days. If no other resident has requested the use of the room(s), a 24-hour extension may be granted. If an extension has been granted and another owner/resident requests the room(s), no additional extensions can be granted at that point in time. Total use of the rooms(s) is limited to 14 consecutive days. Owner/resident must be in residence when guests are using the room(s).
- C. No room shall be reserved more than six months in advance.
- D. The maximum number of people in a guest room is two adults, 18 years of age and over, plus a crib and/or sleeping bags for no more than 2 children. Cots and rollaway beds are prohibited.
- E. The guest room key must be turned in by NOON on the day guests(s) leave. If this is not done, an extra day's charge will be assessed. One day is considered to be from Noon to Noon.
- F. At least 10 days in advance, a damage deposit of \$50.00, a key deposit of \$75.00, and advance payment at the rate of \$45.00/room/day of occupancy is to be given to the Registrar. The two deposits totaling \$125.00 will be held until the Registrar has accounted for all inventory items and keys and has determined that there is no

damage to the room(s). If keys are not returned or damage is assessed, the deposits will be applied to the cost of replacement or repair. The owner/resident will be assessed for the balance of the costs.

- G. Each room is equipped with linens and towels. The Owner is responsible for initially making up the bed(s) and then, for laundering the bed linens and towels and returning them to the Registrar within two (2) days of the end of the rental period. The room will again be checked for the inventory items.
- H. Soap and any other personal items will be supplied by the owner renting the room(s) and must be removed promptly at the end of the rental period. No large electrical appliances (i.e. – microwave, refrigerator) are allowed.

10. HOUSEKEEPING AND APPEARANCE:

- A. Other than American flags, no articles are to be hung, shaken, thrown, or dropped from the doors, windows, or balconies. Flags cannot infringe on neighbors' space and must be displayed in the manner as included in the joint resolution of Congress initially enacted June 22, 1942. Please use discretion and simplicity with holiday decorations.
- B. Cooking on balconies is permitted only using electric grills and is at the owner's risk and liability. Care should be exercised so that smoke does not create problems for other residents.
- C. Royal Coach offers the convenience of indoor trash disposal chutes. (See #15 of this document, Trash and Recycling)
- D. All owners/residents should exercise diligence in maintaining security of the property. All outside doors to the buildings, inside security doors and storage locker doors are to be closed and locked at all times. Fobs and garage door openers shall be restricted to owners/residents, their guardians, and management personnel. Giving fobs to housekeepers or persons other than immediate family is prohibited unless registered with the Board. Fobs shall not be left on the property outside the secured area (i.e. – outer lobbies, attached to a bulletin board in Building B). Breach of security will result in owner's responsibility, including cost, to change all security locks, including issuance of new fobs.
- E. The exterior of the unit, and all other areas appurtenant to it, shall not be painted, decorated, or modified without Board approval. Consent may be withheld on purely aesthetic grounds at the sole discretion of the Board. No door mats or any statuary objects shall be placed in the corridor outside the unit entrance.
- F. No awnings, window guards, light reflective materials, ventilator, fans, or air conditioner devices shall be used on or about the units unless they have been approved by the Board. Such approval may be withheld purely on aesthetic grounds within the sole discretion of the Board. All glass and screen replacements must be of original quality and color. All window treatments, exterior side, must blend with the brick of the building. Colors should be white, beige, tan, ecru, light brown, or cream. Any other color must be approved by the Board.
- G. Royal Coach does not have a twenty-four-hour cleaning service. If a mess has been made, it is expected that the party making the mess will clean up. Each owner/resident is obligated to maintain their unit and the limited common areas in 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. Only covered patios, balconies, and walls which were constructed by the project as limited common areas are to be repaired at common expense.

- H. No signs, notices, or advertisements shall be inscribed on or exposed to any window, patio or balcony unless approved by the Board. Nothing shall be projected out of any window without Board approval. Walkways, entrances, halls, corridors, stairways, and roads shall not be obstructed for any purpose other than entering and leaving.
- I. No "For Sale" or "For Rent" signs, advertising, or other displays shall be maintained or permitted on any part of the property.
- J. Residents shall keep and maintain storage lockers, bin, or area assigned to them in a neat and sanitary condition at all times.
- K. No resident shall use or permit to be brought into their respective units or storage lockers any flammable oils, gasoline, naphtha kerosene, benzene, or other explosives or articles deemed hazardous to life or property.
- L. For the safety of all, no electrical appliances may be operated in any storage locker in the absence of the owner/designee present.

11. MAINTENANCE:

- A. Assessments – Under the provisions of the Master Deed, an assessment may be needed for the benefit and welfare of all owners. The Board will determine the option for payments.
- B. Fees: Each owner is responsible for paying a monthly maintenance fee via automatic electronic transfer the first Friday of each month. No statements will be sent.
- C. Fines – A late charge of 10% of maintenance fee per month will be assessed if the total amount due is not received within 15 days of due date.

12. MOVING: Facilities Manager or the President must be contacted prior to moving in or out of Royal Coach in order that special instructions can be issued. Advance notice of any move is necessary so that the elevator wall pads can be installed and can only take place between 8:00 AM and 5:00 PM, Mondays through Friday. Movers must park their trucks outside the garage door or in such a way as not to block access into and out of the garage or building. USING THE FRONT ENTRANCE IS PROHIBITED. The Royal Coach luggage racks and carts are for owner/resident use only, and they are NOT to be used by movers and other vendors.

13. PARTY ROOMS:

- A. The Party Rooms, one in each building, are strictly for the owner's individual and private use. Any person reserving a room must be a unit owner/resident of Royal Coach and must be in attendance at the affair being given. Board Meetings, Annual Meetings, committee meetings and special owners' meetings, also, may be held in the Party Rooms.
- B. Owners wishing to use a Party Room must reserve it in advance by contacting the Facilities Manager. Such reservation shall entitle the owner/resident to the private use of the Party Room for the hours requested. The owner sponsoring the event shall be responsible for assuring the privacy of other unit owners. The owner/resident shall be

- present and responsible for the ingress and egress of all guests without jeopardizing the security of the building.
- C. A \$35.00 deposit will be required for any function. Each user of a Party Room is responsible for leaving it in a clean, sanitary, uncluttered condition immediately after the function. Do not remove anything belonging to Royal Coach, Inc. The Facilities Manager will inspect the room to ascertain whether there is any damage to the room and/or furnishings that would be the responsibility of the renter. If all is satisfactory, the deposit will be returned to the renter. Checks are to be made payable to Royal Coach, Inc. The Board reserves the right to assess the owner for any damage. Any personal articles such as furniture, drinks, food, etc. must be removed immediately after use of the room. All lights, fans, and icemaker must be turned off and the door closed.
 - D. All activity must be confined to the Party Room with no overflow in the hallways, lobbies, elevators, or stairwells. No food, dishes, or additional furniture shall be placed in the lobby area outside of the party room. No food or other items may be left in the refrigerator or cabinets.
 - E. Owner/resident having the party shall be responsible to see that guest park in an appropriate place. No parking under the porticos or in fire lanes is permitted.

14. PETS:

- A. No animals, livestock, fowl, or poultry of any kind shall be raised, bred, or kept in any unit or in any part of the property. A Unit may have only one pet: one cat or one dog that weighs less than sixteen (16) pounds at maturity. At no time shall there be more than one (1) animal per unit kept by any resident. Note: Any exception to this rule must have Board approval.
- B. Pets must be CARRIED coming into, out of, and while in all the common areas of the buildings and premises (lobbies, stairwells, elevators, garages, recreation areas, pool deck (see pool rules), etc.) Owners are responsible for cleaning up after their pet.
- C. If a pet becomes obnoxious to other residents by barking or otherwise making continuous noise, the pet owner must correct the problem. If not corrected, the Board, by written notice to the owner, may require the pet to be permanently removed from the property.

15. SERVICE/CONTRACTORS:

- A. Construction/remodeling in any unit of Royal Coach must abide by the building permit policies of Louisville: <http://louisvilleky.gov/government/develop-louisville/building-code#land-use> **Construction Contractors must sign the agreement form outlining Royal Coach Rules for Construction before construction/ remodeling begins. See form #2.**
- B. If a resident makes a call for any outside service vendor/contractor for repairs or remodeling, it is the owner/resident's responsibility to see that the service personnel enter Royal Coach through the garage service door or end stairways.
- C. Work is to be performed between the hours of 8AM and 5PM Monday through Friday and not on weekends or holidays unless this is a matter of minimal finishing touches that will not disturb neighbors. As a courtesy, please notify neighbors of construction projects, especially if there will be noise.

- D. Contractors/service workers are to park in the designated “Service Parking” areas (red lined parking slots, only, never in the garage unless prior approval by the Board). If there are construction materials or equipment needed, they must be brought in through the garage or the south/north-end stairwell entrance. The entrance door may not stay propped open. **No materials/equipment shall ever be brought in through the front doors.** Contact the Facility Manager prior to using the elevator to request its wall padding be put in place.
 - E. The unit owner is responsible for any and all damage to their unit or common areas of Royal Coach, especially carpets, caused by their contractors/service workers. The Board recommends that the unit owner require plastic cover or drop cloth be placed on the carpet if there is any possibility that damage may occur. This needs to be removed after each day’s work is done. All replacement/repairs to any damaged common areas shall be at the sole expense of the unit owner.
 - F. Contractors/service workers are not permitted to dump construction debris in the Association’s trash dumpsters. The owner/resident will be assessed a fine of \$100 for infractions. With prior Board approval, a material/trash dumpster may temporarily be placed on the outside “Service Parking” area.
 - G. The use of the attic (common element) areas to install additional electrical, telephone, or cable television wiring/outlets is prohibited. Additional wiring and outlets must stay within an owner’s interior living space. In addition, no unit owner(s) may enter or authorize others to enter the buildings’ attic space without prior approval from the Board and supervised by the Facilities Manager.
 - H. The Board President or representative thereof, may waive these rules for emergency repairs.
16. **SMOKING:** Smoking/vaping is prohibited in all common areas of Royal Coach buildings and pool.
17. **SOLICITATION:** No solicitation is permitted in Royal Coach. This applies to outside solicitors, residents, and owners.
18. **SWIMMING POOL:** The Royal Coach swimming pool is for the enjoyment of all owners/residents and their invited guests. Risk in the use of this and other facilities shall be that of those involved and not the Board or other Royal Coach owners. To maintain a safe and pleasant atmosphere, these rules have been established by Royal Coach, Inc. with the Jefferson County Board of Health Chapter 900 swimming pool rules. It is necessary to follow these rules in order to maintain this pool in the absence of a lifeguard. **To obtain a key for the pool area the Pool Use Agreement must be signed and presented to the Pool Committee Chair or the Facilities Manager. See Form #3**

SWIMMING POOL RULES AND REGULATIONS

- A. Each owner/resident must register self and guest(s) in the pool logbook that is kept in the mailbox on the pool deck.
- B. The pool gate must be locked at all times.

- C. There is no swimming alone; another person must be present in case of trouble. There may be no more than 5 people in the water at any time.
- D. Only four (4) guests per unit are allowed on weekends and holidays. *Under COVID guidelines for Royal Coach, there will be no guests on weekends and holidays.
- E. **Owners** must remain with their guests at all times that they occupy the pool area. Children under 16 must be accompanied and supervised at all times by an adult. Children under 2 must wear swimsuits and/or swim diapers to go into the pool. No running, boisterousness, or rough play is permitted in the pool area. Using headphones when using technology is common courtesy. Swim equipment belonging to owner/resident or guests must be removed from pool area upon their leaving.
- F. No pets are permitted in the pool area with the exception of Certified Service Animals. Clean-up is required after CSA.
- G. Private pool parties must be approved by contacting the Board in advance. All rules must be observed as noted above. The party may be held from 6 PM to 10 PM. Residents using the pool must respect their neighbors.
- H. No glass containers will be allowed within the fenced area around the pool.
- I. Do not hang clothing, towels, equipment, etc. on the railings. When finished enjoying the pool area return chairs to their respective tables, straighten lounges, close umbrellas, clean up any food or beverages you bring (A trash bin is provided.), and wipe off tables.
- J. Testing the water quality must be done 4 times a day. Volunteering to do this periodically will help spread that responsibility. Directions and sign-up sheets are in the mailbox with the pool logbook.

15. TRASH/RECYCLING: Our recycling container is located by the garage door. Recycling is taken out on Tuesday morning to be picked up on Wednesday. Each floor has a trash chute. Trash is taken out on Mondays and Thursdays which is then picked up on Tuesdays and Fridays. An **outside** dumpster is to **remain empty**. Do not put anything in the outside dumpster. If you have questions, contact Facilities Manager.

- A. All recyclables put in the container must be broken down so everyone can fit in their items. A utility knife has been placed on the wall for use in breaking down boxes.
- B. Things that **cannot** go into recycling: plastic bags, food, hazardous waste, Styrofoam, oils, or insecticides. All containers must be empty. See attached sheet for more information.
- C. Everything that goes down the trash chute must be in a bag and tied. No cat litter is permitted to be disposed of down the chute.
- D. **No glass** should go down the chute. A designated garbage can for unbroken glass (NO LIGHTBULBS) is provided in the garage. Bulbs and broken glass can be placed in a secure bag or container and placed by the garbage can designated for glass in the garage.
- E. **No liquids** of any kind should go down the chute. This includes Grease. Liquids that need to be thrown away, are to be put in a container that is secure and set it by the door in the garage where our dumpsters are hooked up to the trash chutes. The Facilities Manager will put it in the dumpster.
- F. Our dumpsters are for daily trash accrued by residents of Royal Coach and not for construction debris, paint, or debris from moving. If an owner is having work done on a

condominium, the owner is to instruct contractors not to place the construction debris in the dumpster. The owner/resident will be assessed of \$100 for infractions.

G. Owners/residents that have personal large items – not from construction or moving – that will not fit into our dumpsters, can take them to the Waste Reduction Center which will take these items for a fee. Contact the Facilities Manager if there are questions.

The Governance Committee will review the Rules of our Royal Coach community on an annual basis after the September General Annual Meeting and election of new Board members. If revisions or additions are made, they will take effect once the Board has approved them. All Rules, By-Laws, and Master Deed documents can be found on the website, royalcoach.org.

Form #1

ROYAL COACH RULES AGREEMENT

I HAVE READ THE ROYAL COACH RULES, BYLAWS, AND MASTER DEED. I AGREE TO ABIDE BY THEM. I UNDERSTAND THAT CIRCUMSTANCES MAY WARRANT EXCEPTIONS TO THE RULES THAT WILL BE DETERMINED BY THE BOARD. I UNDERSTAND THE RULES AND ACCEPT RESPONSIBILITY FOR COMPLYING WITH THEM IN ORDER TO LIVE IN AND MAINTAIN THE ROYAL COACH COMMUNITY. I AGREE TO HOLD HARMLESS ROYAL COACH, INC., AND/OR ITS BOARD OF DIRECTORS FOR ANY AND ALL CLAIMS I MAY HAVE REGARDING ROYAL COACH PROPERTY OR ARISING OUT OF MY ACTIONS CONCERNING IT.

SIGNATURE OF OWNER/OCCUPANT/REPRESENTATIVE THEREOF

UNIT _____ DATE _____

FORM #2

ROYAL COACH RULES FOR CONSTRUCTION

Construction/remodeling in any unit of Royal Coach must abide by the building permit policies of Louisville: <http://louisvilleky.gov/government/develop-louisville/building-code#land-use> **Construction Contractors must sign the agreement form outlining Royal Coach Rules for Construction before construction/ remodeling begins. See form #2.**

- A. Permits for construction must be gotten and shared with the Board and Facilities Manager before work begins.
- B. Contractors, electricians, plumbers should be licensed, insured/bonded.
- C. Contractors/sub-contractors need to be aware of not causing damage to walls or doors that are part of the physical complex in which they are working.
- D. Owners need to supervise the work done by the contractors as well as monitor the clean-up process by their contractors.
- E. Contractors and their sub-contractors are not to block or delay the use of the elevator.
- F. Work is to be performed between the hours of 8AM and 5PM Monday through Friday and not on weekends or holidays. As a courtesy, please notify neighbors, especially if there will be noise.
- G. Contractors/service workers are to park in the designated "Service Parking" areas (red lined parking slots, only, never in the garage unless prior approval by the Board). If there are construction materials or equipment needed, they must be brought in through the garage or the south/north-end stairwell entrance. The entrance door may not stay propped open. **No materials/equipment shall ever be brought in through the front doors.** Contact the Facility Manager prior to using the elevator to request its wall padding be put in place.
- H. The unit owner is responsible for any and all damage to their unit or common areas of Royal Coach, especially carpets, caused by their contractors/service workers.
- I. Contractors/service workers are not permitted to dump construction debris in the Association's trash dumpsters. The owner/resident will be assessed a fine of \$100 for infractions. With prior Board approval, a material/trash dumpster may temporarily be placed on the outside "Service Parking" area.
- J. The use of the attic (common element) areas to install additional electrical, telephone, or cable television wiring/outlets is prohibited. Additional wiring and outlets must stay within an owner's interior living space. In addition, no unit owner(s) may enter or authorize others to enter the buildings' attic space without prior approval from the Board and supervised by the Facilities Manager.
- K. Owners are subject to fines for violations.

I HAVE READ THE ROYAL COACH RULES FOR CONSTRUCTION. I AGREE TO ABIDE BY THEM. I UNDERSTAND THAT CIRCUMSTANCES MAY WARRANT EXCEPTIONS TO THE RULES THAT WILL BE DETERMINED BY THE BOARD. I UNDERSTAND THE RULES, ACCEPT RESPONSIBILITY FOR COMPLYING WITH THEM, AND KNOW THAT VIOLATIONS WILL WARRANT FINES. I AGREE TO HOLD HARMLESS ROYAL COACH, INC., AND/OR ITS BOARD OF DIRECTORS FOR ANY AND ALL CLAIMS I MAY HAVE REGARDING ROYAL COACH PROPERTY OR ARISING OUT OF MY ACTIONS CONCERNING IT.

SIGNATURE OF OWNER/OCCUPANT/REPRESENTATIVE THEREOF

_____ UNIT _____ DATE _____

SIGNATURE OF CONTRACTOR _____

UNIT _____ DATE _____

Form #3

ROYAL COACH SWIMMING POOL AGREEMENT

I HAVE READ THE ROYAL COACH SWIMMING POOL RULES. I AGREE TO ABIDE BY THEM. I UNDERSTAND THE RULES AND ACCEPT RESPONSIBILITY FOR COMPLYING WITH THEM IN ORDER MAINTAIN AND KEEP SAFE THE ROYAL COACH POOL AREA. I AGREE TO HOLD HARMLESS ROYAL COACH, INC., AND/OR ITS BOARD OF DIRECTORS FOR ANY AND ALL CLAIMS I MAY HAVE REGARDING ROYAL COACH SWIMMING POOL OR ARISING OUT OF MY ACTIONS CONCERNING IT.

SIGNATURE OF OWNER/OCCUPANT/REPRESENTATIVE THEREOF

UNIT _____ DATE _____

COVID-19 Rules & Practices

- A COVID captain has been appointed for each building who will:
- i. recruit and supervise volunteers,
 - ii. ensure that necessary supplies are available,
 - iii. assist quarantined residents who ask for help.
- A. Each day a resident in each building will go through the building using MicroBan 24 type spray or Clorox wipes to clean the doorknobs, emergency door exit bars, handrails, and common bathroom fixtures. Building captains will need to ensure that there are volunteers doing it and that they are being provided proper materials to do so.
- B. Based upon CDC guidance regarding masks, all residents, visitors, health care persons, contractors, repair or delivery persons is required to wear a cloth or paper mask upon entering and when in all common areas, including hallways and garages, of both Royal Coach buildings. Once in the building, all entrants should follow the “safe distance” rule of 6 feet when in common spaces or as distant as you can in confined spaces. Signage will be placed at all entrances announcing these requirements.
- C. Hand sanitizer and paper masks have been made available in the entry of each building and all guests and visitors are urged to use these. Owners are expected to have and use their own masks.
- D. If you have been exposed to Covid-19, we ask that you get tested (CDC Guideline) and self-quarantine for at least 10 days to insure you do not have the virus. Following that, a post-quarantine negative test would be advised. During the quarantine period, please ask family, friends or other residents to purchase and deliver to you any groceries and medicines you might need. Please let your building captain know if you are self-quarantining and need assistance.
- E. Guest Rooms will not be available for the remainder of this year unless the virus quickly fades. When the rooms reopen, it will be required that guests wear masks and interact only with the resident they are visiting. They will park in the assigned guest slots in the basement. The sponsoring resident will be responsible for sanitizing the guest room and washing the linens following the exit of the guest or arranging for someone else to do this.
- F. The party rooms may be reserved for groups no larger than ten people who will be required to wear masks except when eating and to social distance at all times. It will be the responsibility of the sponsoring resident to sanitize the room after the gathering.
- G. Board meetings will be conducted in the party rooms with limited capacity per the governor’s guidelines, utilizing social distancing and masks.
- H. Each Royal Coach resident will receive a copy of this policy and be asked to alert incoming guests and service providers to the requirement to mask and social distance.