

ST. AUGUSTINE PLACE RULES & REGULATIONS

Original: Fall, 1982. Revised by Board of Directors: November 2012

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GENERAL INFORMATION

The Association

St. Augustine Place Condominium Association is composed of all homeowners at St. Augustine Place.

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. All association business is to be handled through the management company.

Board meetings are held throughout the year. Homeowners with association issues to address must notify the management company at least seven (7) days in advance of the meeting. The member will be placed on the agenda and given an amount of time to present their information to the Board. *Additional information concerning the election of the Board, and the powers and responsibility of the Board may be found in the By-Laws on pages 6 to 11.*

Governing Documents

A copy of St. Augustine's Governing Documents can be obtained for a fee of \$25.00 per copy from Sharper Image at 770-973-5923. Or you can view/print these documents at www.staugustineplace.com. You may also obtain these from the county courthouse which may contain information not in our records.

Authority and Enforcement

The Board has the power to impose fines against owners. *Additional information concerning Authority and Enforcement can be found in the By-Laws on pages 24 to 25.*

Annual Homeowners' Meeting

The annual homeowners' meeting is open to all homeowners. This meeting provides an overview of the projects completed as well as the budget, and goals set for the upcoming year. Notice of the meeting date and location will be sent to each homeowner prior to the meeting. *Additional information concerning Annual Meetings can be found in the By-Laws on pages 4 to 5*

Web Sites

To facilitate communication and promote community involvement, the St. Augustine Place website was created. It can be viewed at www.staugustineplace.com. Sharper Image's website is www.simcionline.com.

To Contact the BOD

If you wish to send a message to the Board of Directors of St Augustine Place Homeowners Association use the contact line at www.staugustineplace.com or telephone 678-404-0225

ASSOCIATION FEES & SPECIAL ASSESSMENTS

Additional information concerning finance and assessment issues can be found in the By-Laws on pages 22 to 24

Association fees cover a wide variety of amenities and maintenance costs for Saint Augustine Place. Fees are based on the square footage of the condominium units.

Payment envelopes are distributed to homeowners prior to the beginning of each calendar year. Please note the unit address in the "For" section of your check. Association fees are due by the 1st day of the month and payments received after the 10th are considered delinquent. A \$25 late fee and interest in the amount of 10% per annum may be added.

Failure to pay association fees or special assessments will result in notification to a collection group, followed by suspension of the use of amenities, including parking. Continued failure to pay will result in legal action, legal fees.

PROPERTY MANAGEMENT

Management

St Augustine Place is self-managed. We use subcontractors for various services one of which is accounting

A 24 hour answering service is provided for emergencies.

- If you need to report an emergency (i.e. fire, plumbing leak, serious injury) please contact the appropriate agency (i.e. Fire – 911).
- Call **770-973-5923** and a representative will contact you. Please be aware that using the paging system for non-emergency calls will result in a \$45.00 charge assessed to your unit.

Sharper Image Accounting Services

The accounting for the business of our community is handled by a professional accounting company, Sharper Image. They should be contacted regarding all payment or accounting issues.

Sharper Image Management's regular office hours are Monday through Friday 9:00 AM – 11:00 AM and 1:00 PM – 4:00 PM. 770-973-5923. Fax 770-973-5911

- Mailing address is PO Box 6188, Marietta GA 30065-0188.
- Internet www.simcionline.com . See "forms" to report issues.

Condominium Unit Use Restriction

Each unit shall be used for residential purposes only. Exceptions that may allow an owner or occupant to conduct business activities within the unit are:

1. The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from the exterior of the unit;
2. The business activity does not involve persons coming onto the property who do not reside on the property;
3. The business activity conforms to all zoning requirements for the property.

Leasing Your Unit

All rental agreements/lessees must contain a clause that advises tenants that they must follow the condominium association's governing documents. Within ten (10) days after the execution of a rental agreement, the owner shall provide the management company with a copy of the executed lease and the name and phone numbers of the lessee's and all other occupants of the unit. A list of vehicles must be included so that the management company can issue parking permit stickers. Owners are to provide tenants with the association rules and regulations.

INSURANCE

Association Insurance

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' compensation 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.

Homeowners Insurance

Owners are not required to maintain insurance policies covering their unit and personal property. However, it is strongly suggested that each unit owner obtain and maintain insurance covering their unit and consequential damages to any other unit or common elements due to any occurrence originating within the owner's unit.

The association's master policy carries a deductible of \$5,000 per claim/occurrence. In the event of a claim, the association may seek to recover the deductible amount from the unit owner involved in the loss. Your obligation to pay the deductible can be covered by your HO-6 insurance policy.

Insurance Questions and Certificates of Insurance

Due to the possibility of misinformation being distributed to the membership, homeowners must direct all questions and requests for certificates of insurance to the association's insurance agent, Jack King at King Insurance, 770-522-8133. This carrier became effective 2012.

MAINTENANCE

Additional information concerning Maintenance issues to determine who is responsible for different items can be found in the By-Laws on pages 20 to 21

General Building Repairs

Emergencies will be addressed immediately. Non-emergency repair will be done as the budget allows.

Pest Control

Pests inside the unit are the homeowner's responsibility.

Plumbing Leaks

If you are experiencing a plumbing leak please contact a St Augustine Maintenance Department at 678-404-0225 . They will respond and determine if it is a HOA or a homeowner issue.

We ask that you be courteous to your neighbor and notify them and management if you turn off water to make a repair. Please leave an estimated time in which the water will be restored. Homeowners should be aware of the emergency water shut off valve for their building. The relative area of the shut off is marked by a blue reflector.

Homeowners should provide management with emergency contact numbers on your behalf should your unit experience water issues and you cannot be reached. In the event that no one can be reached and a plumbing issue in your unit is damaging another unit, a locksmith and a plumber will be contacted, and your unit will be billed for their services as well as additional management time for processing this emergency. You should keep management up-to-date with any contact phone information. You may do this by calling 678-404-0225 and asking for an emergency contact sheet.

Roof Leaks

Roof leaks will be repaired on an "as needed" basis. Contact St Augustine Maintenance at 678-404-0225 to schedule. Home owners 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 that sheetrock to release water build-up and patch the hole later. The homeowner is responsible for interior repairs caused by water leaks.

ARCHITECTURAL STANDARDS

General 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. The exception is firewood which may be stored on decks / patios only in the manor described in the firewood storage section of this document.

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 location are submitted to and approved by the Board. The Board has 60 days to respond the homeowner's proposal.

Decks and Patios

Residents are responsible for ensuring decks are clean, neat and clear of trash.

Landscaping

The association maintains all trees and shrubbery in the common areas. No changes to the landscaping around the buildings may be made without the Board's prior written approval.

Doors

All front doors are to be metal and painted black. Homeowners who want to install a door with a window or any other variation to the standard door must have written permission from the Board.

Homeowners may install white screen/storm doors on front entrances and deck doors after obtaining written Board approval.

Sidewalks, Entry Passages, Stairs

All sidewalks, entry passages and stairs are to remain free of obstruction at all times. Nothing is to be placed or stored in these areas.

MISCELLANEOUS

Barbeque Grills

Due to the possible catastrophic results (fire to the building, landscape or personal injury) from the use of any grills, the Board limits their use. Grills may only be used twenty (20) feet from any building, structure, tree or shrub. A gas grill is available at the pool for use by pool key holders.

Chimney Maintenance & Firewood Storage

Homeowners who use their fireplaces are encouraged to have chimney's cleaned and inspected. Residents must store firewood on commercial storage racks. Firewood must be stored at least three (3) inches off of any deck, wall or wood surface attached to buildings. Firewood must be neatly stacked and should not exceed the height of the patio/deck rail.

Dumpster

Use of the community dumpster is limited to residents of Saint Augustine Place. To help prevent jamming of the dumpster, you should pull the compactor button each time you put trash into the dumpster. Paint, tires, motor oil, batteries or other hazardous materials should not be deposited in or around the dumpster. Boxes, furniture, appliances, carpet and other large items should not be put into the dumpster nor should they be left beside the dumpster. Should you need to dispose of these types of items please take them to the county dump at 1772 County Services Road (phone 770-528-2500) Monday through Friday 7:00 AM – 6:00 PM, and Saturday 7:00 AM – 5:00 PM.

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 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. Cats are not allowed to run loose on the property. Dog walking areas near the perimeter are to be used. Caretakers are responsible for immediately removing pet droppings. Animals shall not be left unattended on patios / decks or 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 not on a leash or excessive noise, contact the Cobb County Animal Control office at 770-499-4136

Pool

The swimming pool is an amenity provided to the residents of St. Augustine place and their Guests. It is not open to the public. Access into the pool area requires the use of the Medeco (non-reproducible) pool key. The association is not responsible for providing new homeowners with a free key to the pool. Keys may be purchased for \$25.00 by contacting management at 678-404-0225 or email info@staugustineplace.com. The pool kitchen may be rented for pool parties by residents. To schedule call the above number. Please keep the gate locked at all times.

General pool rules are posted at the pool. They are:

1. Pool Hours: 8:00 AM – 10:00 PM.
2. No lifeguard on duty – swim at your own risk.
3. No solo swimming.
4. Children under twelve (12) must be accompanied by an adult resident or must provide the association with proof of swimming ability.
5. Four (4) guests per resident limit. St. Augustine resident must accompany their guest(s).
6. Shower required before swimming.
7. Proper swim attire required at all times. Cut-offs are not acceptable
8. No glass or breakable objects in or around pool area
9. No running, pushing or boisterous conduct.
10. No pets allowed in pool area. Fines levied by Cobb Co will be responsibility of owner.
11. No loud or objectionable noise permitted. Headphones must be used with all sound systems.
12. No alcohol per Cobb County Ordinance
13. Clean up all trash and cigarette butts.
14. Violations to the above or to the posted rules at the pool can result in fines or suspension from use of the pool or closure of the pool.

Recycling Bins

There are newspaper recycling bins between the dumpster and the Franklin Road mail kiosk. They are for newspapers only. We encourage individual recycling. Contact city for recycling details.

Signs Advertising For Sale/Lease

Personal signs of all kinds are prohibited on the property, with the following exceptions.

1. A homeowner may place a professionally lettered sign, not exceeding 24" x 24" in the window of their unit for residential sales/rental purposes only.
2. Homeowners in the process of selling their condominium will be permitted to place "Open House" signs at the community's entrance and in front of their unit for 48 hours.
3. The community bulletin boards located at the mail kiosks are provided for advertising purposes. All ads must be on 3" x 5" note cards. No individual may have more than two (2) cards posted at a time. Cards should be dated and may remain for up to thirty 30 days.

Storage Bins

Residents can rent additional storage areas based on availability. Storage bins/cages are located in the basement of the 1000, and 1400 buildings. For more information contact management at 678-404-0225 or email info@staugustineplace.com. Items left in un-rented bins or outside of bins will be considered trash and will be removed.

Vehicles

Any infraction of the rules and regulations listed below may result in the removal of the vehicle in violation at the owner's expense. Tow signs located at the Franklin Road and Wylie Road entrances to Saint Augustine Place have the name and phone number of where vehicles can be retrieved.

1. Each condominium 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.
2. A Saint Augustine Place numbered parking permit is to be placed in the lower left of the rear window.
3. Vehicles must be parked in a forward position and not backed into spaces.
4. Vehicles parked on the property must be well maintained, and licensed with current tags.
5. Vehicles are not permitted to be parked or operated on any unpaved areas. Improperly parked, disabled or abandoned vehicles may be towed at the owner's expense pursuant to Georgia Code (44-1-13)
6. Prohibited vehicles include but are not limited to; trucks larger than class 1, motor homes, trailers of any kind, boats. (*See By-laws, exhibit A, articles i and k*)
7. Vehicle maintenance (except an emergency— i.e. flat tire) is prohibited on the property.
8. Any homeowner whose vehicle damages common area property, whether directly or indirectly shall be held liable for the cost to repair the damage incurred. Example: oil leaks causing damage to the road.
9. The speed limit throughout the community is fifteen (15) miles per hour.