

RULES & REGS



DUNWOODY RIDGE CONDOMINIUM ASSOCIATION
RESIDENT HANDBOOK

DUNWOODY RIDGE
RESIDENT HANDBOOK

This handbook contains items of general information, rules and regulations adopted by the Board of Directors and information from the Declaration of Condominium. It is extremely important that all residents know and abide by the information in this handbook.

The success of a Condominium as an investment and neighborhood depends on the cooperation of the entire community and may, at times, involve sacrifice. As a Condominium Owner/Resident, it is important to understand the trade-offs from owning an attached home, i.e., the loss of individuality in order to maintain property values. Rules are what allow the Condominium to take into consideration what is best for the community, although as an individual you may feel it is not best for you. Please understand that cooperation and consideration for your neighbors is paramount to making Dunwoody Ridge a nice place to live for all its owners/residents and also bring the highest return on investment.

January 31, 2003

TABLE OF CONTENTS

EMERGENCY TELEPHONE NUMBERS 1

MISCELLANEOUS TELEPHONE NUMBERS 1

INSURANCE 1

LEASE FORMS 1

TRASH 1

COLD WEATHER 2

TERMITES 2

SECURITY TIPS 2

ANNUAL MEETING 3

OUTDOOR PLANTS 3

MONTHLY ASSESSMENTS 3

COMMUNICATION 4

TRASH 4

CHIMNEYS 4

LEASES 4

PETS 4

PLANTS 5

EXTERIOR APPEARANCE 5

POOL 6

RECREATION 6

VEHICLE OPERATION/PARKING 7

INSURANCE DEDUCTIBLE 8

MISCELLANEOUS 8

January 31, 2003

General Information

The following are neither rules nor part of our Declaration, but are provided as general information pertinent to our community.

EMERGENCY TELEPHONE NUMBERS

Ambulance, DeKalb County	911
Atlanta Gas	770-907-4231
Bell South, Repair Service	611
Fire, DeKalb County	911
Georgia Power	888-891-0938
Police	911
North DeKalb Precinct (non-emergency)	770-901-6012/6015
Water	770-270-6243

MISCELLANEOUS TELEPHONE NUMBERS

Sharper Image Management Consultants, Inc.	770-973-5923
Animal Control, DeKalb County	404-294-2996
Expest Exterminators (Termite Bond/Certificate)	770-938-3400
Atlanta Journal	404-522-4141
Atlanta Gas, Office	770-907-4231
Bell South, Residential Service	404-780-2355
Fire Marshal (Fireplace Inspections)	404-294-2348
Georgia Power, Office	888-660-5890
Motor Vehicle Tags	404-371-8247
Comcast Cable	678-545-2289
Voter Registration	404-298-4020
Water/Sewage, Office	404-378-4475

INSURANCE

Insurance coverage is maintained on the Condominium structure by the Association. General liability insurance is also maintained by the Association. To obtain a copy of the Association's Certificate of Insurance for your records, call 1-800-228-1930.

Insurance for the interior of your unit is recommended since it is not covered by the Association.

TRASH

DeKalb County curbside trash pickup is scheduled for Monday and Thursday of each week, except during weeks in which holidays occur. A pickup schedule from the DeKalb County Sanitation Dept. which defines the holiday schedule is provided each resident in

General Information

January or may be obtained from a board member. The holiday pickup schedule is also posted at the mailbox gazebo for reference.

COLD WEATHER

Everyone's cooperation is needed to prevent water pipes from bursting when the temperature drops below 32°. If you are going to be out of town, leave a key with a neighbor in case this is needed while you are away.

Residents should know the location of the master water cutoff for their building.

Leave cabinets, dishwashers, and utility doors open in extreme cold to allow heat circulation.

If it is necessary to shut off 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.

TERMITES

If anyone suspects a termite problem in their building, call the management company and they will have it inspected at no cost to the resident.

Additionally, pest control inside the home is the owner/resident responsibility.

SECURITY TIPS

It shall be the responsibility of each unit owner/resident to protect his/her person and property and all responsibility to provide security shall lie solely with each unit owner/resident. The Association shall not be held liable for any loss or damage by reason of failure to provide adequate security or ineffectiveness of security measures undertaken.

Where possible, leave one or two lights burning in your home during the hours of darkness, even when sleeping. **PLEASE LEAVE YOUR OUTSIDE LIGHTS ON AT NIGHT.**

When you go out of town, ask a neighbor to watch your unit and to remove any newspapers, fliers, etc.

General Information

When leaving your home for any reason, be certain that all doors and windows are securely locked/fastened.

Have emergency telephone numbers taped on or close to all telephones.

Do not attempt to challenge or stop a suspicious person or an intruder; notify the police- 911.

Do not leave keys or obvious valuables in parked cars.

Know the name and telephone number of your Neighborhood Watch building captain.

ANNUAL MEETING

The annual meeting of the Dunwoody Ridge Homeowner's Association will be scheduled by the Board of Directors each December. The purpose of the annual meeting is to discuss Association business and to elect new board members.

COMPLAINTS

Please submit all complaints, comments, or suggestions **IN WRITING** to the management company.

OUTDOOR PLANTS

We have invested a tremendous amount of time and money into the landscaping of our community. Therefore, please water the flower beds and trees near your unit during extremely dry weather.

MONTHLY ASSESSMENTS

Monthly assessments are to be made out to Dunwoody Ridge Condominiums and sent to the management company, due on the first day of the month for that same month. Payments received after the **15th** of the month are considered late and will be liable for the late charge.

The following rules and regulations have been adopted by the Board of Directors in an attempt to make Dunwoody Ridge an enjoyable community for all. Therefore, **these rules and regulations must be abided by all residents/owners.**

COMMUNICATION

ALL communication with the Board of Directors must be in writing except in emergencies.

TRASH

Trash is to be placed on a paved area in tied or otherwise secured plastic bags, **after 5:00 A.M.** on pickup days. Trash cans must be removed from the curb by the end of the respective pick-up day.

If the pickup schedule presents a problem for you, please make arrangements with a neighbor.

CHIMNEYS

All wood-burning fireplaces should be cleaned at least once each season. All fireplaces should be inspected every two (2) years.

LEASES

No owner may lease his Condominium unit unless he owned the unit prior to September 23, 1991. **All leases shall be for a period of at least six (6) months.** Seven (7) days prior to entering into a lease, the board of directors must be given a copy of the lease along with the name, address, home and business telephone numbers of the potential lessee. All leases must be in writing. **Within 10 days of the executed lease,** a copy of the executed lease must be sent to the Board of Directors.

PETS

DeKalb County Leash Law: All pets shall be under leash when walked.

Do not allow your pets to roam the grounds, entrances to units, or walk in the common areas except when on leash. See enclosed map for designated walking areas for pets.

Pets are not allowed to urinate or defecate anywhere on Pineridge Circle- not in front yards, not in pine straw, not on flower beds, or any landscaped area. **If defecation occurs, the pet owner is responsible for using a pooper scooper to clean it up.**

No pets shall be left unattended on any common or limited common area which includes porches and entrances to units. Do not tie pets to anything in the common area.

PLANTS

No planting or vegetable gardening in the common areas is permitted unless approved in writing by the Board of Directors.

No artificial plants are permitted in the common and limited common areas. Two reasonably sized potted plants are allowed per front door.

A maximum of three (3) potted plants or hanging baskets (maximum 16" diameter) are permitted on each unit's balcony/side porch. For safety reasons, these plants may not be placed on the railings.

EXTERIOR APPEARANCE

No individual name or address signs are permitted.

No furnishings (benches, chairs, swings, tables, etc.) are permitted in the common areas (entryways/front porches) without prior written approval from the board of directors. Please use tasteful discretion and be conscious of your neighbor so as not to create a nuisance.

No protruding window-mounted air conditioners or fans are permitted.

No outside clotheslines or other drying facilities are permitted.

Do not hang rugs, blankets, towels, etc. over your balcony, windows, or patio railings. Do not display any unsightly items in windows or on decks.

Entry doors are allowed at Dunwoody Ridge, but must meet the following specifications and be approved by the Board of Directors **prior to installation:**

Finished, painted white baked-on enamel finish; constructed of all aluminum frame and door panel, pre-hinged and pre-hung, ready for installation. Full length, clear glass panel with removable panel to accept black fiberglass screen insert is acceptable. The following door/options are **NOT** approved: bronze or tinted glass, grills or decoration panel inserts of any kind, aluminum screen, dog guard panels, and kick panel

at bottom or mid-level of door.

See also section 9.3 in the following "key provisions from the declaration of condominium".

POOL

The pool gate is to locked at all times.

The pool hours are 8:00 A.M. to 10:00 P.M.

Do not remove pool furniture or equipment at any time.

No private pool parties of five or more non-resident guests without prior written approval of the Board of Directors.

Swim at your own risk; there is no lifeguard on duty.

Only proper swimming attire allowed in pool.

Glass containers in the pool area are prohibited.

Children under 12 must be accompanied by an adult.

Cooking on grills in or near the pool area is not permitted.

All guest(s) must be accompanied by the owner/resident.

You must be in the pool area when saving or reserving pool furniture.

Radios and tape players are to be played at a volume that shows consideration for your friends and neighbors.

Pets are not allowed in the pool area.

Please put trash, including cigarette butts, in the proper receptacles.

RECREATION

Due to insurance requirements, no one is allowed to play in the streets, driveways, or underground parking areas, nor to climb trees or other building structures in the condominium.

January 31, 2003

VEHICLE OPERATION/PARKING

Speed limit on the property is 15 mph.

Residents are permitted to park two (2) motorized vehicles (see restrictions below) per unit. Exceptions will be considered by the board of directors when presented in writing.

All vehicles owned by residents should be registered with the Condominium's management company and should display a permanently affixed Dunwoody Ridge registration decal on the inside rear window, passenger's side where possible. The design of certain vehicles may necessitate placing the decal inside the front windshield. As the adhesive is on the front of the decal, it cannot be placed on bumpers.

Motorized Vehicle Restrictions:

Commercial vehicles, including, but not limited to, delivery vans, trucks with commercial cargo, buses, and vehicles bearing commercial lettering are not permitted to park within the Condominium overnight. Motor homes, truck campers, trucks larger than ½-ton pickups, motorcycles, trailers, boats, and other recreational vehicles are not permitted to park with the Condominium at any time.

Underground parking spaces are limited common elements reserved for the use of the specified owner/resident only.

Residents of buildings 3, 4, 5, and 6 are assigned parking spaces in the underground garages and are requested to have visitors park in the visitor's spaces in the garages where possible. Residents of buildings 1, 2, and 7 are to park on the street in the areas designated. Street level parking is on a "first come, first served" basis. Visitor parking is also on the same basis.

Residents must be considerate of others when parking due to the limited amount of parking in front of the buildings and the lack of parking lines.

Parking is permitted only in the garages, drives, and parking areas in front of the buildings.

Only automobiles are allowed in the underground parking areas. This is not a storage area; i.e., garbage cans, pool or

ping pong tables, trash, bicycles, or gardening supplies are not allowed.

No vehicle repair or maintenance is allowed, including oil changes, tune-ups, etc., unless in an emergency situation.

No vehicles may be stored on the property.

No vehicle may be parked in any location within the Condominium where it might interfere with access to condominium units by emergency vehicles, except for loading and unloading operations in which case the operator of the vehicle must be in attendance immediately to move the vehicle in the event of an emergency.

Vehicles in violation of any rule may be towed at the owner's/resident's expense after receiving one warning notice.

INSURANCE DEDUCTIBLE

If maintenance is required as a result of an insured loss, the amount of the deductible shall be considered a maintenance expense to be paid by the person or persons (including the Association) who would be responsible for such repair in the absence of insurance. If a loss affects more than one unit or a unit in the common elements, the cost of the deductible may be apportioned equitably by the Board among the parties suffering loss in accordance with the total cost of the repair.

MISCELLANEOUS

No unit owner/resident will be permitted to impair the soundness or safety of the Condominium or initiate anything that would be contrary to the peaceful possession and proper use of other units.

Please complete or update the Dunwoody Ridge Resident Emergency Information Form and return it to Sharper Image Management via mail or fax. You can request a Dunwoody Ridge automobile registration decal for your car if you do not presently have one.