

Kennesaw Farms

Home Owners Information

Clubhouse, pool, fitness center, parks, soccer, underground utilities

Kennesaw Farms Property Management Company: Ghertner & Company
615-277-0345
Henry Puckett@ghertner.com
<http://www.ghertner.com/ghertner/home.asp>

Association Fee: Glengary: \$60 Monthly
Kennesaw Courtyard Homes: \$135 Monthly
Kennesaw Villas: \$160 Monthly

Schools : Elementary: Station Camp Elementary 615-230-0387
Middle: Station Camp Middle School: 6th - 8th Grade Phone: 615-206-0116
High School: Station Camp High School: 9th -12th Phone: 615-451-6551

Getting Connected: Electricity: Gallatin Department of Electricity Phone: 615-452-5152 h
Natural Gas: Gallatin Public Utilities Phone: 615-451-5922
Sewer: Gallatin Public Utilities Phone: 615-451-5922
Garbage: Gallatin Public Utilities Phone: 615-451-5922
Telephone, Cable & Internet: AT&T: 1-888-899-9048
Water: Gallatin Public Utilities Phone: 615-451-5922

Clubhouse Rental Information: (Rental for Residents only): Attached
Contact: 615-277-0345
<https://ghertner.com>

Architectural Review Forms: Attached

Kennesaw Farms Homeowners' Association

Clubhouse Reservation Form

Please return this agreement along with your check to:

**Kennesaw Farms HOA
c/o Timmons Properties, Inc.
2200 Hillsboro Road, Suite 200
Nashville, TN 37212**

\$125 Security Deposit \$150 Rental fee
Checks are to be made payable to Kennesaw Farms HOA.

Name: _____

Address: _____

Home Phone: _____ Work/ Cell Phone: _____

Requested Date of Use: _____ Day of Week: _____

Time: From- _____ To- _____ # of Guests: _____

Purpose of Meeting: _____

Name of Function/ Organization: _____
(If Applicable)

The undersigned agrees to the terms and conditions of this agreement as outlined in the attached Rules and Regulations provided. Please remember that your security deposit will not be returned if you do not clean the clubhouse on the date of the rental. Keys **MUST** be returned on the next business day. Verbal agreements will not supersede the Clubhouse Rental Responsibility or Rules.

Signature of Applicant(s): _____

Date: _____

The Key is to be picked up from:
**Southeastern Building Corporation
Kennesaw Farms Baber House
1000 Kennesaw Blvd
Gallatin, TN 37066
(615) 824-2500**

***Keys can be picked up
Monday thru Thursday***

***8:30 am – 5 pm
FRIDAYS BY 3 PM***

Keys **MUST** be returned on the next business day!

Kennesaw Farms Station

Clubhouse Rules

1. Please reserve the clubhouse at least forty-eight (48) hours prior to use, by calling: Emma Schuman with Timmons Properties, Inc. at (615) 383-1777 ext.10. You may pick up a key during business hours (8:30-5) on Monday through Thursday and Friday (8:30-3:00) at Southeastern Building Corporation. The key should be returned on the next business day after the event.
2. Property owner must be present at all times during any use of the clubhouse and shall be personally responsible for the behavior of their guests at any reserved function.
3. The clubhouse may not be used for any political activities. The clubhouse will not be used for any meeting related to commercial business of any kind, except for the developer at his sole discretion.
4. Furniture may not be moved.
5. Floors must be vacuumed, swept or mopped, furniture must be wiped off, and trash thrown away in the outside trash container after the rental. Please turn off lights, lock doors and windows, and return air conditioning to the original setting. The clubhouse must be completely cleaned and returned to its original condition before leaving.
6. If the kitchen is used, please be sure it's left clean and all trash and food removed.
7. Please be aware of events other property owners are having at the clubhouse. Go over these guidelines with your children. The reservation calendar is subject to change daily.
8. Reservations made for holidays or holiday weekends should be made well in advance.
9. Guest of the Kennesaw Farms Clubhouse should park in the clubhouse parking lot. Parking on the street is discouraged unless the parking lot is at capacity. Please inform your guests of this.
10. Your security deposit must be provided before use. This will be returned to you in its entirety after clubhouse usage, if the premises are left clean and undamaged. The Kennesaw Farms Homeowners' Association will assess cleaning and damage fees, if necessary. Also, a non-refundable reservation fee will be charged for each usage of the clubhouse.
11. Community events will not require a deposit with prior reservation.
12. No smoking is allowed inside the clubhouse.
13. No pets are allowed inside the clubhouse.
14. The Kennesaw Farms Clubhouse may not be used as a guesthouse for overnight accommodations of homeowners and a guest.
15. Children of Kennesaw Farms homeowners must be 21 or over to use the clubhouse without an adult present. **THIS INCLUDES THE ENTIRE CLUBHOUSE.**
16. Wet swimsuits are only permitted in the pool area and the pool bathrooms.
17. The Clubhouse will be available from 7:00 a.m. to 12:00 a.m. Please keep all noise minimal after 10:00 p.m. **Be respectful of neighboring homes.**
18. The Kennesaw Farms Clubhouse is for all our residents and their guests to enjoy. For this reason the clubhouse may not be rented, by the same resident, on any two consecutive nights.
19. No homeowner may make a reservation with the intent of enabling an ineligible person to use the facilities, or to allow another homeowner to avoid paying fees.
20. Any homeowner delinquent on their fees is not permitted the use of the Clubhouse or Pool areas.

CLUBHOUSE INSPECTION CHECKLIST

After any event in the Clubhouse, the renter is required to make sure the Clubhouse is left clean. You must be present at all times during the period the Clubhouse is in use and you are responsible for any damage caused by your invitees. The Clubhouse will be inspected immediately after your use. Your \$125 cleaning deposit will be returned to you if the Clubhouse has been cleaned in accordance with the reservation requirements. Following this list will allow us to keep rental costs down and will keep the Clubhouse in great shape for the next reservation. Thank you for your cooperation.

***Cleaning supplies are in closet next to Refrigerator.** These are provided by your HOA for your use. Please return them, where you found them. Latex gloves are available in the cleaning supply box for your use. If an item is running low, please report this on your checklist sheet.

FRONT ROOM & SUN ROOM

- _____ Return all furniture to its proper location.
- _____ Wipe tables of all food and debris, use glass cleaner on table tops as applicable.
- _____ Floors\Carpets MUST be cleaned. Use canister vacuum and Swiffer Jet (as needed) on all tile\wood floors.
- _____ Remove all trash and take out to the large outdoor containers by the fitness center entrance.

KITCHEN

- _____ Empty all trash and replace can liners.
- _____ Wipe down sinks, faucet and counter tops; leave dirty kitchen towels in sink for pickup and washing.
- _____ Empty refrigerator and wipe down inside (including drawers & freezer) as needed.
- _____ Wipe inside microwave oven, including handle & outside surfaces as needed.
- _____ Remove any food items brought in by you or your guests. Ice may be left in freezer for other's use.

BATHROOMS

- _____ Wipe down seats and flush toilets.
- _____ Empty trash and replace can liners.
- _____ Wipe vanities, sinks & faucets and clean sinks of any paper, debris, hair, etc.

LEAVING BUILDING

- _____ Return all cleaning products to closet. Hang up Wet Jet & Broom. Store canister vacuum properly.
- _____ Turn off TV. **Leave TV in place.** It will be put away during cleaning check up.
- _____ Remove all personal items you may have brought.
- _____ Lock side and back doors.
- _____ Remove debris from porch and parking lot.
- _____ Make sure fireplace is turned off. If you accidentally turn off pilot light, please indicate on checklist.
- _____ Turn off all lights.
- _____ Set alarm & lock front door.

_____ Please sign, indicating all cleaning duties have been performed

If you did not find all of these areas in clean and acceptable condition when you arrived, please list:

ARCHITECTURAL IMPROVEMENT APPLICATION INSTRUCTIONS

The goal of the Architectural Control Committee is to preserve and protect the property values of every homeowner. The committee is volunteer homeowners from your neighborhood. They would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions of your Association by filling the attached application. Should you have any questions about the application, please contact your Association Manager.

These instructions have been included to assist you in completing the attached application. The ACC meets on a monthly basis, so it is very important that they have all the required information with regard to your project, when they meet. Incomplete applications may result in disapproval and a request for you to re-file your application with the needed information. This could delay the approval of your project until their next meeting. Please contact your Association Manager if you would like to know when the next meeting will take place.

Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines will be very helpful. If you are doing the work yourself, please reflect that on the supplier/contractor line. Should you elect to have a contractor perform the work, please list the company name in that area. Please include an approximate cost for your project. If you have a quotation from your contractor, please include that with your application. Construction materials should always be consistent with the existing structure on your property. However, please reference the type, color, size, etc. when describing the materials.

When erecting a fence, please refer to the guidelines from the ACC concerning fences before you file your application. A copy can be obtained from the management firm. It is very important to reference the property lines with regard to fences.

Drawings are a requirement for all projects. A drawing template has been included in the attachment to help you describe your project. Photographs, hand written drawings, pages from catalogs, etc. are always welcome to assist the ACC to understand your project.

Once you have completed the application and attached your drawing, please forward it to Timmons Properties, Inc. You may download the forms, fax them, or mail them to Timmons Properties, Inc. After receiving your application, the ACC will review your application. Once the committee has reviewed your project, you will be sent an approval or disapproval in writing within a few days.

ARCHITECTURAL IMPROVEMENT APPLICATION

Submit to: Timmons Properties, Inc. Phone: 383-1777

2200 Hillsboro Road # 200 Fax: 383-2260

Nashville, TN 37212

Attention: _____ (Association Manager)

Property Owner: _____ Phone: _____

Property Address: _____ Unit: _____ (Condo Only)

Proposed Improvement: (Description)

Improvements meet codes: ()Yes ()No Contractor Licensed: ()Yes ()No

Building permit required: ()Yes ()No

(If so, have obtained): ()Yes ()No

Dimensions: (if applicable)

Color: _____ (if applicable)

Location: _____ (on home/property)

A diagram of all improvements must be attached to the application showing location and dimensions. Please reference property lines when applicable. A drawing should accompany application – see form attached.

INTERNAL USE

Date Timmons Rec'd: _____ Rec'd By: _____

Date AAC Rec'd: _____ Rec'd By: _____

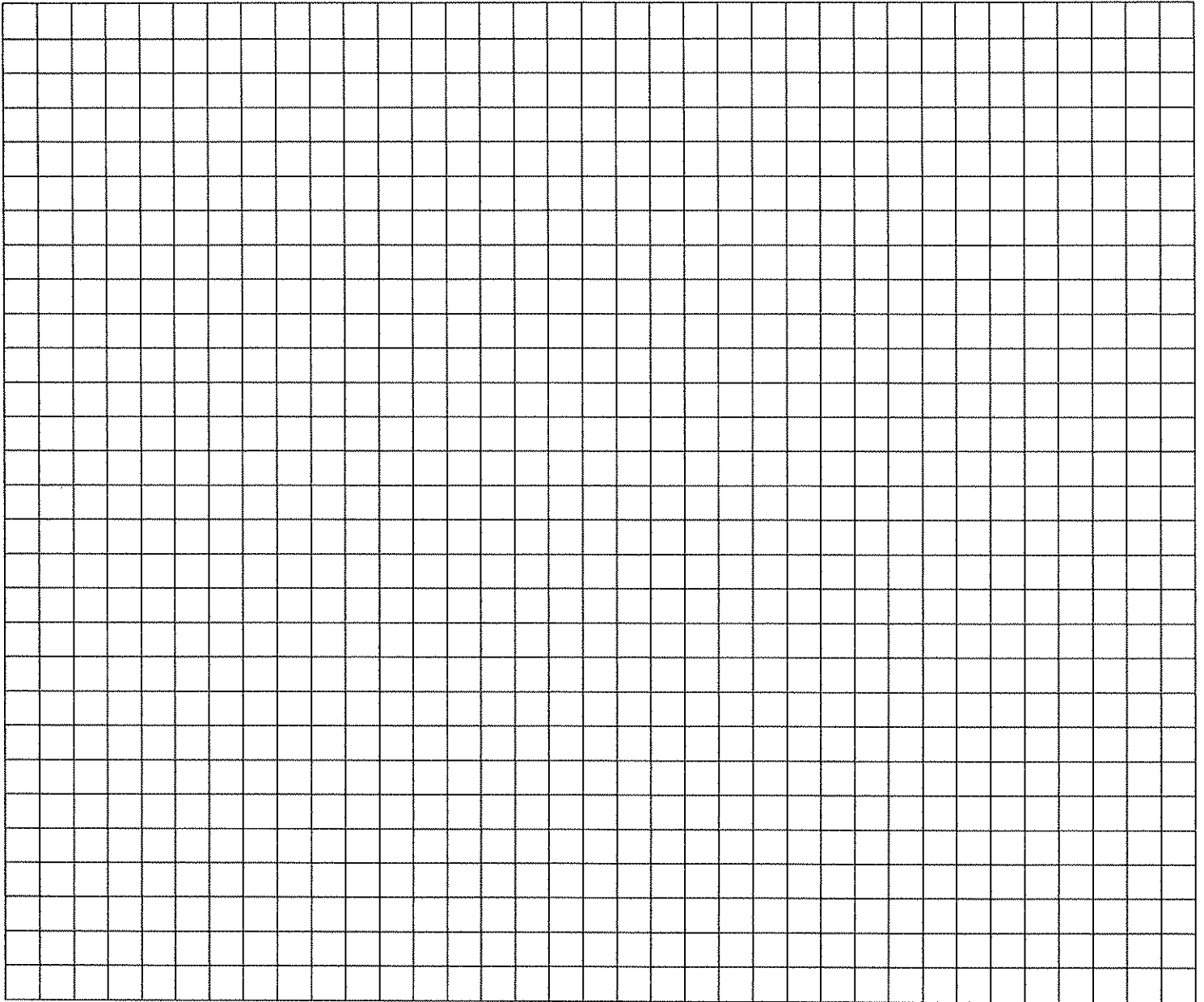
Date of Inspection: _____ Inspected By: _____

Date Approved: _____ Date Denied: _____

Approved with conditions:

ACC Signatures:

TO: HOMEOWNERS ASSOCIATION'S
ARCHITECTURAL CONTROL COMMITTEE
(SKETCH OUTLINE OF PROPOSED IMPROVEMENT)

A large grid of graph paper, consisting of 20 columns and 30 rows of small squares, intended for sketching a proposed improvement.

PROPERTY OWNER _____ PHONE _____

ADDRESS OF PROPERTY UNIT NUMBER _____

NATURE OF IMPROVEMENT _____
