



FOUR MAPLES HOMEOWNERS ASSOCIATION

HOA Rules & Regulations | Summer 2021

BUILDING REGULATIONS

1. According to the Metro Nashville Davidson County Fire Prevention Code adopted in 2012, charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. Thus, the use and/or storage of charcoal, electric, and/or propane grills (including outdoor smokers) are prohibited from use on the property. Visit www.nashville.gov for more information.
2. None of the following shall be installed outside any unit:
 - Canopy or awning
 - Outside radio or television antennas
 - External window air conditioning and/or heating units
3. Placement of a satellite dish must be installed at the direction of the Board of Directors prior to installation after consultation with the Property Manager. Satellite dishes are not to be connected to any building.
4. Any homeowner wanting to install external materials, including windows, doors, decorative/burglar bars, satellite dishes, etc., must utilize the *Architectural Form* on the Synergy Homeowner Portal to communicate such additions and to obtain Board approval. Failure to obtain Board authorization may result in removal of said material(s) at the owner's expense and/or a subsequent fine. (See Fine Section for more information)

GENERAL REGULATIONS

1. The Board of Directors has directed the Synergy Real Estate Group, Inc to serve as the Association's Management Company and to assist in the enforcement of the rules contained herein. Synergy Real Estate may be reached at (615) 425-2168 and their address is: 179 Belle Forest Circle | Nashville, TN 37221.
2. All complaints and concerns regarding the Four Maples community should be directed to the Association's Management Company, Synergy Real Estate Group, Inc.
3. Payment of the Association's monthly maintenance fee is due on the first day of every month.
 - Payments not received by the fifteenth (15) of the month will be deemed delinquent and charged a late fee of \$25.00. The owner will be sent a notice of the delinquency via mail and email.
 - Non-payment of the monthly maintenance fee for thirty (30) days will result in an additional \$25.00 fee. The owner will be sent a notice of the delinquency via USPS Priority Mail and email.

- After sixty (60) days, the unit owner will be sent a demand letter via USPS Priority Mail that payment is due immediately and fined an additional \$25.00.
 - At ninety (90) days, the homeowner's account is turned over to the HOA's attorney to begin the collections process. Late fees will continue to accrue every thirty (30) until the balance is paid to zero.
 - Upon 120 days of non-payment, the HOA's attorney will pursue legal action against the homeowner for failure to pay. Legal action includes placing a lien on the property and judicial foreclosure.
 - All associated costs and legal expenses incurred during this process is at the expense of the unit owner.
4. In the event of an emergency and/or a significant or detrimental issue, upon the vote of the majority of the members of the Board of Directors, the Board and/or their designee has the right to enter any residence at any time to protect the interest of the Four Maples Homeowners Association.
 5. Owners shall not cause or allow any loud noises or obnoxious odors to emanate from their respective residences or vehicles. Residents are encouraged to always be considerate of their neighbors and not cause unreasonable noise and/or disturbance to others. Failure to comply will result in a warning and/or fine.
 6. No trespassing or soliciting shall be permitted at Four Maples Condominiums.
 7. All garbage and trash must be placed in one of the three dumpsters located throughout the property.
 - Before placing garbage and trash in dumpsters, it must be bagged and not loose.
 - Boxes must be broken down before being placed in the dumpsters.
 - No garbage should be stored on porches, patios, and/or decks.
 - Any items such as furniture, appliances, construction materials and the like are the responsibility of the unit owner and cannot be placed either inside or outside the dumpsters.

- For pick-up of unwanted bulk items, contact the Davidson County Sheriff's Department at (615) 880-3897, visit the Metro Nashville Public Works website (www.nashville.gov) or phone (615) 862-8750 for drop-off locations, or contact Synergy Real Estate at (615) 425-2168.
 - Persons unlawfully disposing of such items on the property will be identified and fined a minimum of \$350 plus any additional fees resulting from the proper disposal of such.
8. No unlawful, obnoxious, or offensive activities shall be conducted within the property, nor shall any action be done therein or thereon which constitutes a nuisance in the judgement of the Board of Directors and/or based upon numerous neighbor complaints. Failure to comply will result in a warning and/or fine.
 9. **All owners are responsible for the conduct of their tenants and guests.** All tenants shall be subject to all provisions of the Master Deed, Bylaws, and Rules & Regulations of the Association. All costs incurred by the Association for enforcing any rules, for any tenant and/or guest, shall be paid by the owner of the said unit.
 10. Units purchased before October 5, 2005 are "grandfathered" in meaning that only these owners are permitted to rent their unit(s). These owners are required to abide by the renting rules. Units purchased after October 5, 2005, must be owner occupied.

"Grandfathered" units are responsible for notifying the Management Company of any **changes** in tenants by sending a copy of the written lease along with Attachment B of the Rules & Regulations to the Management Company. All tenants must **acknowledge** they have received a copy of the Association's Rules & Regulations.

A "grandfathered" homeowner may not provide a lease for less than a 12-month period. Short term rentals are not permitted.

11. Tenants are bound and subject to all the obligations under the Master Deed and bylaws, which must be explicitly stated within the lease agreement. All new lessees are required to complete a criminal background check (conducted by the homeowner) and submitted to the Management Company prior to the lease being signed. Owners are responsible for supplying the Management Company with a copy of the lease along with the lessee(s)' name, phone number, and email.
12. Per Metropolitan Government of Nashville & Davidson County no more than three unrelated adults can occupy a dwelling unit. Further, no more than two individuals are allowed to occupy a bedroom.

13. The appearance of the Four Maples community is of the utmost importance, and continuity is imperative to maintain property values. No alterations, modifications, drilling of holes, installation, removal, replacement, or enhancement of common areas including, but not limited to, doors, stoops, porches, hallways, building facades, etc. are prohibited without submitting proper document(s) for prior approval to the HOA Property Manager.
14. The Board of Directors reserves the right to make such other rules and regulations from time to time as may be deemed needful for the safety, care, and cleanliness of the Four Maples community. Additionally, securing the comfort and convenience of residents includes, but are not limited to, governing the use of common grounds, paved, grassy, and parking areas.

MAIN ENTRY GATE & PEDESTRIAN GATE

1. The main entry gate is for the safe and purposeful ingress and egress of all motor vehicles (car, truck, motorcycle, scooter, etc.) accessing the Four Maples Community property. Pedestrians are not permitted to use the vehicle gates.
 - a. Drivers should be mindful to allow for proper distance to ensure the gate does not contact their vehicle.
 - b. Climbing, sitting, and/or standing on the gate and/or any of its parts is not permitted and actions of such are subsequent to fines.
2. The pedestrian gate is provided for persons entering on foot and not entering the property via a motor vehicle (car, truck, motorcycle, scooter, etc.).
3. Each unit shall have their own passcodes for both the pedestrian gate and the main vehicle gate. The individual code should not be given to non-residences. Codes will be changed periodically.
4. The gate area and paved surfaces are under video surveillance. Gate violations are subject to a minimum cost of \$350 in addition to the total amount of any replacement costs.

LANDSCAPING

1. Beyond minimal landscaping (i.e. planting of flowers), all landscaping designs must be submitted for approval to the HOA Property Manager.
 - a. This includes planting, altering, and removing of trees, bushes, and shrubs. Installation of statues, yard art, garden art, bird baths, solar powered lights, and the like, should also be submitted to the HOA Property Manager for approval.
2. The use of exterior (outside) faucets is prohibited for personal use as they are provided solely for community maintenance. However, if a

homeowner, under special professional circumstances, requires the use of the exterior faucets, prior notification must be submitted to the HOA Property Manager for approval.

VEHICLE AND PARKING REGULATIONS

1. The speed limit within the Community is five (5) miles per hour as posted.
2. Parking is not allowed in any of the drive areas except for commercial deliveries, resident mail pick-up, or temporarily moving and unloading of unit items.
3. Permanently parking in the drive areas is prohibited.
4. All vehicles owned by community residents must have current license tags. Tags must be clearly current to both the year and date. Any vehicle without current tags is subject to ticketing, fining, and towing at the owner's expense.
5. Visitors should be directed to park in spaces not regularly utilized by residents. Additionally, parking is available across the street on Coarsey Drive, and on the weekends at Glenview Elementary School.
6. Residents' commercial vehicles (taxi, bucket trucks, tow trucks, etc.) and large recreational vehicles, including trailers, motor homes, campers, and boats are not allowed to be parked in the community property overnight.
7. U-hauls, moving "pods", and similar vehicles are allowed to be parked for a limited time with prior arrangement. The timeframe must be approved in writing by the HOA Property Manager for announcement to the Four Maples community. Additionally, the approval must be posted on the pod for the duration of the approved time.
8. Non-operative (i.e. junked vehicles) cannot be parked on the property, which includes storing vehicles of any kind. Vehicles that are "junked" and/or stored on the property will be removed at the owner's expense.

PAVED & GRASSY AREAS

1. Parents cannot allow children to play in any of the drive areas of the community unattended.
2. Toys of any type, bikes and/or scooters, cannot be left in common areas or unattended. Toys left unattended are subject to confiscation and donation to local charities.
3. Designated play areas for Four Maples residents and/or guests is any grassy area.

4. Inflatables (bounce houses, slides, and the like) are allowed for one-day use on the property with prior approval. The timeframe and location must be approved in writing by the HOA Property Manager for announcement to the Four Maples community.

PET REGULATIONS

1. Pets are the responsibility of their owner. Renters must adhere to their lease agreement with their owner for pet policies and restrictions.
2. Pets are limited to indoor pets that weigh less than 100 pounds and that live and are maintained within individual units.
3. Permitted pets are dogs, cats, ferrets, rabbits, rodents, hedgehogs/tenrecs, small reptiles, small amphibians, and pet birds. No more than five pets are permitted per unit.
4. It is required for all pets six months or older to be vaccinated for appropriate immunizations including rabies and must be registered with Metro Nashville Davidson County.
5. Wildlife (including, but not limited to, pumas, cheetahs, cougars, and wolves), poultry (including, but not limited to, chickens, swans, geese, and ducks), and livestock (including, but not limited to, hogs, goats, sheep, and horses) are not permitted to live on the property or within any unit.
6. Pets residing at Four Maples are not to be left on patios or decks for extended periods of time (i.e. overnight or all day). The pet must always be in the owner's sight.
7. All pets should be kept on a leash when in common areas. Pets should never be allowed to roam loose on the Four Maples Property.
8. All owners, tenants, and guests are responsible for "cleaning up" their pet's waste.
9. Understanding pets communicate differently than humans, pet owners should be considerate in making certain their pet does not disturb and/or annoy any resident with noise, odor, and/or cleanliness.
10. Damage to flowerbeds, personal property, and/or vehicles caused by pets are the pet owner's responsibility. Thus, the pet owner must pay any expense incurred due to damage to any part of the common areas and/or to personal property.

SIGN REGULATIONS

1. Commercial, advertisement, political, picture, and/or illumination signs are not to be exposed on or at any window, door, or common area within Four Maples.
2. All owners are responsible for informing their Real Estate Agent that signs are not allowed within the property. Real Estate Agents may place For Sale signs adjacent to Thompson Place. Open house signs must be removed at the end of the open house.
3. Community bulletin boards are located on each mailbox cluster. Prior to posting items on the bulletin board, the materials must be submitted to the HOA Property Manager for approval.

FINES

1. Homeowners will receive an initial notification of a violation via a Warning Letter stating the problem.
2. If after 10 (ten) days the problem has not been corrected and/or resolved, the homeowner will be sent a letter via USPS Priority Mail regarding the situation/issue and the homeowner will be given 5 (five) additional days to correct the problem. On the 6th day a \$50.00 fine will be imposed; and a \$15.00 fine imposed each day thereafter until the problem is corrected.
3. The owner of the responsible unit will be charged \$350.00 for each time the Association has to haul items away junk or trash left outside the dumpster or within the community grounds.
4. Gate violations are subject to a minimum fine of \$350 in addition to the total amount of any replacement costs.

ATTACHMENT A

Homeowners please return this page to Synergy Real Estate Group, Inc. upon receipt of these Rules & Regulations dated X.

Date _____ of _____ Purchase:
_____ (Purchase Date)

I, _____ Unit # _____
_____ (Owner's Name)

I hereby acknowledge receipt of the Rules & Regulations dated X, on this _____ day of, 20____.

By signing, I agree to abide by these Rules & Regulations.

(Owner's Signature)

(Date signed)

(Owner's Primary Phone Number)

(Owner's Primary Email Address)

Return to Synergy via:

Email: ireyes@sregtn.com

Mail: 179 Belle Forest Circle | Nashville, TN 37221

ATTACHMENT B

Homeowners return this page with a copy of your tenant's lease for your property to Synergy Real Estate Group, Inc.

Date of Lease: _____ to _____
(Beginning Date) (Ending Date)

I, _____ leasing unit # _____
(Lessee's Name)

Having received a copy of the Four Maples Homeowners Association Rules & Regulations on this the _____ day of, 20_____.

By signing, I agree to abide by these Rules & Regulations throughout the term of my lease.

(Lessee's Signature)

(Date signed)

(Lessee's Primary Phone Number)

(Lessee's Primary Email Address)

Return to Synergy via:

Email: ireyes@sregtn.com

Mail: 179 Belle Forest Circle | Nashville, TN 37221