

# WOODMONT LANDING

COMMUNITY ASSOCIATION

RULES AND REGULATIONS

And

HOMEOWNER INFORMATION 2013

*(Member must adhere to all State/Local laws, codes and ordinances in addition to the rules and regulation of the association)*

## The Association

Woodmont Landing Condominium Association's goal is to preserve, protect and improve the community's image and property values for its members by providing for the effective planning and management of the property and the Association's finances.

## The Board

The Board is responsible for managing the affairs of the Association. They make all financial decisions and direct management on how to implement their instructions. The Board consists of at least three (3), but no more than five (5) members. Eligible homeowners are elected by the membership to serve two-year terms at the Annual homeowners meeting. Terms are staggered so that no more than three (3) Director's terms will expire in any one (1) year. These are volunteer positions. Board member is not paid for holding these positions, nor do they receive reduced Association fees of any sort.

All Association business is to be handled through the management company. Board members are not to be approached regarding Association business so that they may enjoy their home and privacy like the rest of the membership.

## Board Meetings

Board meetings are held as needed throughout the year. Homeowners with unresolved issues may address the Board in person at the following meeting. Homeowners with an unresolved issue to address must notify the Association's management company, in writing, specifically stating the nature of the issue and suggested resolution at least seven (7) days in advance of the meeting date. Should the Board consider the request valid; the Member will be placed on the agenda and given a specified amount of time to present their information to the Board. The Board will

review the information in their Executive Session and the Homeowner will be notified, in writing, of their decision or course of action.

## Community Involvement

Successful management of our Community depends on the support of every homeowner and resident. Volunteers are needed for a wide variety of regular and one-time projects so please notify the Board of any special interests and knowledge you possess that could be of benefit to the community. Additionally, all homeowners and residents should be aware of basic items such as the location of the emergency water shut-off for your building (see map), phone numbers of surrounding neighbors (in case of water leaks), insurance coverage's, Architectural restrictions, etc.

## Annual Meeting

The Annual homeowners' meeting is open to all homeowners of the community. Per your Association By-Laws, the Board may prohibit any homeowner from voting if he/she is shown to be more than thirty (30) days delinquent in any payment due to the Association or is found to be in violation of any provision of the Declaration, By-Laws, or the Rules and Regulations. The Association's By-Laws further state that the Annual meeting's date; the Board sets hour and place anytime during the year. Notice of the meeting date and location will be sent to each homeowner at least 21 days prior to the meeting.

## Sharper Image Management Consultants, Inc.

A professional property management company Sharper Image Management Consultants, Inc handles the business of our community. Their regular office hours are Monday - Friday 9:00 A.M. - 12:00 P.M. and from 1:00 P.M. - 4:00 P.M. Sharper Image does not have authority to make spending decisions on behalf of the Association, as this is the Board of Director's responsibility. Below is the procedure for specific items you may encounter:

**Emergencies** - a 24-hour service is provided for emergencies. If you need to report an emergency (i.e. fire, plumbing leak, and serious injury) please contact the appropriate agency (i.e. Fire- 911) and inform Sharper Image at 770-973-5923 and a representative will contact you. In the unlikely event that your call is not returned in about thirty minutes, please try again. *Please be aware that using the paging system for non-emergency calls will result in a \$45.00 charge being assessed to your unit.*

**Building repairs** - The Association does non-emergency building repairs during specific times of each year. The Board walks the property twice a year with the maintenance contractor to determine which repair projects need to be scheduled. This is

also based upon the budget. In addition, each Spring a notice is sent to the entire membership requesting that **all** homeowners inspect around their units and file a **written** request for repair on the form provided by the designated deadline date. Once the deadline date has passed no further membership requests will be taken until the following year's repair cycle. The Board will prioritize these repairs and will repair as much as is financially possible within this year's budget allotment. Should the membership wish to increase this repair budget they may petition the Board for an increase in Association dues in the following budget year to complete these repairs. Roof leaks as well as other repairs that are causing damage to the unit will continue to be repaired throughout the year. This type of repair should be phoned directly into the management company. At times you may be asked to place your concerns in writing.

**Plumbing leaks** - If you are experiencing a plumbing leak you may contact The Pipe Medic 770-733-3522 or Hill Mechanical Services 770-792-1200, or a plumber of your choice for repairs. These contractors are familiar with the property and are authorized to bill the Association should the leak be on an Association line. The plumber will require that you guarantee payment before they will come out and will bill you should the leak be on a line that services your unit. We ask that you be courteous to your neighbors and notify Sharper Image (or their answering service), if you cut off water to make a repair. You must also notify each unit owner/resident in your building in advance of turning off the water. Please leave an estimated time in which the water will be restored. Please make sure the management company has your emergency numbers in order to contact someone on your behalf should your unit experience water damage and they cannot reach you. Sharper Image will attempt to contact you or someone from your emergency information lists should your unit develop a water leak. In the event that no one can be reached, a locksmith and a plumber will be contacted and your unit will be billed for their services as well as additional management time for the processing of this emergency. We recommend that all homeowners have the home, work and emergency contact numbers of their neighbors in case of emergencies.

**Roof leaks** - Roof leaks cannot be repaired during a rain storm or while roofs are wet. Weather conditions permitting, and if a maintenance contractor is available to come to the community, a tarp will be placed on the roof until the repairs can be made. If you are concerned about excess water behind the sheetrock of your ceiling, you may want to puncture a small hole in the sheetrock to release water build-up and patch the hole later. A roof leak is not considered an emergency because nothing can be done about it until the rain stops; therefore please do not use the paging service for this. **Very Important** - The Association is not responsible for interior repairs caused by water leaks. You will need to report this to your personal insurance company.

**Termites** - During the termite season it is not uncommon to experience delays in service from the termite company in excess of 30 days. The termites that you see flying around do not eat wood they are swarmers and will die within 24 hours. If they are a bother you can spray them with hair spray and they will die faster. They are there to alert you that there is termite activity in the area. The Association has a termite bond that treats areas of infestation at no cost to the owner. *If you see or suspect termites please contact **Arrow Exterminators 770-621-9595.***

**Gutter cleaning** - The annual budget usually allows for two gutter cleanings; therefore we must wait for all of the leaves to fall before the gutters can be cleaned. Gutters are usually cleaned Jan, July,

**Insurance** - Due to the possibility of misinformation being distributed to the membership, neither Sharper Image Management Consultants, Inc. nor your Association will discuss insurance information. Homeowners must direct all questions and requests for Certificates of Insurance to the Associations' insurance agent, **Joe Dreher of Dreher Insurance 678-205-0224.**

The Association maintains an Insurance policy, which covers the common areas of the community. This policy includes coverage for fire and extended coverage for the amount of full replacement value of all common area structures within the community. The policy includes liability insurance policies for workers' comp. and death or injury as a result of incidents occurring in the common areas. Officers/director's liability insurance is also covered in the Association's policy.

Owners are required to maintain insurance policies covering their Unit and personal property. Every unit owner is required to obtain and maintain (at all times) insurance covering the structural portions of his or her Unit to the extent not insured by policies maintained by the Association. Additionally, to the extent insurable losses result in the payment of deductibles under the Association's policies, every Owner is required to obtain and maintain insurance covering consequential damages to any other Unit or the Common elements due to any occurrences originating within the Owner's Unit caused by (1) the negligence of the Owner, (2) the failure of the owner to maintain the Unit, or (3) any other casualty within the Unit which causes damage to the Units or Common elements.

The Association's water damage policy has a \$10,000 deductible. This deductible is billed back to the unit that sustains the damage/files the claim. All homeowners should carry an additional policy (H06) that covers personal property loss, liability, etc. Homeowners can also purchase insurance coverage to cover the community's insurance water damage deductible.

## Association By-Laws and Declaration

Homeowners at a fee of \$25.00 per copy can obtain a complete set of Woodmont Landing's Bylaws and Declaration. Please contact Sharper Image at 770-973-5923 or log on to [www.simcionline.com](http://www.simcionline.com).

The Association is not responsible to provide owners with documents. This is the responsibility of your selling agent. For legal purposes we recommend that you obtain a copy from the local county courthouse as the Association cannot guarantee that their document packet is complete. An Original set may also be obtained from the Gwinnett County Courthouse Records Division.

## Association Fees & Special Assessments

Association fees cover a wide variety of amenities and maintenance costs for the Community (see *Association Fees & What they Cover*). Monthly Association fees are the same for all units based on the Association Documents. Payment booklets will be distributed to homeowners prior to the beginning of each calendar year. Residents may set payments online as recurring payments or have the option to do a one-time payment online at [www.smartstreet.com](http://www.smartstreet.com). After logging on to [www.smartstreet.com](http://www.smartstreet.com) homeowners will see a blue box in the upper left hand corner that reads "Pay Assessments". Click on the link and select a one-time payment or a recurring payment and follow the prompts. The account number for the payment is the Unit Number portion of the homeowners Woodmont Landing address. Association fees are due by the 1<sup>st</sup> day of the month and Association dues received after the 10<sup>th</sup> will be charged up to a 10% late fee. All checks must be made payable to Woodmont Landing Condominium.

For more information on Association fees and where to send payments, contact Sharper Image at 770-973-5923.

Special Assessments may be levied against homeowners in addition to the monthly Association fee to help pay for capital improvements to the property. An affirmative vote of at least sixty-six percent (66%) of the Association membership is required in order pass a Special Assessment.

Failure to pay Association Fees and Special Assessments or late payments will result in legal action, suspension of the use of amenities.

## Association Fees & What They Cover

The following is a list of maintenance areas and services that are covered by our Association fees as well as what individual homeowners are responsible for covering. This list is intended for illustrative purposes only and may not be applicable in all situations. Owners should consult the Association's Declaration and Bylaws to determine whether a particular repair is the responsibility of the Owner, of another owner, or of the Association.

## Association Responsibility

- \*Chimney Caps
- \*Common Areas \*
- \*Decks/patios
- \*Exterior Building Surface
- \*Exterior spot lights/electricity
- \*Exterior trim of doors/doorways
- \*Gutters
- \*Insurance\*\*
- \*Landscaping
- \*Mailboxes
- \*Pool phone
- \*Pool Maintenance
- \*Roofs
- \*Sewage lines
- \*Stairs
- \*Streets
- \* Trash Removal
- \* Water

## Homeowner Responsibility

- \*Air conditioners
- \*Chimney/cleaning
  - \*Doors, doorways-exterior surface, frame, hardware
- \*Heater/Air-conditioners
- \*Homeowner's Insurance
- \*Household appliances
- \*Interior ceilings, walls, floor surfaces
- \*Plumbing/pipes which provide services to your unit exclusively\*\*\*
- \*Storm/Screen doors
- \*Water heaters
- \*Windows

*\* Common areas are defined as the Communities entrance, streets, pool, tennis courts, and grounds.*

*\*\* The Association maintains a general liability policy, which covers the common areas. Homeowners are required to maintain a homeowner's policy, which covers the contents of their home. Please note: According to the Georgia Condo Act, homeowners are only responsible to repair damages caused to another homeowner's unit if they have been advised of damage occurring and fail or refuse to make repairs.*

*\*\*\*Plumbing leaks, which affect the interior of a unit, are the homeowner's responsibility to repair. Recommended plumbers listed in this booklet are familiar with the Association's rules and will automatically bill the Association should the problem be the Association's responsibility (see plumbing section for more information).*

## Signs Adverting For Sale/Lease

Signs of all kinds are prohibited on the property. "For Sale" signs can be placed on the bulletin board by contacting Sharper Image Management Consultants, Inc. Open house signs are permitted on Saturday and Sunday between the hours of 9:00am - 5:00pm.

## Leasing Your Unit

Leasing is prohibited. Owner occupancy only.

## Use Restrictions

Each unit shall be used for residential purposes only, and no trade, profession or business of any kind may be conducted either as a primary or accessory use in or from a unit or any part of the Condominium; provided, however, an owner or occupant may conduct such business activities within the unit as long as (a) the existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from the exterior of the unit; (b) the business activity does not involve persons coming onto the property who do not reside on the property; (c) the business activity conforms to all zoning requirements for the property; and (d) the business activity is consistent with the residential character of the development and does not constitute a nuisance or a hazard or offensive use, as may be determined at the sole discretion of the Board of Directors.

The pool use is restricted to Woodmont Landing residents and guests. Access into the pool and tennis court area requires the use of the same Medeco (non-reproducible) amenity key. A key was issued to all homeowners when locks were changed in 1990. *The Association is not responsible for providing new homeowners with a free key to the amenities; this is the responsibility of your real estate agent at time of closing.* Additional keys may be purchased for \$25.00 by contacting Sharper Image Management Consultants, Inc. Please keep gates locked at all times. There is serious liability risks to the community, if the pool gate is not kept locked at all times.

### General pool rules:

No lifeguard on duty - swim at own risk

Pool Hours 8:00am to dusk (approx 10:00pm)

No solo bathing

Please do not remove any pool safety equipment i.e. - buoy rope, Shepard's hook, skimmer, life preserver.

Guests must be accompanied by owner/resident and no more than 4 guests per unit allowed. (Residents wishing to have more than 4 guests must have prior approval from the Association. Contact management 770-973-5923)

Children under 12 must be accompanied by an adult owner/resident or must provide the Association with proof of swimming ability.

Shower required before swimming.

Proper swim attire required at all times. Cut-offs is not acceptable.

No glass or breakable objects in or around pool area.

No alcohol permitted in the pool area.

Flip flops/shoes should be worn in bathroom areas. (For sanitary reasons)

Restroom is to be kept clean.

No pets allowed in pool area.

No loud or objectionable noise permitted. Headphones must be used with all sound systems.

Please clean up all trash and cigarette butts.

No bicycling, roller-skating, inline skating, skateboarding, or other sports activities that potentially could damage the property or put the Association at risk.

No more than 4 Guests allowed. (Guest must be accompanied by resident).

### **Community Park:**

For Residents and Guest Only- Excessive noise is prohibited in this area.

Association is not responsible for actions of pet owners or their dogs -Owners indemnify the Association against all claims/incidences.

Dogs are free to run loose with owner supervision. (*No aggressive breeds*) if there is no one else in the park.

Pet owner must pick- up after their pets.

Dogs must be on a leash at all times if there is someone else in the park

Owners must pick-up after their dogs.

No glass or breakable objects in area.

Observe proper pet etiquette at all times

Please clean up all trash and cigarette butts.

No sports activities that potentially could damage the property or put the Association at risk

Please keep gate closed at all times.

Park Hours are: Dawn to Dusk

### **Pets**

Homeowners are allowed to keep two (2) pets per household. Only animals recognized as domestic house pets are permitted to be kept or maintained on the property. No aggressive breeds such as Rottweiler's, Doberman's, and pit bull's etc. permitted.

No animal of any kind shall be kept on the property for commercial use.



Pets are required to be on a leash when they are walked outside of a unit or exercised in the Community common areas. Owners or caretakers are responsible for immediately removing pet droppings from areas not specified as designated pet walking areas (see map). The Association has installed pet waste stations in several locations for the convenience of its residents. Should you notice **the waste station is** out of bags please report it to Sharper Image Management. Animals shall not be left unattended in the community's limited common (patios/decks) & common areas. Pets making an unreasonable amount of noise or who are nuisances to the Community will not be permitted. Failure to obey the pet rules and regulations may cause pet permit to be rescinded.

**To report a pet violation (not on a leash or excessive noise) contact** the Gwinnett County Animal Control office (770-339-3200). The Association upon receipt of a written complaint along with copy of the Gwinnett County Animal Control citation will issue violation letters. The Board shall make a determination in its sole and absolute discretion whether a particular pet is a nuisance and shall have the right to require the owner to remove such a pet from the premises.

## Vehicles

Any infraction of the rules & regulations listed below may result in the removal of the vehicle in violation at the owner's expense. Tow signs on the property have the name and phone number of where the vehicle can be retrieved.

Prohibited vehicles (including but not limited to **vehicles** over 20 ft in length, trucks larger than Class I, commercial vehicles, mobile homes, motor homes, truck campers, trailers of any kind, boats, motorcycles, motorized bicycles, and motorized go-carts) may not be kept, placed, stored, parked, maintained or operated on any portion of the property. Non-resident vehicles should not be parked on the property for convenience.

Vehicles are not permitted to be parked or operated on any unpaved areas. Improperly parked, disabled or abandon vehicles without current registration may be towed at the owner's expense pursuant to Georgia Code (44-1-13).

Each condominium unit is allowed to have a maximum of two (2) passenger vehicles (if used for daily transportation) on the premises unless written permission is obtained from the Board for temporary parking of a third vehicle. Extra vehicles must be parked at the additional parking areas of the Tennis Court or Pool. Long-term guests must obtain a temporary parking permit and park across from the pool or in front of the tennis court.

The speed limit throughout the Community is 15 mph.

No advertising of any kind is permitted on homeowner vehicles parked in the Community. This includes "For Sale" and signs designating company vehicles.

Vehicle maintenance of any kind is prohibited on the property. This includes oil & tire changes.

Vehicles must remain in good condition, licensed with current tags, a parking permit, and must be moved a minimum of every two (2) weeks.

Any homeowner, whose vehicle damages common area property whether directly or indirectly, shall be held liable for the cost to repair the damages incurred. (Oil leaks damage the Parking Areas/Streets.)

## Dumpster

Use of the Community Dumpsters is limited to Woodmont Landing residents. Trash must be contained in securely tied plastic bags. ***Boxes, furniture, appliances, carpet and other large items should not be deposited into the dumpster. No trash or materials are to be left around the dumpster areas.*** Should you need to dispose of these types of items please make arrangements to take it to the County dump Monday through Friday, 7:00 A.M. - 6:00 P.M. and Saturday, 7:00 A.M. - 5:00 P.M.

Contractor/Sub-contractors or anyone performing work on an individual unit may not use the Community Dumpster. They must haul it away and dispose of any building materials used in their work.

## Firewood Storage

Residents must store firewood on commercial storage racks. Firewood must be stored at least 3" off of any deck, wall or wood surfaces attached to buildings. Firewood must be neatly stacked and should not exceed the height of the patio rail.

Homeowners who use their fireplaces are encouraged to have annual chimney sweeps and inspections. Mad Hatter 770-740-8133

## Barbeque Grills - Gas and Charcoal

Due to County ordinances and insurance requirements - use of gas or charcoal grills on the property is prohibited. Electric grills are permitted. The use of an electric grill requires the resident to supervise at all times. If you observe any violation of the ordinance, please report it to Sharper Image Management and the Gwinnett County Fire Department.

## Decks & Patios

Residents are responsible for ensuring decks are neat and clear of trash. Storage is not permitted on decks. All flower pots, boxes, receptacles and other objects that are placed in such a location that they may fall and injure someone must be secured. Owners will be held responsible for injury or damages caused by such incidents. Only potted plants and furniture designed for exterior use are allowed on decks & patios.

## Attics

Attics are not to be used by resident and nothing is to be stored in the attic.

## Sidewalks, Entry Passages, Stairs Streets

The above areas are to remain free of all obstructions. Nothing is to be stored in these areas. No bicycling, roller-skating, inline skating, skateboarding, or other sports activities that potentially could damage the property or put the Association at risk. **Streets are not to be used for play areas.**

## Streets

No bicycling, roller-skating, inline skating, skateboarding, or other sports activities that potentially could damage the property or put the Association at risk.

## Heating & Cooling of units

The thermostats within all units shall be maintained with the heat in an “on” position and at a minimum setting of fifty degrees Fahrenheit (except during power failures or periods when heating equipment is broken) during the months of October thru April and A/C @ a minimum setting of eighty degrees Fahrenheit during months of May-Sept.

Owners and occupants of the units shall take all steps possible on a timely basis to keep HVAC equipment (including but not limited to, the thermostats) in good working order and repair. The Board of Directors in addition to any other remedies of the Association may fine any owner or occupant in an amount of up to \$500.00 for violations of this requirement.

## Architectural Standards

Patios, balconies, stairwells, walkways or any common or limited common areas open to general view are not to be used for storage of any kind.

No construction, alteration, addition, or change of any kind shall be made upon any part of the property unless written plans detailing the nature, shape, dimensions, materials, color, cost and locations are submitted to and approved by the Board. The Board has sixty days to respond to the homeowner’s proposal.

No changes to the landscape around the building may be made without Board approval.

Any architectural modification shall be the maintenance and repair responsibility of the unit owner making the modification and his/her successor-in-title to the unit.

## Authority and Enforcement

The Board has the power to impose fines (\$25.00 per incident or per day) against owners or occupants, which constitute a lien upon the unit, and to suspend an owner's right to vote for violations of the Declaration, Bylaws or any Rules and Regulations. In the event of a violation, the Board will generally send written notice to the owner and occupant, (if applicable) allowing them ten (10) days to resolve the violation. If the violation is not resolved, the Board may impose fines and/or bring legal action against the homeowner to ensure compliance with the Declaration, Bylaws or the Association's Rules and Regulations.

The Association also has the right to remove or repair items that are a homeowner's responsibility and bill the cost of this back to the owner.

Any homeowner may request in writing (with all pertinent information, including a police report about the alleged violation) to the Board a hearing on an alleged violation, if such request is made within ten (10) days of the notice of the violation or fine. Homeowners will be given a block of time (approximately 15 minutes) to state their case; after which, the homeowner will be notified in writing with the Board's decision. *No ruling will be rendered at the hearing.*

If you wish to report a violation, please submit the details in writing to Sharper Image Management Consultants. If the violation regards a noise nuisance, a police report must be attached.

## Disclaimer

This booklet is intended to supplement the Declaration and Bylaws of the Association. Any conflict between those documents and this booklet shall be determined in favor of the Declaration and the Bylaws in that order. Owners and occupants are advised to review those documents carefully and completely. **(Revised Nov. 2013)**

## Emergency Phone Numbers

### Emergency 911

Police - Non-Emergency	770-513-5700
Fire - General Info	770-513-5500
Poison Control	404-616-9287
Gwinnett County Animal Control	770-339-3200

### Utilities

Atlanta Gas Light-leaks	404-584-4000
Georgia Power	404-325-4001

### Woodmont Landing Management Company

Sharper Image Management Consultants, Inc.

PHONE: 770-973-5923 FAX: 770-973-5911

P.O. Box 6188, Marietta, GA 30065

Website: [www.simcionline.com](http://www.simcionline.com)

### Association Insurance

To obtain a copy of the Association's Certificate of Insurance for your records

Contact Joe Dreher of Dreher Insurance 678-205-0224

### Neighborhood

US Post Office,	800-275-USPS
Peachtree Corners Public Library	770-729-0931

### Plumbers

Fletch Barney LLC	770-333-3031
Hill Mechanical	770-792-1200
Champion Plumbers (David)	770-480-5077

**Termite Co.**

Arrow Exterminating                      770-621-9595  
(Repair Bond)

**Pest Control**

Atlanta Pest Control                      770-591-1892  
(Homeowner must call for service - Service 2nd & 4<sup>th</sup> Fridays) Information on bulletin board at Mail  
Hut area)