

**Coronado Woods Condominium  
Association  
Rules and Regulations  
2024**

## **Preface**

These rules and regulations were prepared by the CWA COA Board of Directors as a source of information about the association and the community rules. This is not a substitute for the Declaration and By-Laws which is recorded with the Franklin County Recorder's Office along with all valid amendments.

These rules and regulations are established for the welfare of all residents and our community as a whole, abiding by them will insure a safe and harmonious environment for residents and maintain the property value of the Coronado Woods neighborhood.

## **Board of Directors**

The COA Board of Directors is charged with the responsibility of the operation and management of the Association's affairs. The Board consists of five (5) homeowners, each of whom is elected by fellow homeowners at the annual meeting held in November. Directors are elected to a three (3) year term, and the terms are staggered so that not every position is up for re-election during the same year. Notice of the annual meeting in November will be sent to homeowners. All homeowners and residents are encouraged to attend.

Board members should expect to spend between 15-20 hours a month on COA agenda items.

Current Board Members as of January 2024

Amy Dickson, President

Elected 2019, position up for election in 2024

The COA President serves as the face of the board. They oversee the solicitation, evaluation, and execution of contracts, orders, and documents on behalf of the association. The president also handles the daily administration of the association's community making sure all COA board duties are fulfilled with the community's best interests in mind.

Katie Compton, Vice President

Elected 2022, position up for election in 2025

The Vice President assumes the role of president when, for any reason, the latter is unable to perform the president duties / responsibilities. They are also responsible for following up with maintenance issues in the community.

Diane Handy, Secretary

Elected 2023, position up for election in 2026

Secretary responsibilities include maintaining and keeping a majority of the association's records. The secretary prepares agendas, scribes meeting minutes and sends out notices of the meeting. The COA secretary duties also include capturing annual meetings, collaborating financial reports and attesting to legal documents signed by the president on behalf of the COA.

Sarah Hudacek, Treasurer

Elected 2022, position up for election in 2024

Treasurer is responsible for all association funds. Collaborating with the property management firm, the treasurer oversees the activities of the management company and looks over all their work. The treasurer works with the other members of the COA board of directors and/or the management company to create the association's annual budget. The treasurer is also responsible for overseeing any investment or reserve funds held by the association.

Carol Collins, General Member

Elected 2023, position up for election in 2026

General Board Members are responsible for attending meetings, and providing valuable input towards COA business.

*\*Board members who were in office during Covid have had one (1) year added to their term.*

*\*Board members who were elected to fill seats in emergent situations take over the term from the previously elected member and may not serve a full 3 years.*

For questions, comments, or concerns the COA Board can be reached at [www.coronadowoods.com](http://www.coronadowoods.com) or by emailing [coronadowoodscondos@gmail.com](mailto:coronadowoodscondos@gmail.com)

## **Property Management**

Our current Property Management company is VB Business and our Manager is Vida Burns. She can be reached at [vidajb54@gmail.com](mailto:vidajb54@gmail.com) or by calling 614-402-5039.

## **Financials**

The current monthly association fee for 2024 is \$395.00. This fee is the same for all homeowners and is used to pay the bills of the association each month, to fund the reserves of the association and to make the needed repairs and updates to the community.

Your monthly fee is payable to Coronado Woods Condo Association

Auto Payment can be set up; please work with VB Business and your bank to make those arrangements. Otherwise, mail payments to:

Coronado Woods Condominium Association  
% Vida Burns  
1209 Hill Rd. #150  
Pickerington, Ohio 43147

The life-blood of any COA is its fee income. When all homeowners pay their monthly fee, the association is able to pay for the services that keep Coronado Woods running such as:

- + Property and liability insurance on all buildings
- + Weekly trash collection
- + Pool Maintenance and Permits
- + Landscaping
- + Snow Removal
- + Routine and surprise maintenance
- + Street lights
- + City of Reynoldsburg storm sewer fees
- + Reserve funds
- + And more!

When residents do not pay their monthly fees, or pay their fees late, the COA Board of Directors must make choices as to what services are delayed, or even eliminated.

Your COA Board of Directors works hard to make the association funds go as far as possible. It is the responsibility of each homeowner to do their part. Unfortunately, there are times when people fall behind in paying their fees. For that reason, the Board of Directors has adopted the following Collection Policy along with the associated Collection Procedure - updated in 2023.

## **Enforcement Process**

COA assessments are used to help enforce community guidelines, as outlined by their governing documents (The bylaws, rules and regulations). This means that failure to comply with the bylaws, rules and regulations for Coronado Woods may result in assessments being issued to units whose residents have committed violations.

All correspondences for assessments will be issued to the unit in violation and it is the responsibility of those residents to ensure that all homeowners and occupants are aware of any warning or fines issued. Violation of any of the below listed Rules and Regulations constitutes an offense that may cause the board to impose an assessment according to the enforcement process listed below.

The stages of the Coronado Woods COA enforcement process system is outlined below.

**First Offense:** Upon first offense, the unit in violation will receive a written warning delivered to their unit.

**Second Offense:** Notification of second offense will be mailed to the unit in violation, and a \$25.00 assessment will be issued and added to their monthly fees.

**Third Offense:** Notification of third offense will be mailed to the unit in violation, and a \$50.00 assessment will be issued and added to their monthly fees.

**Fourth+ Offenses:** Notification of further offenses will be mailed to the unit in violation, and a \$100.00 assessment for each subsequent violation will be added to their monthly fees.

**Curing a Violation:** The time frame for curing a violation may vary depending on what that violation is; but it will fall into one of the following categories; Immediately, 7 days, 14 days, or 30 days after receipt of the letter.

**Hearings to appeal:** In any notice to impose an assessment, residents will receive a Request for Hearing form (also available to download from the website at [www.coronadowoods.com](http://www.coronadowoods.com) or available upon request). To request a hearing, the owner shall deliver a written notice to the board of directors not later than the tenth day after receiving the notice. If the owner fails to make a timely request for a hearing, the right to that hearing is waived, and the board may immediately impose a charge for damages or an enforcement assessment.

If a unit owner requests a hearing, at least seven days prior to the hearing the board of directors shall provide the unit owner with a written notice that includes the date, time, and location of the hearing. The board of directors shall not levy a charge or assessment before holding any hearing requested.

**Note:** All residents and homeowners are obligated to follow all Community Rules and Regulations of Coronado Woods. Homeowners are responsible for supplying all residents with copies of the By-Laws, Rules and Regulations. Failure to secure and review the Bylaws and

Community Rules and Regulations is **not** an acceptable reason for violation and will not result in an assessment reversal in any situation. These documents are always available on our website at [www.coronadowoods.com](http://www.coronadowoods.com) or by request.

## **Community**

1. Residents and guests may not engage in obscene gestures, shouting, profanity, or other disruptive behavior in the common areas outside of their unit.
2. Littering in the common areas is strictly prohibited.
3. Coronado Woods has quiet hours between 10pm - 7am Sunday through Thursday and 11pm - 8am Friday and Saturday.
4. Setting off firearms or fireworks of any kind on site is prohibited.
5. Coronado Woods does not permit residents or homeowners to carry firearms on their person, even with a concealed carry license, anywhere on the premises.
6. Individual garage/yard sales are not permitted - community yard sales will be scheduled once enough residents have expressed an interest in participating. To sign up or learn more visit [www.coronadowoods.com](http://www.coronadowoods.com) or contact the board at [coronadowoodscondos@gmail.com](mailto:coronadowoodscondos@gmail.com)

## **Parking and Vehicles**

1. Vehicles on site must be registered with the association via license plate, make, model and vehicle color. Please use the Parking Registration Form to register for your parking pass- available on our website or by request to any board member, the property management company, by emailing [coronadowoodscondos@gmail.com](mailto:coronadowoodscondos@gmail.com) or by submitting to the website at [www.coronadowoods.com](http://www.coronadowoods.com).
2. Vehicles must have their assigned Coronado Woods parking pass displayed on their rearview mirror at all times when parked on Coronado Woods property. Vehicles without a displayed pass may be subject to towing.
3. Visitor Passes for guest vehicles that are staying on the property for three or more nights are available upon request. Vehicles parked on Coronado Woods Property without a displayed parking pass may be subject to towing.
3. Each homeowner is allotted one reserved carport space. No other parking [or storage, trash bins, trailers, non-vehicle items, etc.] is allowed in the carports unless prior permission from the owner of the space is granted.
4. Parking of any recreational, commercial, or oversized vehicle (such as RV's, tractor trailers, snowplows, etc.) is prohibited.

5. No parking is permitted on either side of Coronado Blvd. from Coronado Blvd. S. to Waggoner Road or from Sequoia Dr. to Waggoner Road. Or at the end of the entry-way median. No parking is permitted on the west (pool side) of Sequoia Dr. This is to allow emergency vehicles access and to keep roads clear of hazards. Vehicles parked in these areas are subject to immediate towing as they block access in case of emergency.

6. At no time should resident's (or their visitors) cars block ingress or egress to the carports or to the entrances of Coronado Woods or The Retreat. Vehicles parked in these areas are subject to immediate towing as they block access in case of emergency and are disrupting traffic for other residents.

7. Residents are advised that, in the event they park their vehicles on the street during snow removal season, they do so at their own risk. Neither the Association or the snow removal contractor assumes any liability for possible damages.

8. All vehicles and motorcycles must be equipped with appropriate mufflers; per the Ohio Revised Code 4513.22 stating ) Every motor vehicle and motorcycle with an internal combustion engine shall at all times be equipped with a muffler which is in good working order and in constant operation to prevent excessive or unusual noise, and no person shall use a muffler cutout, by-pass, or similar device upon a motor vehicle on a highway. Every motorcycle muffler shall be equipped with baffle plates.

9. Excessive engine-revving or noise, including loud music, from motorized vehicles is strictly prohibited.

10. Vehicles not driven on a regular basis are not to be parked in the common area parking spaces, and those that do not move should be parked in the homeowner's carport space. Every vehicle must be kept street legal and relatively clean, no flat tires, have current license plates and registration stickers. Failure to comply may result in the vehicle being towed from the premises at the owner's expense. A written warning will be given at least 24 hours in advance of the removal of the vehicle.

11. Repairs to vehicles and other activities that may cause damage to the asphalt or leave behind any automotive discharge is strictly prohibited and should not be performed on Coronado Woods Property.

12. Car washing must be done in a parking space so as not to disrupt other residents and drivers or act as a safety hazard. Residents are required to clean up after they are done.

## **Pets**

1. Each unit is permitted two non-exotic, indoor pets - not for breeding or commercial purposes.

2. For the safety of both residents and pets, animals are not permitted to run loose. Pets must be on leash and handled by an adult owner when outside the home. They may be walked in the common areas provided any waste is picked up immediately.
3. Excessive barking (in this context excessive means that a person with normal hearing can hear the barking in the adjoining unit or their patio area and the noise makes it difficult for that person to carry on a conversation with another person who is within 3 feet. Excessive can also be, in this interpretation, continual barking for an extended period of time) is not permitted.
4. Pets are not permitted in the pool area.
5. Service animals are considered medical equipment and are not counted as household pets. Emotional support animals, however, are considered pets and must adhere to all aforementioned rules.

## **Trash**

1. Trash should be placed at the end of your street, carport, or parking space (not blocking sidewalks) the night before the Thursday pickup (except for holidays). Household trash should be contained in a covered trash can whenever possible. Trash that is improperly or irresponsibly disposed of may lead to disciplinary action.
2. Trash receptacles must be returned to the unit owner's patio within a 24 hour period following trash collection service.
3. Trash receptacles are to be stored in the unit's patio, not in the carport area or other common areas.
4. Trash receptacles must have the owner's unit number visibly labeled for identification purposes.
5. Bulk items must have a scheduled pick-up or Local Waste Services will not collect. Residents are responsible for any additional fees their pick-up may incur. A bulk pick-up can be scheduled by emailing [coronadowoodscondos@gmail.com](mailto:coronadowoodscondos@gmail.com) or by contacting the Board through the website at [www.coronadowoods.com](http://www.coronadowoods.com)

The current trash collection service is Local Waste Services.

## **Pool Rules**

1. The Coronado Woods swimming pool is a community amenity for those residents and homeowners whose fees and assessments are not in arrears, and who have no outstanding fines.
2. The Pool hours are from 8am - 10pm.



3. There is no lifeguard on duty at any time, swim at your own risk.
4. Persons with limited swimming capabilities and children under twelve must be accompanied by an adult or legal guardian.
5. Proper swimwear required.
6. The following items are prohibited inside the pool area; alcohol, smoking or drugs of any kind, glassware of any kind.
7. For the safety of residents and guests, there is no running or diving in the pool area permitted.
8. No food or drinks in the pool; snacks and drinks are permitted on deck only.
9. To keep the pool a family friendly space, we ask residents to please be mindful of the language you use. Foul language, hate speech and discriminatory language will not be tolerated.
10. No pets are permitted in the pool area.
11. Residents may bring no more than two (2) guests per household per visit to the pool, and guests must be accompanied by the resident or homeowner.
12. Sharing your entrance key with non-residents is strictly prohibited.
13. Max Occupancy 15 persons at a time are permitted inside the pool area.
14. Failure to abide by the pool rules may result in fines up to \$150 and/or a permanent ban from the facility.
15. Personal items brought to the pool need to leave when you do.

## **Architecture and Landscaping**

1. Before installing new windows, entry or screen door, homeowners must get approval from the Board of Directors. (Please see the Architectural Control Application Form) Colors of the windows and doors are limited to brown or cream for windows and brown, cream or red for doors. Exact colors can be found online at [www.coronadowoods.com](http://www.coronadowoods.com) or will be provided upon request. Correct colors are also available at the Reynoldsburg Sherwin Williams on file.

2. Flowering annuals are the only permitted plants allowed in the existing landscape bed at the rear common area of individual units. Annuals that are planted must be removed at the end of the growing season.
3. No changes may be made by homeowners or residents to common areas, sidewalks, lawns or walls outside of the patio area.
4. One (1) American Flag (3 x 5) is permitted on a front porch post. Do not mount brackets on metal siding. Seasonal and sports flags are permitted in the common area only when appropriate for the season.
5. Satellite dishes must be placed on the patio and kept below the fence line out of view.
6. Bird feeders are only allowed on the patio areas. Keep fallen seed cleaned up to prevent the attraction of rodents and other pets.
7. Residents are responsible for the maintenance of any trees or plants inside their patio area. Failure to maintain appropriate upkeep of trees and plants in patio areas may result in fines and/or the removal of offending foliage at the expense of the homeowner should it become a hazard or an eyesore to the community. Trees must be trimmed away from buildings and fences so branches do not cause scratches, scraping or other damage. Trees must be trimmed away from gutters to prevent clogs due to debris, and should not have low hanging branches that may become a nuisance to neighbors or Coronado Woods common areas. Other foliage must be kept below the fence line.
8. Front doors are permitted to have a screen door that is approved by the board to ensure architectural aesthetics are aligned with the CWA Declarations Structural Integrity section. Screen doors must be kept closed and not left standing open when not in use. Other entryway changes must be approved by the board prior to installation.
9. Front porches should be kept clean and maintained for the safety of residents and for the aesthetic value of the neighborhood, which corresponds to property value in the community.
10. Awnings need to be pre-approved by the board, and come with color restrictions. Any awnings must be properly maintained by the residents or homeowners so as not become an eyesore. Dirty awnings should be cleaned, while damaged ones need to be removed or replaced.

## **Outside Decor**

1. Residents are responsible for keeping their front porches clean and tidy.
2. Small porches may display one (1) appropriate chair (not monobloc, beach or camp chairs), as well as one of each of the following: one (1) potted plant, one (1) hanging basket, or one (1) small decor item (12" and under).

3. Large porches may display one (1) appropriate chair or bench (not monobloc, beach or camp chairs), as well as one of each of the following: one (1) potted plant, one (1) small decor item (16" and under) or one (1) hanging basket.
4. All porches may display one (1) wind chime, one (1) seasonal door wreath hung by an 'over-the-door' hanger, and one (1) doormat (not carpeting).
5. Holiday decorations should be removed no later than two (2) weeks following the holiday.
7. Holiday lights in common areas or near individual units must be non-flashing and non-twinkling. This includes front bushes of units. No nails, screws, or tacks are to be used.
8. Appropriate seasonal wreaths may be hung on the back patio gate by an 'over-the-door' hanger.
9. Blow up decorations for holidays are not permitted.

## **Security and Safety**

1. No trespassers, solicitors, or unauthorized vehicles are permitted. This is a private residential area.
2. No skateboarding will be permitted within the Coronado Woods property (streets/curbs/carports).
3. To help prevent criminal activities within our community, be alert to unusual activities, individuals and vehicles. If you believe something is an emergency, call 911 immediately. If it is a non-emergency, call the Reynoldsburg Police at 614-866-6622.
4. Residents are encouraged to leave their front porch and patio lights on after dark. Lighting in neighborhoods has been proven to deter potential offenders and reduce criminal activity.

## **Additional Information**

1. All buildings in Coronado Woods are insured. Residents and homeowners who believe they have a claim should file it with the property management company (VB Business). Following this, residents are encouraged to contact their own insurance agent for additional condo coverage that may be recommended.
2. When selling property at Coronado Woods, we request that you notify the Board members at [www.coronadowoods.com](http://www.coronadowoods.com) or by emailing [coronadowoodscondos@gmail.com](mailto:coronadowoodscondos@gmail.com) so we may provide the necessary documents to the realtor and potential buyers as a mandatory COA community.

3. When selling property at Coronado Woods only professionally printed signs are allowed and may only be displayed in the windows of the unit. Real estate signs are not permitted in the common areas.

4. Per the Coronado Woods By-Laws and Declarations, this is a Non-Rental Community. No unit can be leased, let or rented, whether for monetary compensation or not, by a unit owner to others for business, speculative, investment, or any other purpose.

5. Sump Pumps should be inspected yearly. Board members will coordinate with residents to ensure all sump pumps are inspected.

## **Coronado Woods Code of Conduct**

*Residents that violate the below Code of Conduct may receive bans from board meetings and/or the website, bans from community events and amenities, fines, and even legal action. Homeowners and residents are also responsible for ensuring that any visitors or guests to Coronado Woods adhere to the Code of Conduct.*

1. Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees, or vendors.

2. No derogatory remarks about any person; this includes any communication that is racist, sexist, homophobic, sexually explicit or suggestive, abusive or otherwise discriminatory or objectionable.

4. Insulting or promoting personal beliefs in a way that is disrespectful of the choices of others is not acceptable.

4. Please refrain from swearing or offensive language in communications with the board or other residents.

## **ENDING NOTES**

The Board of Directors at Coronado Woods is committed to keeping our community safe and the residents happy. We understand that occasionally, special circumstances may arise that are out of your control, or that need to be taken into consideration. If you need to reach out to the Board, we encourage you to do so; we review all issues on a case by case basis and want to work with residents to achieve a solution that works best for all parties. Please feel free to reach out to the board at [www.coronadowoods.com](http://www.coronadowoods.com) or by emailing [coronadowoodscondos@gmail.com](mailto:coronadowoodscondos@gmail.com) or by contacting Vida at [vidajib54@gmail.com](mailto:vidajib54@gmail.com).

Forms listed above can be found on our website at [www.coronadowoods.com](http://www.coronadowoods.com) or can be provided upon request.

