



Dunwoody Ridge Condominium Association  
Resident Handbook

## Dunwoody Ridge Resident Handbook

### *Welcome to Dunwoody Ridge Condominiums!*

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 neighborhood. As a Dunwoody Ridge Condominium owner/resident, it is important to understand and appreciate that there are unique differences between residing in a single-family home or apartment and now being the owner of a condominium unit.

The rules and regulations are in place to guide us in working together as a community to maintain the property value of the neighborhood. They are established to consider what is best for all residents. This handbook highlights some basic and important general information for your quick reference. More in-depth information is covered in our Articles of Condominium and our Covenants and By-Laws.

Cooperation and consideration for your neighbors is paramount to making Dunwoody Ridge an enjoyable place to live for all its owners/residents and also bring the highest return on investment.

**\*\*Please complete or update the Dunwoody Ridge Resident Emergency Information Form if you have not already done so and return it to Sharper Image Management Company via mail/fax.**

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## Emergency Telephone Numbers

Ambulance, DeKalb County .....	911
Atlanta Gas Light (Emergency).....	770-907-4231
AT&T (Repair service) .....	611
Fire, DeKalb County.....	911
GA Power (Outage) .....	888-891-0938
Police, City of Dunwoody .....	911
Poison Control Center.....	404-616-9000
Water (Emergency).....	770-270-6243

## Miscellaneous Telephone Numbers

Sharper Image Management Consultants, Inc. ( <a href="mailto:office01@comcast.net">office01@comcast.net</a> ) .....	770-973-5923
Animal Control, DeKalb County .....	404-294-2996
Expest Exterminators (Termite bond/certificate).....	770-938-3400
Atlanta Gas Light, Office .....	770-994-1946
AT&T (Residential service) .....	800-867-5662
Fire Marshal (Fireplace inspections).....	404-294-2348
GA Power (Billing) .....	888-660-5890
Motor Vehicle Tag Office .....	404-298-4000
DeKalb County Sanitation/Garbage .....	404-294-2900
DeKalb County Voter Registration .....	404-298-4020
DeKalb County Water/Sewerage .....	404-378-4475
Police, City of Dunwoody (Non-emergency).....	678-382-6900

## 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, go to [www.cauinsure.com](http://www.cauinsure.com) and click "Certificates" or call 800-228-1930.

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

## Trash/Garbage/Recycling

DeKalb County curbside trash and recycling pickup is scheduled for Tuesday 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 available on

<http://www.dekalbcountyga.gov/sanitation/about-sanitation> . The holiday pickup schedule is also posted at the mailbox gazebo for reference.

**Trash is to be placed on a paved, NOT grassy, area in tied or otherwise-secured plastic bags, after 4 p.m. the afternoon before pickup day. 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.

Recycling bins are available from DeKalb County Sanitation Department. The bins are free, but they may NOT be stored in the garage or on a front porch. They must be stored inside the respective homeowner's unit. Blue recycling bags are available at most hardware stores (Dunwoody Ace, Lowe's, Home Depot). Other garbage bags are not recyclable and should not be used.

## 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 MUST know the location of the water cut-off valve for their particular unit. In most cases, this is located behind/near the water heater in each unit. If it becomes necessary to cut the water off to the whole building, Sharper Image Management Co. must be notified first so that other homeowners in the same building can be alerted.

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. Flooding comes when the thaw occurs, not when the freeze happens.

Master water cut-offs for each building are marked with a blue reflector and are located as follows:

Building 1 – Reflector is on left-front of building near gate to crawl space. Cut-off is in crawl space at back of building under center units 4472/4474 (unconfirmed).

Building 2 – Reflector is on left-front of building near gate to crawl space. Cut-off is located under unit 4498 (unconfirmed).

Building 3 – Reflector is in front of unit 4533. Cut-off is the blue knob in the mechanical closet next to parking space #13 (confirmed). There may be a second cut-off in the closet next to parking space # 4 (unconfirmed).

Building 4 – Reflector is on right-front of building. Cut-off is located in wall-mounted wooden box in front of parking space #2 in the garage.

Building 5 – Reflector is in front of unit 4499. There may be as many as three cut-offs for this building located on wall of garage facing Pineridge Circle. Each is marked by a small blue reflector.

Building 6 – Reflector is to right of front door to unit 4471. There may be as many as three cut-offs for this building located on wall of garage facing Pineridge Circle. Each is marked by a blue reflector.

Building 7 – Reflector is on front porch at 4451. Cut-off is located in crawlspace underneath front wall of unit 4451. Access is via door to crawlspace on back of the building.

## 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.

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 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. 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. If something does not look right or seems out of the ordinary, **JUST CALL 911.** The police have told us time and again that they would rather come and find nothing than to find out too late about a crime.

Do not leave keys or obvious valuable in parked cars, either on the street or in the garages.

## Annual Meeting

The Annual Meeting of the Dunwoody Ridge Condominium Association will be scheduled by the Board of Directors each autumn. 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 at [office01@comcast.net](mailto:office01@comcast.net) or P.O. Box 6188, Marietta GA 30068

## 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 Condominium Association and sent to the management company, due on the first day of the month for that same month. Payments received after the **10<sup>th</sup>** of the month are considered late and will be liable for the late charge of \$15.00 per month or a flat 10% per month, at the discretion of the board of directors. Dues may also be paid online. Contact Sharper Image for directions on how to do that.

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 and should be routed through the management company.

## Chimneys

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

## Construction

In the interest of goodwill among neighbors and a pleasant environment in which to live, all construction on individual units is to take place between 8 am and 6 pm on weekdays and weekends and holidays.

## Leases

**No owner shall lease his Condominium unless he owned the unit prior to September 23, 1991.** All leases shall be for a period not to exceed twelve (12) months. Before considering entering into a lease agreement, a written request for a hardship lease must be sent to the Board of Directors for approval. 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 ten (10) days of the executed lease,** a copy of the executed lease must be sent to the Board of Directors. All legal fees associated with a hardship lease agreement are the responsibility of the homeowner.

## 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. Pets should be walked in the natural areas.

Pets are not allowed to defecate anywhere on Pineridge Circle – not in front yards, not in the pine straw, not on flower beds, any landscaped areas or within 25 feet of a building. **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 four (4) potted plants or hanging baskets (maximum 16" diameter) are permitted on each unit's balcony/side porch. For safety reasons, NO plants may be placed on the porch 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.

Storm 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 options are **NOT** approved: bronze or tinted glass, grills or decorative panel inserts of any kind, aluminum screen, dog guard panels at bottom or mid-level of door.

See also section 9.3 in the following "Key provisions from the Declaration of Condominium" for specifics regarding screened-in porches.

Satellite television dishes may not exceed 18" in diameter and must be approved by the board before installation. Contact Sharper Image for the guidelines and form to request permission to install.

## Pool

The pool gate is to be locked at all times.

The pool hours are 8:00 AM to 10:00 PM.

Do not remove pool furniture or equipment at any time.

No private pool parties of five or more non-resident guests are permitted without prior written approval of the Board of Directors. A release must also be signed by the hosting homeowner and a refundable cleaning deposit made to the management company. This release is obtained from the management company.

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.

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 other audio 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

No open-flame grilling is permitted at Dunwoody Ridge. This includes propane, charcoal, or anything that produces an open flame. Electric grills are permitted on your private balcony or side porch. Grills are not permitted in the yards, on front porches, or at the pool.

### Chapter 12

#### DeKalb County, GA. Fire Prevention Code

##### Section 12-23

“It shall be unlawful for any person to ignite a fire of any type within four (4) feet of any combustible building, including ignition under combustible overhang and balconies. This includes grills and open burning.”

Due to insurance requirements, no one is allowed to play in the streets, driveways, or underground parking areas, or to climb trees or other building structures in the condominium.

## 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 management company and display the appropriate resident parking sticker on the driver's side of the rear window.

Any guest vehicle parked on the property overnight must display a guest parking pass on the dashboard. Each homeowner was given two passes at the time of move-in.

### **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 within 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 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/or 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 car washing, 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 case 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.