

EMORY CHASE CONDOMINIUMS
GENERAL INFORMATION

Last Update 03-31-18

MANAGEMENT OFFICE – Carter Communities, Inc. – 770-517-7743 office (24 hour emergency service available); 770-517-8730 Fax; cartercommunities@gmail.com

MONTHLY DUES PAYMENTS – The monthly dues payments should be made payable to:

Emory Chase Condominiums
P.O. Box 531159
Atlanta, GA 30353-1159

EMERGENCY (POLICE & FIRE) – Call 911.
NON-EMERGENCY POLICE – 404-373-6551
SANITATION PICKUP – 404-377-5571
CITY OF DECATUR BUILDING PERMITS – 404-370-4104

ASSOCIATION DOCUMENTS - The association documents consist of the Declaration, By-laws, and Rules & Regulations. The Rules & Regulations serve as a supplement to the Declaration and By-laws. Homeowners should read all the documents for a complete understanding of any particular issue or concern. The documents are available at www.cartercommunities.com or by email. Contact cartercommunities@gmail.com.

MAINTENANCE BY THE UNIT OWNER. Each unit owner shall be solely responsible for the maintenance and repair of their unit including all portions of heating, air conditioning and plumbing systems exclusively serving the unit. Owner responsibility extends to all interior surfaces of the unit, including drywall, tile, as well as exterior doors and windows. Owners with screen porches assume all responsibility for the maintenance, repair or replacement of the screen porch.

MAINTENANCE BY THE HOMEOWNERS ASSOCIATION. The Homeowners Association will have responsibility for the repair and maintenance of all "Common Elements." Common Elements include, but are not limited to, grass, shrubbery, trees, parking areas, sidewalks, hallways, and stairways, exterior lighting and outside walls (excluding glass). Association responsibility extends to the structural elements of a given unit, including wall and sub-floor studs and framing.

INSURANCE. Each homeowner is strongly urged to purchase their own condominium insurance. Common causes of damage in condominium units result from plumbing water leaks from one unit to another. Unless, you have your own insurance policy, you may suffer an unexpected loss. The Association maintains insurance on the condominium structure, but this does not include the personal property or the improvements and betterment's made by an owner or occupant.

MOVE-IN FEE. A \$100 move-in fee is due and payable to Emory Chase each time a resident moves into a condominium unit. Checks should be mailed to the management office listed above.

PEST CONTROL. Pest control is available to residents on a monthly basis. To have your condominium treated, leave a entry key in the safe located in the laundry room in Building "3" before the 2nd Tuesday of each month. The service man will pick up your key, spray your unit, and then leave your key in your unit when he leaves.

CONDOMINIUM RULES AND REGULATIONS.

The following pages outline the rules and regulations that are needed to assure pleasant living conditions for all residents. Your cooperation in abiding by these rules and regulations will be greatly appreciated by all your neighbors in the community.

Key Declaration Restrictions & Rules and Regulations

USAGE

- Residential use** - All condominium units shall be restricted exclusively to residential use.
- Electrical rooms** - No storage of personal property of residents is permitted in the electrical rooms.
- Garage sales** - Garage sales are not permitted unless first approved by the board of directors.
- Grill Rules-** The following items are not allowed on patios or balconies: No grills (gas, charcoal, or electric), no free standing fire pits and no tiki torches. Propane tanks are not permitted at Emory Chase.

Charcoal grills may be stored in the common area underneath the stairs. To be used the charcoal grill must be moved at least 10 feet away from the building.

Playing -

All playing on association property is at YOUR OWN RISK. The Board of Directors discourages playing in the parking lot. No playing is permitted in the shrubs, mulched areas, stairs or between parked cars. Bikes, wagons, toys, etc. should not be left in the common areas overnight.

Disturbances-Safety

No unit owner, will be permitted to impair the soundness or safety of the Condominium or anything that would be contrary to the peaceful possession and proper use of other units. Examples of impairing the soundness include but not limited to playing a stereo or television too loud; barking dogs, loud talking or yelling, etc. Examples of impairing the safety include reckless driving or not following Georgia license laws, storing explosive materials, throwing items off balconies, etc.

Plants-

No planting or gardening in common area is permitted unless approved in writing by the Board of Directors. No trellises, shrubs or vines can be against the buildings. Plants are permitted when maintained in containers or pots placed in or on limited common elements.

Kiddy Pools-

Kiddy pools are allowed with the following conditions: (1) adult supervision is required when water is in the pool; (2) pools be stored immediately after use; (3) blow up kiddy pools be deflated and stored inside the unit or in a storage area; (4) hard plastic kiddy pools be stored inside the unit or in a storage area; (5) kiddy pools may not be stored on a patio or balcony except for a few hours to dry after use; (6) kiddy pools may be no larger than 6 feet in diameter.

EXTERIOR APPEARANCE

Windows -

Only curtains, draperies, and blinds shall be used for window treatments. Window treatments visible from the exterior must be white or off-white and in good repair. No window-mounted air conditioners are permitted. No fans may be placed or mounted in front windows. No stained glass, window stickers or flags may be placed in front windows. Window treatments installed before May 29, 1998 will be grandfathered in.

Signs-

No name or address signs are permitted. No "For Sale" or "For Rent" signs, or advertised posters are permitted on any portion of the property, except for the bulletin board at the entrance.

Not Permitted-

No outside clothes lines or other exterior clothes drying facilities are permitted. Do not hang clothes, rugs, blankets, towels, etc. over your balcony, windows or patio railings. No drilling or attachments to the exterior brick is permitted. No items may be attached to or hung from the vinyl soffits, fascia or gutters.

Satellite Dishes-

Satellite dishes must be installed within the confines of the porch or balcony of the given unit. They can be free standing in their own container, or tied to a railing or post. They cannot be permanently attached. No drilling into brick or concrete is permitted. Satellite dishes cannot be planted in the ground, mounted on power or telephone poles, or installed anywhere outside the confines of the porch or patio.

PORCHES AND BALCONIES

Porches and Balconies (patios), at the rear of each unit, are defined as exterior living areas. They are not storage areas. No personal property on patios shall be visible from the grounds with the exception of outdoor patio furniture, related accessories, bicycles, and small/appropriate plantings. Porches (lower units) may be enclosed as screen porches. Balconies (upper units) may not be enclosed. Screened porches must be installed in accordance with existing Emory Chase standards and guidelines to ensure consistency of appearance. The Board of Directors and/or Property Manager must be contacted before installation, and can provide construction referrals on request. It is the owner's responsibility to maintain screened porches, repair or replace damaged screens, doors, etc. For screened porches, reinforcement screening on the lower portion of the screen, to prevent tears, may be installed from the inside of the porch, not tacked onto the outside. On balconies or porches, it is the owner's responsibility to maintain sliding or French doors, screens, etc., visible from the grounds. No items may be hung from or attached to the vinyl soffits, fascia or gutters. No drilling or penetration of brick or concrete is allowed, except as necessary in the case of screened porch installation. The following items are expressly prohibited from porches and balconies: grills, motorized vehicles, fuel or fuel containers, appliances, garbage cans over 30 inches in height plus all items prohibited in the section Exterior Common Area Storage. (Please note that grills, scooters and garbage cans over 30 inches in height may be stored in the Exterior Common Area Storage). Board reserves the right to amend this list of prohibited items as needed to maintain the standards of safety and visual appearance which apply to all residents and owners.

EXTERIOR COMMON AREA STORAGE

Exterior common area storage is defined as that area to the rear of each building which is underneath the central stairs descending from the balconies to the ground and between the porches

of the two lower units. This area is part of the common grounds of Emory Chase (not a living area belonging to any individual unit), and is the only exterior area on the grounds designated for storage of items belonging to residents of that building (4 units). This common storage area is to be shared equitably between the 4 units of the given building, and the items stored in this area are to be limited to those associated with "back yard" use and recreation. Typically, such items would include permitted grills, bicycles, gardening tools and accessories, scooters or children's wagons, etc. Any tool boxes, storage bins or garbage cans containing such items must be placed to the rear of this common storage area, close to the building wall. Exterior storage of such items outside of this designated common area is prohibited. The following items are expressly prohibited from these exterior common storage areas (interior storage for these items, other than fuel or combustibles, may be available in a limited number of designated storage closets located in the utility buildings on the Emory Chase grounds, upon request to management): Appliances, fuel and fuel containers, building materials, office supplies and equipment, plumbing fixtures, machine or vehicle parts including tires, indoor furniture or flooring, dead plants, mattresses. The Board reserves the right to amend this list of prohibited items as needed to maintain the standards of safety and visual appearance which apply to all residents and owners."

SANITATION GUIDELINES

- Dumpster-** All garbage must be placed in the dumpster. No trash or garbage may be placed outside the front door of a unit or on a patio or balcony. Trash and garbage must be taken directly to the dumpster from a condominium unit. Only common household trash may be placed in the dumpster. All cartons must be broken down. No carpet, appliances, furniture, Christmas trees, etc. may be placed in the dumpster or left on the common grounds. Large or special items can be picked up on request by the City of Decatur. Call 404-377-5571 to arrange pickup (remind them of our circular driveway rather than street/curbside).
- No Littering-** Residents are required to pick up any trash, candy wrappers, drink containers, cigarette butts, etc. left by them or their guests.

LEASING & SELLING

- Leases Documents-** Leases must be in writing. No unit shall be leased for transient or hotel purposes. The owner/seller/landlord must furnish the buyer/renter with a copy of the Declaration, By-laws, and Rules and Regulations. It is the responsibility of the owner/seller/landlord to supply the Board of Directors or the management company with written confirmation that the buyer/renter has been given these documents along with a copy of the closing statement. The documents are available by email. Contact scott@cartercommunities.com.

IMPROVEMENTS & ALTERATIONS

- Approval Needed-** No improvements or alterations of any nature (other than repairs) are permitted to a condominium unit, the common elements or limited common elements without prior written approval of the Board of Directors. This includes storm windows, doors, internal structural supports (walls, framing), astro turf, etc. No exterior speakers, horns, whistles, bells or other devices are permitted unless for security measures and approved in writing by the Board of Directors.
- Not Permitted- Windows-** No railings, hedges, or walls will be permitted to be constructed within the common elements. Replacement windows must be approved by the Board of Directors. The approved vendor is U.S. Window Factory (770-453-3000).

VEHICLE OPERATION AND PARKING RULES

- Perimeter road -** No parking is permitted at any time on the perimeter road that goes behind the buildings. Vehicles parked in violation of this rule are subject to being towed immediately at the owner's expense. This road is used for garbage removal, police patrols, and emergency vehicles. The only exception is that someone may wash their car while parked on the perimeter road, but they must be with the car at all times.
- Speed- Reserved Parking** Maximum speed on the property is 10 m.p.h. There are 32 "Reserved Parking" spaces. These include four parking spaces in front of buildings 1, 3, 4, 5, 7, 8, 9, 11. Any unauthorized car parked in these Reserved Spaces shall be subject to being towed at the owner's expense.
- Repairs-** Other than brief emergency repairs, less than one hour, no vehicle repair or maintenance is allowed. No oil changes or tune-ups are permitted.
- Flat Tires Prohibited-** Vehicles with a flat tire may not be parked on the property for more than 48 hours. Boats, trailers, motor homes, truck campers, trucks larger than ½ ton, trucks with more than one rear axle, inoperable vehicles, commercial vehicles, and vehicles without current registration decals and tags may not be parked overnight on community property. Motorcycles must be used for

transportation (no joy riding) and parked without damage to the pavement (caused by kickstand). No items may be stored on the outside of a vehicle including ladders, etc. No items may be stored in the bed of a truck unless the bed is covered.

- Commercial-** Commercial vehicles are not permitted to be parked within the community without approval by the Board. Commercial vehicles include any vehicle with a posted business sign or a vehicle which is obviously used in the performance of a commercial enterprise as evidenced by the equipment being stored inside or on the vehicle.
- Stored vehicles-** Vehicles unremoved for 60 days may not be stored on the property and must be removed. Unidentified vehicles left unattended are subject to being towed after 30 days.
- Expired Tag-Inoperable-** No vehicle may be left upon any portion of the Condominium for a period longer than five days if it is not licensed or if it is in a condition such that it is incapable of being operated upon the public highways.
- License required-Deliveries-Moving Vans/PODS** Only licensed drivers may drive within the condominium property. Moving vans and delivery trucks must park in the parking lot. At no time may any vehicle park on the sidewalks or grass or perimeter road. PODS or mobile storage units may be placed in the parking lot no longer than 10 calendar days. A charge of \$25 per day will be imposed after the tenth day. The repairs needed to correct any pavement damage caused by the mobile storage unit will be charged to owner. The minimum repair charge will be \$1,250.
- Fines/Towing-** Unit owners, their tenants or guests, that park in violation of any rule are subject to fines by the association. In addition, vehicles in violation of any parking regulation or rule are subject to being towed at the owner's expense.

PET RULES

- Number & Size-** No more than two (2) generally recognized house pets are permitted per unit. Pets must be kept as a house pet and not for breeding purposes.
- Leash-** No dogs are allowed to roam on the grounds. All dogs must be walked on a leash and controlled by their owner when outside.
- Animal houses-** No structure to confine or house a pet is permitted in the common areas, patios, porches and balconies.
- Droppings-** Pets must be walked on the grass on the outer side of the perimeter concrete road which circles the community. Pet owners must pick up and dispose of the droppings in the dumpsters. Owners who do not clean up after their pets will be subject to a fine.
- Unattended-** Do not leave a pet unattended, including balconies and porches. Pets may not be tied to anything on a patio or in the common area.
- Disturbances-** The Board reserves the right to require owners to remove a pet from the property if the pet rules are not followed or if a pet continually creates a disturbance by barking, howling, scratching, etc.

COLD WEATHER GUIDELINES

- 32 Degrees-** We need everyone's cooperation to keep water pipes from bursting when the temperature drops below 32 degrees F. Get to know your neighbors. They can help you and vice versa. Let neighbors know when you are gone so units can be watched. Give a key to friends if you are out of town, particularly over Holiday periods.
- Hints-** Leave cabinets, dishwasher, and utility doors open in extreme cold to allow heat circulation. If you are going to be gone do not set your thermostat below 55 degrees.
- 20 Degrees-** Open your hot and cold water faucets to allow water to drip when the temperature reaches 20 degrees F.
- Cut Off Water-** If it is necessary to shutoff water to your building during a period of extreme cold, be sure someone has constant access to your unit when the "thaw" comes! Advise others in your building if you shut off the valve.
- Burst Pipe-** If there is a burst pipe in your unit, it is the homeowner's responsibility to (1) shut the water off; (2) call a plumber; (3) inform the other residents in the building; (4) Notify the management company of the problem.
- Plumbers-** Keep the phone number of at least three or four local plumbers who work 24 hours a day and 7 days a week readily available. When the temperature drops, and the pipes break, you want to be able to get the plumber who can get to you the quickest. This will keep damages to your unit and your neighbors' units from getting out of hand.
- Exterior Spigot-Damages-** If it is the exterior spigot that has burst, shut the water off and call the management company. If there have been damages to your unit from a water break the management company will inform the Association's insurance agent about your claim.

VIOLATIONS OF THE RULES & REGULATIONS

Penalties-

Any action in violation of the Declaration, By-laws, and Rules & Regulations may be subject to fines. The Association also has the right to proceed at law or equity to compel compliance. Your cooperation in abiding by the rules of this community is greatly appreciated.