

SMGmanagement of Atlanta, LLC
P. O. Box 76697
Atlanta, Georgia 30358

Phone: 404.372.8856
Fax: 404.705.9359
helen@smgmgmt.com

Homeowner

Re: Your New HOA Community Welcomes You

Dear Homeowner:

Congratulations on the purchase of your new home. On behalf of the Charleston Commons HOA, SMGmanagement of Atlanta welcomes you to the Charleston Commons community. I am the property manager directly responsible for your subdivision, and as such, I will do everything that I can to make your relationship with the Homeowner's Association and the neighborhood a positive experience.

You can contact me at helen@smgmgmt.com with any questions regarding management-related issues, deed restrictions, or the process for submitting an application to the design review board for exterior applications, *i.e.*, fences, patios, decks, and landscaping changes, etc. Enclosed is an Architecture/Landscape Project Application that must be submitted and approved before any construction or landscaping work can begin. This summary does not take the place of the full document you received at closing, but it does provide a quick reference to some of the more frequently referred to provisions.

As a reminder, every homeowner is a member of the HOA and the payment of dues is not "optional." If you ever have any questions or concerns about your HOA dues, please do not hesitate to reach out to me.

SMG is required by the covenants to maintain a current contact information sheet on all homeowners. Please complete the enclosed form and return it to me at your earliest convenience. In addition to the information form, there is a brief summary of the more frequently referenced Covenant Violations

SMGmanagement is committed to making this a great place to live, and I, personally, welcome the opportunity to assist you. Please do not hesitate to reach out to me with any questions you may have.

Regards,

Helen Johnson

Helen Johnson
helen@smgmgmt.com
404-372-8856

Enclosure

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Charleston Commons Subdivision

Welcome

Enclosures:

ACC Information

Construction Restrictions

Architecture/Landscape Project Application

Summary of frequently reviewed Cited Covenant Restrictions/Violation

Contact Information Sheet

SMGmanagement of Atlanta, LLC
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Architectural Control Committee

The purpose of the ACC is to assure that any installation, construction, or alteration of any Structure on any Lot shall be approved (i) as to whether the proposed alteration or addition is in conformity and harmony with external design and general quality within the existing standards of the Development, and (ii) as to the location of Structures with respect to topography, finished ground elevation, and surrounding Structures.

Currently, the Architectural Control Committee ("ACC") is the Board and SMGmanagement of Atlanta LLC. Each homeowner must follow specific procedures regarding changes to their property. A written request must be approved before making any exterior changes, including, but not limited to, adding landscaping, stone edging, patios, pools, fences and other structural additions. It is the Board's duty to ensure that all property modifications comply with the Covenants, Conditions and Restrictions (CRRs).

The following items must be included with your Change Request:

1. A drawing indicating location of the improvements in relation to house and property lines. *No request will be approved without this drawing.*
2. List the name of the person or company performing the work.
3. List the materials being used (slate, treated wood, aggregate, concrete, type of roofing materials, color sample, plants, mulch, etc.)
4. Be as descriptive as possible with the details of the project.
5. Make sure personal contact information is included with the application.

Requests should be sent to the following by email, mail, or fax:

Helen Johnson
SMGmanagement of Atlanta LLC
P. O. Box 76697
Atlanta, GA 30358
Email: helen@smgmgmt.com
Fax: 404.705-9359

Construction Restrictions:

1. No work is to begin without prior approval from the ACC and, if necessary, a permit from the City or County. The Homeowner is responsible for acquiring any permits.
2. All phases of construction are limited to your property. Your neighbor's property or the Common Area of the HOA cannot be used in any way to access, store or transport any equipment, persons or vehicles.
3. No equipment is to be left overnight unless it is inside your enclosed garage. Contractors must remove all equipment at the end of each day's work.
4. No commercial vehicles are to be parked overnight except inside your closed garage.
5. Normal approved work hours are:
 - a. Monday-Friday 7am to 7pm
 - b. Saturday-Sunday 9am to 5pm

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Architecture/Landscape Project Application

Any structural changes to your home or landscaping require the approval of the HOA committee. Applications must be submitted in writing with drawings before work is begun. A decision by the ACC/HOA Board will be received within 30 days or less. If work is begun prior to final approval, fines may be imposed or removal of the changes at the owner's expense may be required. Approved fence design is 6' wood dog-ear style that begins at the rear edge of house and extends to rear of property.

Name: _____ Email: _____

Property Address: _____ Phone: _____

Type of Improvement (use second sheet if additional space is needed):

Specifications (attach as separate sheet)

____ Specify materials, color scheme, and other details affecting the exterior appearance of all proposed structures and alterations to existing structures. Samples of materials and/or color chips should be submitted for clarity.

Attach the following information as it pertains to your project:

- ____ Drawings of improvement showing: Plan (top) view of improvement (showing size and relation to the existing house)
- ____ Existing improvements (including driveways, walks, decks, trees, bushes, etc.)
- ____ Property lines
- ____ Outside boundary lines of the house on the lot
- ____ Easement boundary lines
- ____ Privacy fences
- ____ Landscaping changes (if applicable)
- ____ Drainage plan changes (e.g. downspouts, contours, etc.)

SUBMIT THE APPLICATION:

Send a copy of your Application with plans to SMGmanagement of Atlanta LLC
P. O. Box 76697
Atlanta, GA 30358
Or via email to helen@smgmgmt.com or by fax to 404.705.9359

COUNTY APPROVAL:

If a building permit (or any other approvals) is required, it is the HOMEOWNER'S responsibility to complete all necessary forms and apply for the permit and approvals.

INSPECTION:

We recognize that the Association has the right to inspect the project at any time, and we agree to take such action as may be necessary to remedy any noncompliance with the approval previously given by the Architectural Review Committee.

SIGNATURE:

Owner

DATED _____

===== Internal Use Only =====

HOA Representative

Approved Denied DATE _____

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Charleston Commons Frequently Cited Covenant Restrictions/Violations

Procedure: 1st Violation notice mailed to homeowner - No fine
2nd Violation notice mailed to homeowner - \$50.00 fine per month until violation corrected. Accumulated fines may result in a lien against the property.

Lots must be maintained in a neat, clean, and eye-pleasing condition which includes the maintenance of the front lawn and flower beds (i.e., removal of weeds, volunteer plants/trees, and trimmed shrubs).

Garbage bins may be placed in the open on any day that a pickup is to be made. At all other times such containers must be removed from street and screened from sight.

All resident owned vehicles shall be parked in the garages or driveways of their respective residences. Limited short-term street parking for a maximum of 6-hour period is permissible, but no overnight street parking is allowed. Cars cannot block access to their neighbor's driveway or mailbox.

The exterior of all homes must be maintained in a clean condition. Inspect your home for exterior cleaning needs (pressure washing) in order to comply with the HOA Covenants.

Boats, trailers, campers, motor homes and similar recreational vehicles and equipment shall not be stored on any lot except within an enclosed garage.

No recreational or playground equipment shall be placed or installed on a Lot if visible from the street.

No more than two dogs or two cats may be kept in Residences, provided that such pet or pets are kept as domestic pets and not for any commercial purpose. Pets must be on leash at all times when walked or exercised in any portion of the subdivision and **owners must immediately remove the pet's waste on any portion of the subdivision**. Please note that under Ordinance 10-51B, any dog that barks continuously for 15 minutes or for more than 30 minutes intermittently is in violation of the County Ordinance and is subject to fine.

These are most frequently referenced Covenants. Please see Article V of your Declaration documents for a complete list and explanation of covenant requirements.

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Homeowners Contact Information Form

Homeowner's Name (Please Print): _____

Resident 2 Name (Please Print) _____

Property Address: _____

Mailing Address (if different from above): _____

Home Phone: _____

Mobile Phone: _____

Work Phone: _____

Email Resident 1: _____

Email Resident 2: _____

No. of Occupants in Home: _____

How do you prefer to be contacted by HOA?	_____	_____
How do you prefer to receive newsletter?	_____	_____

Tenant Information

A request for permission to lease a property must be submitted and approved before a tenant can be placed in a residence. Contact helen@smgmgmt.com for the form and additional information.

Tenant/Resident's Name (Please Print): _____

Home Phone: _____

Work Phone: _____

Mobile Phone _____

Email: _____

Return completed form to
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