

*Dear Resident.*

*You are one of 204 neighbors with diverse backgrounds, professions, and personal interests who share something in common . . . your residential community. We strongly encourage you to get to know your neighbors and become active in the community through volunteering for projects.*

*We hope you are as happy with your community as we are. We realize there is always room for improvement, so solutions are always welcome. If from time to time you think of an improvement and, of course a way in which to finance this improvement, please let your Board of Directors know. Remember, we are volunteers elected by the membership to handle the business of the community so that you do not have to. We should be approached in the same manner in which you would like to be approached if you were occupying this position.*

*To ensure comfortable living conditions and property values in our community, our condominium Association is governed by covenants, bylaws, and rules. As homeowners or residents, we are all expected to abide by these policies. This information booklet will serve as an overview of the Association's policies as well as the amenities and services provided as part of your membership in the Association.*

*Best regards,*

*St. Augustine Place Board of Directors*

# Homeowner Information Book

## The Association

St. Augustine Place 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 are 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 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. 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 coverages, 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, hour and place is set by the Board 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.

The business of our community is handled by a professional property management company Sharper Image Management Consultants, Inc. 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, serious injury ) please contact 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 building repairs once a year. Each spring a notice is sent to the entire membership requesting that all homeowners inspect their units and 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 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 possibly within this year's budget allotment. Should the membership wish to up 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.

**Plumbing leaks** - If you are experiencing a plumbing leak you may contact Stasco Mechanical at 770-422-7118 or Dynosewer 770-455-7703 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. Please leave an estimated time in which the water will be restored. Please make sure the management 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 list 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 can not be repaired during a rain storm or while roofs are wet. Homeowners may request a tarp ( if weather conditions allow) , but the cost of this tarp will be billed to the unit. 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 **Co-Operative Exterminating 770-427-4292.***

**Gutter cleaning** - The current budget only allows for a limited number of gutter cleanings per year therefore, we must wait for all of the leaves to fall before the gutters can be cleaned. This is usually around the end of January. *If additional cleanings are desired by the membership homeowners may petition the Board for an increase in dues to allow for additional cleanings.*

**Insurance** - Due to the possibility of misinformation being distributed to the membership, 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 Association's insurance agent, Ted Williams of Nationwide Insurance 770-343-9464.

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 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 not insured by policies maintained by the Association or 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 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.

### **Association By-Laws and Declaration**

A complete set of St Augustine's Bylaws and Declaration can be obtained by homeowners at a fee of \$25.00 per copy. Please contact Sharper Image at 770-973-5923. The Association is not responsible for providing documents to owners. 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 can not guarantee that their document packet is complete.

## 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 based on the square footage of the condo units. Checks are posted from the address printed on your check. If the address on your check is different than the unit address, please write your unit address in the "for" section of your check. 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 a \$10.00 late fee.

Payment envelopes will be distributed to homeowners prior to the beginning of each calendar year. 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 and reporting your payment history to Equifax Credit Reporting (which remains part of your national credit rating for seven (7) years).

## 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

### 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\*\*\*
- \*Screen doors
- \*Water heaters
- \*Windows

- \* Sewage lines
- \* Stairs
- \* Trash Removal
- \* Water

*\* Common areas are defined as the Communities entrance, streets, pool, 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 Advertising For Sale/Lease**

Signs of all kinds are prohibited on the property, with the following two exceptions:

- 1) A homeowner may place a professional lettered sign, not exceeding 24" x 24" in the window of their unit for residential sales/rental purposes only. The sign shall not reflect price of any sort.
- 2) The community bulletin board, located at the gazebo, is provided for advertising purposes. All ads must be on 3" x 5" note cards, and each unit is limited to no more than two (2) cards.

(The Association reserves the right to remove any advertisement they deem inappropriate and to discontinue advertisement all together.)

## **Leasing Your Unit**

As per your Association Declaration, homeowners must obtain approval in writing from the Board prior to leasing their condo to ensure that at any time no more than 25% of the units in the community are being leased.

Homeowners who have obtained the approval of the Board to lease their unit must provide the Board with a copy of the proposed lease seven (7) days prior to entering into the lease along with the home and work phone numbers of all persons living in unit. The Board shall approve or disapprove of the form of the lease. Within ten (10) days after the execution of an approved lease, the Owner shall provide the Board with a copy of the executed lease and the name of the lessee and all other people occupying the unit. Owners are responsible to see that new tenants are familiar with the Association rules & regulations. Any violation will result in monetary fines and/or legal action against the owner of the unit. Owners are responsible for passing on all correspondence to their tenants.

## **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.



## Pool

Access into the pool area requires the use of the 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.

### General pool rules:

No lifeguard on duty - swim at own risk

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

No solo bathing

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

Shower required before swimming.

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

No glass or breakable objects in or around pool area.

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.

## Pets

Homeowners are allowed to keep two (2) pets per household with a maximum weight of approx. 25 lbs. per pet. Only animals recognized as domestic house pets are permitted to be kept or maintained on the property. 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 (Cats are not allowed to run loose on the property.). Owners or caretakers are responsible for immediately removing pet droppings from areas not specified as designated pet walking areas (see map). 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 a nuisance to the Community will not be permitted.

To report a pet violation (not on a leash or excessive noise) contact the Cobb County Animal Control office (770-499-4136). Violation letters will be issued by the Association upon receipt of a written complaint along with copy of the Cobb County Animal Control citation. 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, 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.

Vehicles are not permitted to be parked or operated on any unpaved areas and must be parked in a forward position and not backed into spaces. 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 condo is allowed to have a maximum of two (2) passenger vehicles on the premises unless written permission is obtained from the Board for temporary parking of a third vehicle.

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 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 Driveway.)

## Dumpster

Use of the Community dumpster is limited to St Augustine Place. Trash must be contained in tied plastic bags. Boxes, furniture, appliances, carpet and other large items should not be deposited into the dumpster. Should you have need to dispose of these types of items please make arrangements to take it to the County dump at 1772 County Farm Road (Phone 770-528-2500) Monday through Friday, 7:00 A.M. - 6:00 P.M. and Saturday, 7:00 A.M. - 5:00 P.M.

## **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.

## **Barbeque Grills**

County ordinances prohibit the use of grills on the property . If you observe any violation of the ordinance, please report it to your local 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.

## **Sidewalks, Entry Passages, Stairs**

The above areas are to remain free of all obstructions. Nothing is to be stored in these areas.

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

## **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 constitutes 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, but not the obligation, 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 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 meeting.

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.

# Emergency Phone Numbers

## Emergency 911

Police - Non Emergency	770-434-6666
Fire - Non Emergency	770-434-6667
Poison Control	404-616-9287
Cobb County Animal Control	770-499-4136

## Utilities

Atlanta Gas Light	404-584-4000
Marietta Power	770-794-5150
Southern Bell	404-780-2355

## St Augustine Place Management Company

Sharper Image Management Consultants, Inc.  
P.O. Box 6158, Marietta, GA 30065

770-973-5923  
770-973-5911FAX

## Association's Insurance

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

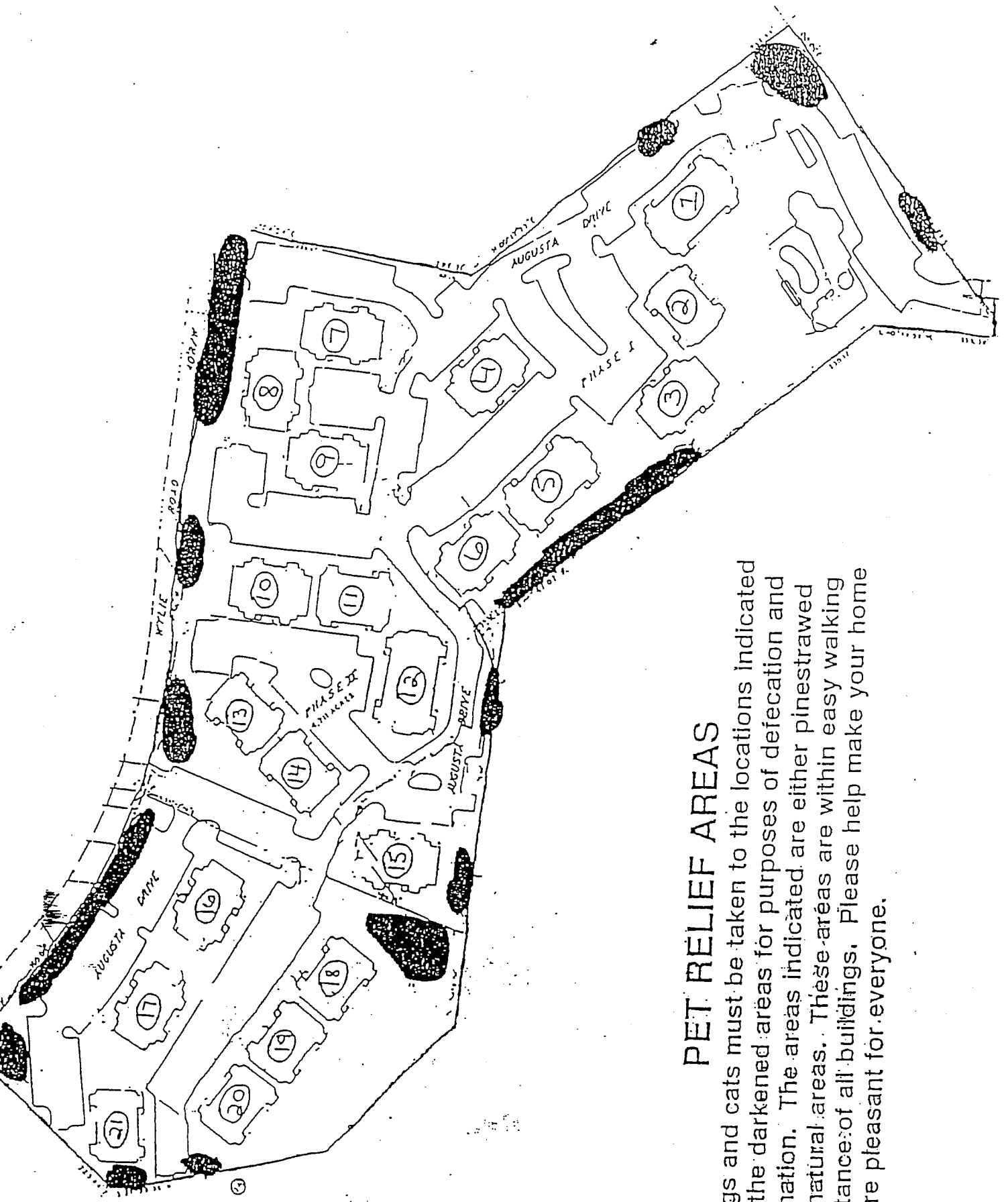
of Nationwide Insurance 770-343-9464.

## Neighborhood

Cobb County Transit	770-427-4444
US Post Office,	800-275-USPS

## Plumbers

Stasco Mechanical	770-422-7118
The Mattus Company	404-524-6627
Dutton Services	770-455-7703



## PET RELIEF AREAS

Dogs and cats must be taken to the locations indicated by the darkened areas for purposes of defecation and urination. The areas indicated are either pinestrawed or natural areas. These areas are within easy walking distance of all buildings. Please help make your home more pleasant for everyone.