

## Crestwood Policies, Procedures, & Practices Cover Page

Crestwood is an owner-based community in an historic architectural gem in Buckhead on the north side of Atlanta, GA. We have many long-time owners and residents who enjoy its quiet residential living experience in the heart of the most desirable location in the southeast. We are a short walk to the retail and restaurant complex “Buckhead Atlanta”, and the best Atlanta real estate. We are a city block from “Jesus Junction” where three major faiths have their Southeastern cathedrals. Numerous top-rated restaurants are a short walk. A public transit stop is at our driveway. We offer ample secure garage parking. We are convenient to Midtown Atlanta, Lenox Square Mall, Phipps Plaza, and the downtown/Buckhead business districts.



### **Emergency numbers:**

Crime or life-threatening emergency: Call 911  
Non-life-threatening building emergency: Call 800-522-6314 (CMA, 24/7 emergency number).

### **Contacts:**

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## **Introduction**

Crestwood owners are represented by an elected volunteer Board of Directors, who are assisted Community Management Associates (CMA), a professional management company. Our top priorities are the safety, health, and peaceful enjoyment of our community by all residents.

This information package was put together by the 2020 Board, with a goal of communicating the community's expectations for harmonious living. Most requirements are mandated by Atlanta Zoning and Statutes, or by our legally-binding Declaration of Condominium and By Laws, which are available on the Crestwood web site.

Our strong preference is that rules enforcement is never necessary. Accordingly, all residents and renters are encouraged to be considerate of their neighbors and resolve any issues amicably. Annually, each Crestwood owner and resident receives this information package, and is required to acknowledge receipt. Also required is an agreement to abide by these common-sense rules for peaceful coexistence.

Inevitably, issues arise where amicable resolution is not possible, and one or more parties may feel that their right to peaceful enjoyment of their home is violated. In these cases, the HOA Board has the authority and the duty to resolve the dispute. The board is authorized to administer fines and other disciplinary actions for violations of these rules and other behavior that disrupts the peaceful enjoyment by any Crestwood resident.

## **Resident Policies, Procedures, & Practices**

These policies and procedures are in addition to and in accordance with the Declaration of Condominium, and the Association By-Laws, and are made according to the authority provided by these documents to the Crestwood HOA Board of Directors. All residents, both unit owners, and tenants, are subject to these policies. Residents are responsible for their guests, including their conformance to these policies. Violations by tenants and/or guests subject the unit owner to enforcement actions.

## **Item #1: Safety, Health, and Security**

### **Fire safety:**

1. A small fire extinguisher is recommended for handling cooking fires or other manageable fires. If a fire is getting out of control, pull the nearest fire alarm to warn other residents, evacuate the building, and call 911 to report the fire.
2. Smoke alarms are required in each residence by City of Atlanta Zoning. Test smoke alarms monthly and replace batteries annually.
3. Propane, charcoal, and wood-burning grills, and any fuel for these devices, are forbidden on the property, including outdoor common areas and balconies, per Fulton County and Atlanta ordinances. Violations are subject to fines and may be reported to law enforcement.
4. Electrical fires are caused by neglected or misused electrical equipment. Observe ratings on extension cords, and never route extension cords under carpet or behind walls where lack of air flow can cause overheating.
5. Cooking fires and burns are preventable. Stay focused on safety anytime the stove is on.
6. Smoking of any kind is forbidden indoors.
7. Candles are allowed, but please use extreme care to prevent a fire.
8. Inspect gas furnaces and gas water heaters at least annually. Check the combustion gas exhaust ducts for cracks or corrosion. Never store an item in a way that obstructs the flow of air to the louvers on the side of gas appliances. Louvers are combustion air inlets and critical for safe and efficient gas burner operation.
9. A designated fire lane with signage is in the motor court between the water fountain and the building entrance. Never, ever park in or block the fire lane, even temporarily. Ask anyone you see parking in the fire lane to move immediately. This is for your safety. Seconds matter for fire responders. It is a felony to obstruct an emergency lane.

### **Physical Security:**

1. Admission to the building is always controlled. Authorized residents have the option of physical keys, and electronic key fobs. Residents may also request their names be placed on the callbox, so that visitors may be buzzed in from any phone. Use of the keypad code is limited to trusted vendors and service personnel.
2. At no time are the outer security doors allowed to be propped open and left unsupervised. Violators are subject to fines.
3. Never admit unknown individuals whether by buzzing them in or allowing entry through the door.
4. Crestwood has a video surveillance system in the public spaces. We are sensitive to privacy issues, and therefore limit access to Board Members, the Property Manager, and the police upon their request.

5. Package delivery: Amazon has a secured entry system, and USPS and Parcel Post have the keycode for access. Packages are typically left unsecured in the elevator lobby. Residents are asked to retrieve their packages promptly to remove any temptation for theft.
6. Neither the Property Manager nor the Board of Directors have jurisdiction over criminal matters. Any resident has a right to make a police report and ask for police protection or assistance. The Manager and the Board should be informed of any criminal violations, and will assist in any police investigation.

#### **Health:**

1. Any activity that generates noxious or objectionable fumes is strictly prohibited.
2. Mold in any part of the building, including mold inside private residences, must be removed to prevent mold spores from circulating. Water and/or moisture feeding the mold must be eliminated. Report any mold odor in your home. Mold can be present in the hollow spaces between units. The HOA may need to investigate and eliminate the source.
3. Condensate systems for AC units, including the catch pan and the drain system, are potential hosts for pathogens. Drains and pans must be cleaned and sterilized as part of seasonal maintenance at the start of the cooling season. Also see Flood Prevention under Item #18: Preventive Maintenance Requirements.

#### **Item #2: Noise, Nuisance, and Prohibited Activities**

All Crestwood residents are expected to promote peaceful coexistence and respect the rights of neighbors. Noise and other nuisance issues are best resolved person-to-person. The HOA Board are unpaid volunteers. It is an imposition on our time if we are called upon to resolve conflicts among residents. Please see Item #22: Fining Process, Sanctions, Late Payments, and Penalties, for enforcement tools in the regrettable event that the HOA is called upon to resolve a nuisance complaint.

Crestwood nuisance policy implements the Atlanta Code of Ordinances Chapter 74-131:

*“Each unit owner, cohabitants, tenants, guests and invitees shall refrain from any act which could reasonably cause embarrassment, annoyance, discomfort, or nuisance to any other resident of the community.”*

#### **Noise**

1. Quiet hours are between 10 PM to 8 AM, with a reasonable allowance for sounds of careful coming and going. Hint: wear house slippers after 10 PM to avoid disturbing your sleeping neighbors below.
2. Radios, TVs, game stations and other entertainment items shall be operated at a level that does not annoy any neighbor. These items should be off or used on earphones during quiet hours. If a neighbor complains, use earphones or turn the volume down to a level that is acceptable to the neighbor.
3. Hallways, stairways, and the elevator are for quiet entry and egress only. Loud conversation, running, and boisterous activity are prohibited.

### **Smoking:**

1. Smoking is strictly forbidden inside any units or common areas. Smoking indoors is both a nuisance violation and a fire safety violation.
2. Smoking is allowed on private balconies, provided no neighbors are impacted. Smoking on balconies is forbidden if any neighbor complains.
3. Cigarette butts and ash must be extinguished and discarded in a designated trash can. Anyone who leaves cigarette butts or trash of any kind in the common area is subject to a fine.
4. Smoking is prohibited within 20 feet of any shared entrance to the building.

### **Marijuana and Illegal Drugs:**

1. Illegal substances of all types are strictly forbidden in Crestwood homes, common areas (including patios and balconies), the motor court, and the parking garages. Law enforcement is beyond the scope of HOA enforcement. The police will be called, and the HOA may press charges for violations.

### **General Nuisances:**

1. Rummage and Estate Sales are not permitted anywhere on the property, including the garages and the motor court.
2. Shopping carts are **not** permitted inside the building and shall not be left on the property.
3. E-Scooters are **not** permitted on the property, especially in the common areas or in the motor court.
4. Trash, or other items and paraphernalia shall **not** be left in common areas including outside of a unit's doorway or any hallway.
5. Modest attire is required in public spaces. Bathing suits are permitted on balconies and private patios.
6. Any activity reasonably expected to annoy a resident is considered a nuisance and the HOA Board has wide discretion to issue warnings or fines.

### **Item #3: Maximum Occupancy of a Unit**

1. Per Fulton County ordinance, the maximum occupancy of a unit is 2 persons per bedroom + 1 small child. The City of Atlanta allows up to four people who are unrelated to live together in a single-family household. Violations are subject to a fine as well as reporting to the city or county government. This means:
  - a. One-bedroom units: two adults and one child, maximum
  - b. Two-bedroom units: four occupants, maximum

### **Item #4: Business Conducted in the Home**

1. Business conducted in the home must comply with all Federal, State, and local ordinances applicable to the business.
2. Home businesses shall also comply with all Crestwood policies and procedures and may not inconvenience any other resident.

## Item #5: Common Areas

1. Common areas include the indoor hallways, elevator lobby, stairs, entrances, balconies, patios, parking garage, motor court and all outdoor spaces including the dog park.
2. Items placed in the common areas outside of each unit are limited to:
  - a. Floor mats placed by a resident immediately in front of the door of their unit.
  - b. Door wreaths or other door decorations that are in good taste and are clean from dirt/debris.
3. Items not expressly allowed by this section are prohibited in any part of the common areas.
4. Bicycles shall be properly and securely stored on the bicycle rack in the north garage or inside the bicycle owner's unit. Bicycle storage on the limited common area patios and balconies is expressly prohibited.
5. Clothes lines and outdoor clothes drying, including on patios and decks, are prohibited.
6. Solicitations / advertisements are allowed only on the cork message board located in the elevator lobby, and are subject to Building Manager approval.
7. Any use of common areas which necessitate cleaning services may be subject to an assessment for this service.
8. Balconies and Patios
  - a. Balconies and patios are reserved for the exclusive use by the residents of a unit, but are owned by the HOA, and are Limited Common Elements as defined in the Declaration. Rules for Common Areas apply equally to balconies and patios.
  - b. Items shall not be tossed from nor be placed where they may fall from a balcony.
  - c. Any use of a balcony which may cause harm or nuisance to your neighbors or their property is forbidden and subject to penalties.
  - d. Enclosures in a common area for pets of any kind are expressly forbidden in the Declaration. This includes bird cages and pens.
  - e. Pets shall not be housed in any part of the common areas, including balconies and patios.
  - f. Pets shall not routinely be allowed to urinate or defecate on a patio or balcony. If the call of nature is unavoidable while a pet and owner are enjoying the balcony or patio, the rule for Common Areas applies: it is not a violation unless it becomes routine. The waste must be promptly and completely removed and disposed of, as it poses a serious health risk to the community.
9. Holiday Decorations and Policies
  - a. Tasteful holiday decorations are permitted on unit doors and balconies. At no time can holiday decorations be placed in common areas.
  - b. From time to time the board may decide to place decorations around the community.
10. Outdoor Grounds:
  - a. The Building Manager is responsible for maintaining the consistency of common elements – any fixtures (permanent or removable) left in the common areas by Unit Owners can and will be removed by the Building Manager. This includes but is not limited to: grills, furniture, decorations, plants, strollers, flags, trash/debris, and/or any other item not approved or maintained by the Building Manager.



- b. Wood, charcoal, and propane stoves and heaters, and fuel for these devices, are prohibited by the Atlanta fire Code. Violators may be subject to penalties assessed by the Board as well as government fines.
- c. Littering on the walkways, sidewalks, driveway, and fountain areas is prohibited. Unit owners are responsible for such actions of their guests and may be fined for their actions.
- d. Water shutoff at the main valve pit must be coordinated through the Management Company and any related charges will be at the owner's expense. Access to the valve pit is not permitted without authorization from the Building Manager or the Board, except in an emergency.

## **Item #6: Pets**

1. Pets shall not be left unattended in the Common Areas, including Limited Common Areas, or the dog park at any time.
2. Dogs must be on leash except inside homes or on enclosed balconies or patios.
3. Pets may not routinely relieve themselves in the common areas other than the dog park. Occasional accidents are not a violation unless the owner fails to clean up or request cleanup assistance from the Building Manager, who will send the janitor to clean up. Please see Item #22: Fining Process, Sanctions, Late Payments, and Penalties for fines and cleanup fees.
4. Dog owners are encouraged to take their dogs (on leash) to the designated dog park located in the back of Crestwood to be relieved (on the north side of 2828).
5. By Health Department ordinance, pet owners must clean up their pet's solid waste in every instance.
6. Pet noise violations are subject to enforcement under Item #2: Noise, Nuisance, and Prohibited Activities.
7. The presence of more than four pets over 8 lbs. in any one unit is subject to review by the Board.

## **Item #7: Trash and Recycling Policies**

1. Residents must observe and abide by all rules posted on the waste bins.
2. The common Trash and Recycling containers are located on the north side of 2828, in front of the Crestwood Dog Park.
3. Security cameras monitor this area. Violators leaving illegal items, or uncontained trash will be identified and subject to warnings or fines, depending on the severity of the violation.
4. Recycling Bin Policies
  - a. Cardboard boxes must be flattened. Repeat offenses of this nature may subject a resident to fines.
  - b. Disposing of trash in the recycling bin may incur a fine.
  - c. Residents shall recycle in accordance with the laws of Fulton County and the City of Atlanta.
5. Trash Bin Policies
  - a. At no time should animal feces, combustible or potentially hazardous materials, or items that could potentially cause an unpleasant odor, be thrown into the trash cans located inside the building. Please be courteous to your neighbors.
  - b. For large items such as furniture etc. Please arrange separate pickup either with your own provider such as 1-800-got-junk (or another provider), or with the Management Company.
  - c. Unacceptable Trash for Normal Pick Up:
    - i. Hazardous waste (insulin needles, etc.), paint cans, batteries, dead animals
    - ii. Large boxes, electronics, computers and monitors
    - iii. Large/bulky items such as furniture, appliances, etc.
    - iv. Debris from private contractors.

- v. Christmas trees.
- vi. Any other items noted by the waste management company or against current city/county ordinances.

## **Item #8: Crestwood Vehicle and Parking Policies**

### **Handicap Parking**

1. Crestwood complies with the Americans with Disabilities Act (ADA), and reserves spaces sufficient to accommodate residents and visitors with temporary or permanent impairments. Please contact the Building Manager if there is a need for handicap parking and the existing spaces are in use. The Board will designate additional reserved spaces.
2. Valid decals or license plates are sufficient proof of the right to use the reserved spaces. Decals must be clearly visible and issued by an authority recognized by the Georgia Secretary of State in accordance with Georgia State Law. Through reciprocity agreements, Georgia recognizes valid out-of-state handicap decals. If the parking garage is used, a valid Crestwood parking decal is also required.

### **Vehicle Maintenance**

1. Vehicle repair work is not permitted on the property, except for short-duration (less than four hours) tire changes, battery replacement, oil changes (with adequate clean-up and disposal), and windshield repair or wiper replacement.

### **Guest Parking**

1. Short-time visitors are welcome to free use of the guest parking spaces in the motor court.
2. Guests staying longer than 2 days at a time are considered “long term guests” and are required to park in the parking garage and display a valid parking decal.

### **Moving and Storage**

1. Long term parking of an unused vehicle is prohibited. Any vehicle occupying spaces allotted to Crestwood will be in violation if not moved within 14 days of parking, regardless of displaying a valid parking decal.
2. Stored vehicles will be towed at owner’s expense. For an absence of 14 days or longer, notify the Management Company by email, and provide your name, address, **make/model**, license-plate number, and anticipated date of return.
3. Anyone planning to use PODS, or similar storage units in the common area must have written permission from the Building Manager prior to placement. Unless an exception is granted, one week is the maximum time the unit can be on site and a fee of \$200 will be charged, then reimbursed to the unit owner if no policies are violated and no property damage is caused, less a \$50 non-refundable administrative fee. Failure to get pre-approval and pay the deposit and administrative fee will result in a fine of \$100 per day. The owner is still responsible for any property damage occurred during any of these activities.

4. Any truck or vehicle over 12' long are permitted to park ONLY in the designated area in front of the dumpsters. Arrangements **must** be made with the HOA Building Manager to reserve this space at least 48 business hours in advance.
5. Never park, even temporarily, in the designated fire lane between the fountain and the rear entrance.

### **Enforcement**

1. The parking deck is subject to inspection and enforcement 24 hours per day for current valid hang tags and proper use of parking spaces. Violators may be towed or booted.
2. The motor court is also subject to inspection and enforcement 24 hours per day.
3. Currently the cost to remove a boot is \$75 but this amount is subject to change depending on the Board's choice of parking enforcement agency.
4. If a vehicle remains booted in the motor court for three days, then it may be towed. Retrieval of the vehicle and all costs and fines associated with the booting and towing of a vehicle are the responsibility of the vehicle's owner.

### **Registration**

1. All Crestwood residents (Renter or Owner) must provide their vehicle(s) make, model, year, and tag number, in the Resident Information Form (see Crestwood Resident Information Form (owners and renters), in order to receive vehicle parking tags.
2. For automobiles, a current hang tag should be placed prominently on the dash where all the numbers can be seen OR placed hanging from the rearview mirror with the numbers easily readable.
3. Up to 4 tags are issued per unit including special tags for motorcycles and scooters. This allowance for active tags per unit may be reduced at the discretion of the Board, in the event of a parking shortage.
4. Replacement tags/decals can be ordered for a \$35 fee. The lost or damaged tag/decal is then invalid. No unit will be issued more than four valid parking passes.
5. If a hanging tag/decal is reported lost or stolen, then any vehicle displaying that tag will be subject to immediate booting or towing.
6. Any attempt to hang a fake tag is considered a serious offense and the vehicle may be immediately towed and may subject the owner of the vehicle to additional fines.
7. New hang tags/decals may be issued, per the board's discretion. Only current tags are valid.

### **Parking Garage**

1. Crestwood spaces are all the spaces in the North entrance gate (closest to the shopping center) and all of the spaces in the South entrance gate up to the interior gate that is used by 2828.
2. Parking is first come first served.
3. One parking spot per vehicle is allowed. Any vehicle parked in two parking spots is subject to booting.
4. Any vehicle that is blocking the exit or entrance to either parking garage or to 2828's entrance/exit in any way is subject to immediate towing.

5. Vehicles not moved or driven for more than 14 days will be considered “stored” as outlined previously and may be booted or towed. It is always advisable therefore, if you plan to be away from home for 14 days or longer, to give a notice that should be directed to the Management Company by email, to include your name, address, **make/model**, license-plate number, and anticipated date of return.
6. If you see a resident or guest of 2828 parked in the Crestwood spaces, or any suspicious activity in the parking garage, and would like to report it, please take down the vehicle tag number, its make and model, and report the incident to the Property Manager at [arubinfeld@cmacommunities.com](mailto:arubinfeld@cmacommunities.com).

### **Motorcycles/Scooters**

1. Motorcycles and scooters are considered vehicles for the purpose of Crestwood parking policies. Each vehicle must have its own tag. There is one designated parking spot located by the bicycles for motorcycle and scooter parking.
2. Valid motorcycle tags must be visible on owner vehicles. Any non-tagged vehicles will be treated as guest vehicles with all of the same rules as any guest vehicle.

### **Motor Court**

1. The motor court parking spaces may be used by Crestwood and 2828 guests and vendors between 7:00 a.m. and 6:00 p.m. After this time, only Crestwood and 2828 guests may park in the motor court.
2. Two 20-minute loading and unloading spaces are designated for use by Crestwood residents’ 24 hours a day. Time limits are strictly enforced.
3. No parking is allowed around the north or south islands in the motor court, or in the designated fire lane. These areas are subject to immediate towing.
4. Guests staying more than two consecutive days should park in the parking garage and display a valid tag.
5. See the 2828/Crestwood Motorcourt Agreement for full rules governing the motor court.
6. One parking spot per vehicle is allowed. Any vehicle parked in two parking spots is subject to booting.

### **Parking for Large Gatherings/Parties**

1. In the event that a unit requires space for more than four vehicles, it is up to the resident to make parking arrangements offsite (this is done at your own risk and Crestwood assumes no responsibility for the enforcement of parking rules of any other property or community of Buckhead). Residents may consider making arrangements with the following -
  - a. Fellini’s/La Fonda off the street parking on Peachtree Street
  - b. St. Philip Episcopal Cathedral: (404) 365-1000
  - c. Peach Shopping Center: (404) 848-9510
  - d. Hire a valet if necessary and make arrangements with another property
  - e. Suggest guests utilize the services of a taxi or rideshare service

## **Item #9: Outside Facing Elements**

1. Any element of your home that faces the outside or is located on the outside of the building is subject to the architectural standards of the community. Any change in the outward appearance of any unit requires prior approval by the Board of Directors.
2. For all construction projects/additions/changes see Item #15.

### **Skylights**

1. If you have a 5th floor unit, all skylights are the unit owner's responsibility. The current approved community skylight is Velux windows, with white shades and white frames. If you plan to replace your skylight(s) please contact the Board for approval of the new skylight and any related roof access.

### **Doors and Windows**

1. All outside doors, and entrance doors to each unit are the responsibility of the unit owner to maintain or replace. However, the standard is that all indoor hallway facing doors have to be black to match the other units and all exterior facing doors must be white.
2. All curtains, drapery materials, window shades, and other window treatments visible from the exterior of a unit shall be white or off-white in color and shall not be made of a reflective material.
  - a. All windows of a unit, if the unit owner chooses to have a covering, shall have interior window coverings or treatments which meet this requirement.

### **Door Handles, Door Locks, and Door Knockers**

1. All newly installed door handles and locks MUST be bronze in color, and match the style of the item being replaced.
2. Knockers must be the same style and color (bronze) if replaced, with the unit number engraved on the knocker.

### **First Floor Patio Gates**

1. All first-floor gates are the responsibility of the homeowner. These should be black in color and maintain the same height and style as the original gate.

### **Common Area and Outdoor Lighting**

1. Indoor and outdoor common-area lighting and bulb replacement are HOA responsibility. The only exception is on unit owner's balconies and patios. If replacing these fixtures on your balcony or patio, you must contact the Building Manager to receive a list of approved fixtures prior to installation.

### **Holes/Drilling/Nails**

1. At no time should holes be drilled into or otherwise made in the brick, cement, metal, wood, or stucco of any outside element. This includes patios and all exterior walls.

## **Item #10: Move-ins and Move-outs**

1. The following policies are to prevent damage to the building and to minimize inconvenience to Crestwood residents.

2. All move in or out of a unit must be scheduled with the Management Company at least 48 business hours in advance and is subject to a fee. Failure to notify so that measures to prevent damage may be taken will result in application of an additional fine.
3. A move is considered 2 or more large items.
4. All moves, utilizing large moving vehicles, should reserve the designated parking in front of the dumpsters in the motor court. You MUST schedule the use of this space with a 48-business hour notice with the Building Manager to avoid conflict with trash pickup times.
5. The lane closest to the rear entrance is a designated fire lane and may never be used for loading, or unloading, and may never be blocked.
6. Moving is permitted any day, between the hours of 7AM-8PM.
7. No use of the elevator for moving any large items is allowed without PADS and FLOORING installed by the Management Company (see items 2 and 3 above). Any damage caused will still subject the user to potential additional fees.
8. Using the front doors (facing Peachtree) to move in or out of a unit is never permitted.
9. A **\$200 non-refundable fee** will be assessed for any move-in or move-out. The payment must be made online to the owner's account and must be received before the move-in or move-out can commence or may subject the owner to additional fees.
10. Reminder: the unit owner is the only person permitted to contact the Management Company to make arrangements for a move. Any unit in violation of this policy is subject a fee.
11. Staging- The cost for moving furniture into and out of a unit for staging is a flat rate of \$100. A notice must be sent to the Building Manager prior to staging. Fines are possible for not notifying the Building Manager.

## **Item #11: Rules Governing Renters and Landlords**

Neither CMA nor the Crestwood Board may act as a rental manager. All aspects of the rental, including compliance with these rules, are the responsibility of the landlord.

### **Lease requirements:**

1. Crestwood does not currently limit the number of units which may be leased, but owners and renters alike are expected to honor and enjoy the quiet residential nature of our landmark building.
2. Lease term: the minimum term for lease of a Crestwood unit is one (1) year. A term as short as six (6) months is allowed only with approval of the HOA Board. Basis: Atlanta Zoning, and the Crestwood Declaration, paragraph 8.7 forbid the rental of any Crestwood unit for transient or hotel purposes.
3. Airbnb®, Booking.com®, Expedia®, Home Away from Home®, and similar short-term leasing contracts are expressly prohibited, and subject to a daily fine on the first offense. See Item #22: Fining Process, Sanctions, Late Payments, and PenaltiesItem #22: Fining Process, Sanctions, Late Payments, and Penalties.
4. Leases shall include three mandatory elements. Failure to include any required element renders the lease invalid, and will be rejected by the HOA until the legal defects are corrected:
  - a. Reference the Declaration of the Condominium as the governing document (available on the Crestwood web site).

- b. Reference the Crestwood Policies and Procedures Manual, and each renter shall be provided with a copy (this document, also available on the web site)
  - c. An acknowledgement by the renter(s) that they have read the documents, and they agree to follow all the requirements for harmonious living in a residential building.
5. Violations by renters subject the owner of the unit to warnings, fines, and, in extreme cases, eviction of the tenant(s).
6. Copies of each lease shall be submitted to the Management Company prior to or at the time the unit owner schedules the move-in. Non-compliant leases will be rejected and move-in will not be permitted until the legal defects are corrected and the lease is approved.
7. A Crestwood Resident Information Form shall be completed in full and sent to the Management Company prior to or at the time the unit owner schedules the move-in. This will ensure HOA communications, including emergency matters, can be communicated effectively to all Crestwood residents.
8. Each tenant, including minor children, must be declared on the lease.
9. Leasing requirements are strictly enforced, including imposition of fines per Item #22: Fining Process, Sanctions, Late Payments, and Penalties.

#### **Special Stipulations for Tenants and Landlords:**

1. In the event of an emergency requiring immediate attention, any resident including tenants may call the emergency number on the cover page of this document.
2. Neither CMA nor the Crestwood Board are permitted to act as rental managers. Tenants shall contact their landlord for non-emergency matters, and may not contact CMA or the Board directly. A fine of \$75, with repeat offenses incurring fines of \$150, may be assessed to unit owners whose tenants contact the Board or CMA directly.
3. Unit owners must make available updated information regarding anyone residing in their units, and the renter information form must be filled out for each new tenant including minor children.
4. Any unit owner who fails to notify the Building Manager of a new tenant prior to move-in, or who fails to schedule both the move-out, and the move-in, with the Building Manager within the 48-business hour time period, may be subject to fines per Item #22: Fining Process, Sanctions, Late Payments, and Penalties.
5. Unit owners are responsible for maintaining proper insurance coverage of their units. It is highly recommended that tenants be required by landlords to maintain renter's insurance.

#### **Item #12: Resident Information Form**

1. To fulfill duties of managing Crestwood, the Board requires the Management Company to have contact information and, if any, vehicle information, for each resident regardless of owner or tenant. A resident information form and other applicable forms are located in the Appendix: Data Forms and Acknowledgements, at the end of this document. These must be completed for each unit and forwarded to the Building Manager within 30 days of the annual meeting each year and prior to a new owner or tenant occupying a unit.

## Item #13: General Construction/Contractor Guidelines

### 1. Changes / Additions in Hallways or Patios/Balconies

Any exterior changes/additions—such as doorbells, address numbers, motion sensors, changes to patios, etc.--must be requested in writing and addressed to the Management Company at [arubinfeld@cmacommunities.com](mailto:arubinfeld@cmacommunities.com) and the Board at [crestwoodhoaboard@gmail.com](mailto:crestwoodhoaboard@gmail.com). Approval must be granted before a homeowner may make any changes. In the case of a tenant, the request must be made by the owner of the unit. The owner is responsible for all maintenance of approved changes/additions. If improper or unapproved changes are made to any unit then a fine may be assessed and the unit owner may be liable for the cost to return the property to its original state.

### 2. Times of Construction

- a. **Monday-Friday**- 9 AM to 5 PM. No work may be done on the weekends without Board approval.
- b. If deemed an emergency, or advantageous to the community, the Board may complete construction at off hours with prior notice to the affected unit owners.

### 3. Contractors:

- a. Any contractor working in the building shall clean any affected common area daily at the conclusion of their work without exception. The unit owner is responsible for this action by any contractor in their employ and a **\$150 fine** per violation may be assessed as well as any cost associated with clean up.
- b. Contractors may park in the motor court subject to the availability of parking (no tag needed during hours approved for work), or in the parking garage (valid tag required).

### 4. Project Scope

**Note:** If you are unsure which category your project falls into, the best policy is to inform the HOA Building Manager of all construction projects and their scope.

- a. For Small Projects (usually aesthetic work such as painting or fixture replacement not involving structural or utility-related work): No prior authorization or communication is required from the Building Manager.
- b. REMINDER: Any exterior unit modifications require written approval from the Building Manager prior to commencement of construction/replacement. The Crestwood is subject to requirements set forth by the Easements of Atlanta and must maintain specific standards or be subject to penalty. *A UNIT OWNER IS LIABLE FOR A VIOLATION WHICH COULD RESULT IN HUNDREDS TO THOUSANDS OF DOLLARS IN FINES, AND RESTORATION TO THE ORIGINAL STATE. IT MIGHT ALSO RESULT IN A REINSTALLATION IN ORDER TO CONFORM TO BUILDING STANDARDS.*
- c. For Large Projects (which include but are not limited to any modification that includes a structural change or work related to a utility), the unit owner must submit:
  - i. A summary description of what is to be completed within the unit, including but not limited to common utility (electrical, water, gas, etc.) interruption.
  - ii. A summary of impacts to common areas from construction and how it will be handled. Examples include but are not limited to:
    1. Carpet cutting in parking lot, hallway clean-up, power tool usage in common elements, elevator usage required, arrangements for dumpster use, and any other factors affecting the visibility of construction or noise of construction to parties located outside of the unit.



- iii. Copies of any architectural plans.
- iv. Copies of permits from the city of Atlanta.
- v. Copies and contractor agreements (pricing and personal information may be blacked out or supplemented with written information). The Building Manager must know the following: 1) the contractor name and their contact information, 2) the timing of construction, 3) certifications and insurance of the contractors and 4) type of work to be completed by each contractor. Each contractor must be a professional, certified contractor with all the appropriate licenses and certifications.
- vi. Prior authorization must be received from the Building Manager for a project before a project may commence. Violations are subject to a fine of \$150 per day after notification to the homeowner.
  1. The Building Manager has 30 days to respond to a request for approval of a project.
  2. If warranted, the Building Manager may seek the review and approval of an architect or engineer with related costs to be paid by the owner.

#### **Item #14: Flags**

1. Flags and banners that can be seen from outside are prohibited. The exception is the US National Flag may be displayed during daylight hours on national holidays.

#### **Item #15: Pest Control**

1. It is the responsibility of each unit owner to maintain their own pest control within their units.
2. The building will service the common areas and outside areas of the building for common pests.
3. Unit owners should contact the Management Company if they observe any pest issues in common areas of the building.

#### **Item #16: Roof Access**

1. Any work or assessments being done on the roof must be scheduled with the Building Manager. There are no exceptions to this rule. This is to maintain the safety and privacy of all fifth-floor residents. There will be a fine for residents who violate this policy.
  - a. Notice must be given to the Board and Building Manager 48 hours prior to the roof being accessed.
  - b. The Building Manager is authorized to grant immediate access for emergency restoration or repairs.

#### **Item #17: Insurance**

1. Each unit owner is required to maintain owner/renter's insurance as applicable by city/county ordinances, and the laws governing the ownership of a home in the state of Georgia.

## Item #18: Preventive Maintenance Requirements

**Disclaimer:** *The following sets forth various obligations of the individual owners as it pertains to the proper maintenance of their units in order to minimize the risk of fire and flood. The following also provides guidelines for how owners and residents are to respond appropriately in the case of a fire or flood. However, this list is not exhaustive, and any actions taken or neglected to be taken by a unit owner or other resident do not subject the Association, the Board, the officers, or the agents of the Association to any liability. Each owner is obligated to properly perform all maintenance as required under the Declaration, which is recorded in the Fulton County land records and is available from the Crestwood website.*

### Basis for Mandatory Preventive Maintenance by Unit Owners

We share common walls, floors, and ceilings. Accordingly, all owners and residents are required to maintain safe conditions to protect our neighbors from fires, floods, and other unsafe or unhealthy conditions.

#### Fireplaces

1. Operational fireplaces and chimneys shall be cleaned and maintained on a regular basis by the unit owner to prevent any hazards to the building.
2. Fireplaces must be inspected and cleaned every five years by a professional and proof submitted to the Building Manager. A written statement from the unit owner that the fireplace is not in use and has not been used in the past five years will also be accepted.

#### Dryer Vents

1. Dryer vents in active use shall be cleaned on a regular basis. These vents pose a potential fire hazard if not maintained regularly and are the responsibility of the unit owner to maintain.
2. Dryer vent cleaning needs to be completed every two years by a professional and receipts for this cleaning need to be submitted to the Building Manager, OR there needs to be a written statement from the owner that the dryer has not been in use in the past two years and therefore no cleaning is needed.
3. Dryer vents shall be upgraded to meet fire Code, including use of all-metal rigid or semi-rigid ducts, during any renovation that allows duct replacement.

#### Flood Prevention

A flood into the living spaces of a home is devastating to the occupants. Their homes and possessions are damaged. They face weeks or months of repairs and recovery. If a flood is not dried promptly, mold and wood rot develop in the hollow spaces between units and levels in the building. Remediation of mold and wood rot requires drywall removal if the flooding is not dried within 72 hours.

Most household floods are preventable. Accordingly, all owners and residents are required to take these reasonable precautions to help prevent water leaks from units they own or occupy.

A professional plumber should perform these inspections if the owner is not able to do so. Please contact the Property Manager if there are any questions, or if assistance is needed to comply with this policy. Annually, each owner is required to document their compliance with this Policy. Once all items are complete, sign the leak prevention acknowledgement form, and send it to the Property Manager at [arubinfeld@cmacommunities.com](mailto:arubinfeld@cmacommunities.com).

### ***Owner and Tenant Responsibility***

1. Unit owners are responsible for preventing foreseeable leaks originating in their unit and may be liable for all damage caused to their neighbors' units and to the HOA common areas. Each of these items require regular attention as part of responsible home ownership:
  - i) Water heaters: the catch pan and the floor below must be dry and free of mold or wood rot. A water alarm in the catch pan is recommended to warn of a small leak before there is risk of the tank rusting out and causing a major flood. Conversion to electric water heating is recommended when the gas unit requires replacement. It is more cost-effective to run the new electric line than to replace the exhaust vent, which is likely to be rusting out and in need of replacement.



*Figure 1: electric water heater with a water alarm in the catch pan*

- ii) Air conditioning units:
  - (1) As part of the seasonal maintenance at the start of each cooling season, confirm the condensate drain is free flowing.
  - (2) A water detector in the pan is recommended to detect a small leak before it overflows and damages your home and the homes of others.
  - (3) Remove debris and/or rust from the catch pan. Debris can clog the drain line if there is a leak.

- (4) If your condensate drain is by gravity (no pump), verify the drain line is free-flowing and free of algae buildup. A licensed HVAC technician is trained to do this, but the homeowner should request it. This takes very little extra time but is often neglected.
- (5) If your AC system has a condensate pump, check the operation of the pump and the overflow safety switch. If your safety switch is not connected (most in Crestwood are not), be aware it is a both a Crestwood requirement and an Atlanta Building Code requirement. The safety switch will protect your neighbors from flooding when the pump clogs or fails, which they do regularly. It is a 10-minute job for an HVAC technician to connect this important safety device. The pump and the safety switch wires look like this:

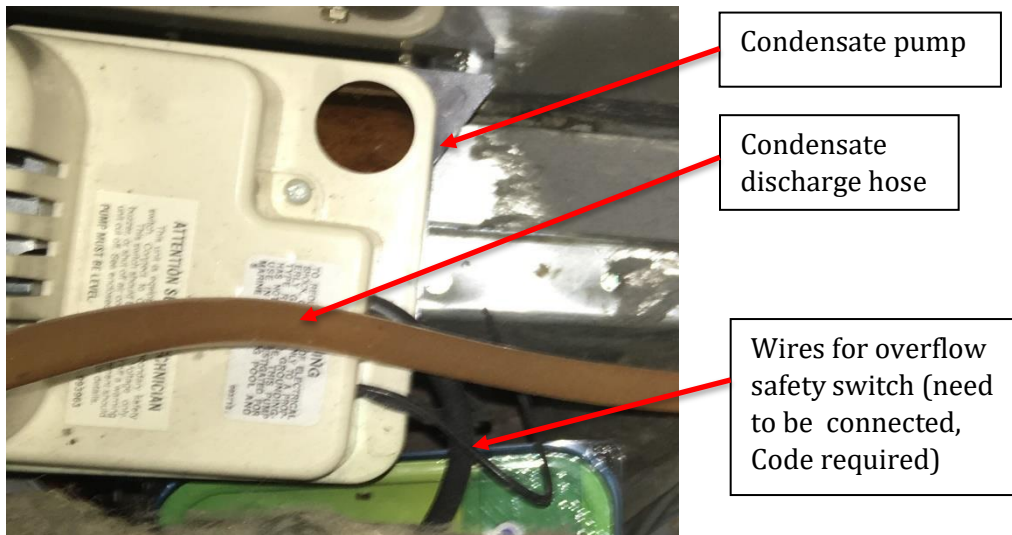


Figure 2: condensate pump and safety switch wiring

**Urgent and Important:** Most Crestwood units use or share a building condensate drain located in a different unit. These drains have clogged, resulting in major flood damage in the unit below. The HOA needs to know where these drains are located and needs to ensure they are maintained to avoid similar incidents. Accordingly, owners and/or residents are required to inspect their utility closet for a common drain and report the information to the Property Manager. In addition, during seasonal AC system maintenance, the owner or service technician is required to verify the drain is free flowing. This is done by pouring a gallon of tap water into the drain and verify it does not back up. Also required is to pour four (4) ounces of Clorox bleach into the drain to kill the algae and other biologicals that could clog the drain and could become a health risk for building residents.

Report on the Annual Preventive Maintenance Form (end of this document) if you have a drain looking like the photos below. Please contact the Property Manager for assistance if needed:



Figure 3: building drain serving a single AC unit



Figure 4: building drain serving two (2) AC systems

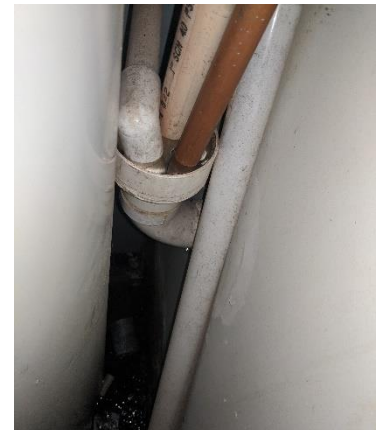


Figure 5: building drain serving three (3) AC units (this one is leaking and damaged the home below)

- iii) Dish washers: replace rubber water supply and drain components that are more than 10 years old. Consider placing a water alarm on the floor behind the unit to provide an early warning of a leak. Mentally register the location of the dishwasher shut-off valve under the kitchen sink and be prepared to close it in the event of a leak.



Figure 6: leak-prone drain (hardened black rubber)



Figure 7: correct drain (silicone rubber)

- iv) Clothes washers: washers should be on a catch pan with a water alarm to warn of a leak. Rubber water supply hoses older than 10 years old should be replaced, preferably with armored polymer hoses that will last for the remaining life of the machine. Particularly if the rubber hoses are old, consider shutting off the water supply valves between uses.
- v) Commodes: the caulking around the bathroom floor shall be continuous, and sufficient to contain any overflows long enough to mop up before the water drips onto your neighbors below. Keep an old towel handy to respond to this type of emergency.
- vi) Sinks, showers and bathtubs: Do not use a leaking sink, tub or shower until it is repaired. Prompt drying is essential for avoiding mold and wood rot in the hollow spaces between living units. Consider water alarms in any out-of-sight locations near potential leak sources.
- vii) Windows and doors: inspect the windows, doors, and their frames for signs of degraded caulk, soft rot, misalignment, or other conditions that would allow rainwater to enter.

### **HOA Responsibility**

1. The roof: the Crestwood roof was replaced in 2007 using a long-lived system that incorporates a continuous polymer membrane as the final barrier to leakage. Roof leaks are always possible, and any suspected roof leak should be promptly reported to the Property Manager. The HOA will investigate the issue as quickly as possible and take such actions as are deemed necessary.
2. The outer skin (walls): leakage is possible through defective windows, doors, and flashing around window frames and door frames. Any water intrusion through the building doors, windows, or walls should be promptly reported to the Property Manager. Also report degraded caulk or wood rot in exterior trim.

### **Leak Emergency Response**

1. If possible, shut off the water at the source. You will find a shut-off valve near the hot water heater that will turn off all hot water. Crestwood units also have a main water shut off valve, but most were hidden by drywall during the 1982 renovation. The Crestwood website will have a “how to” on locating this valve. If the unit’s valve is not accessible, call a plumber to have the main supply shut off for your section of the building. These valves are in the valve pit facing Peachtree Road. There is an HOA fine for closing these valves for maintenance without prior authorization. In a flooding emergency, the valves may be closed without advance authorization to prevent further damage until the plumber arrives.
2. Contact all affected neighbors. They will need to place catch pans and buckets to protect their floors and prevent the water from moving even lower in the building.
3. Once the flow is stopped, mop up all water still on the floor to stop the dripping into the spaces below.
4. Notify the Property Manager with details on the leak (source, estimated size, start time, end time, etc).

### **Leak Follow-up Actions**

1. Report the incident to your insurance company. Typically, the insurance companies send inspectors, and they agree among themselves on which company pays for repairs and, if needed, mold remediation
2. Also report the incident to the Property Manager, who will deal with HOA liability, if any, and ensure the building common areas are repaired or remediated as needed.
3. If your home is damaged by a leak from another unit, you should work with that owner, the Building Manager, and your respective insurance providers to resolve the issue.
4. Mold (a health hazard) is a danger whenever water gets into enclosed spaces within the building. Especially if there was a delay in stopping a leak, drywall removal for mold remediation is required as part of the repair and recovery.
5. Wood rot can become a safety hazard where undetected small leaks continue for long periods of time. HVAC units and water heaters are common leak sources, and also locations of high floor loading due to the weight of the equipment and the water in the water heater. Inspection for rotted floor beams and remediation of wood rot and wood rot fungus is required following any significant flood. If an AC unit or water heater are replaced, please inspect the floor area for wood rot, and report any concerns to the Building Manager.

## **Item #19: Guests**

1. Each resident is responsible for the conduct of their guests while they are at Crestwood. Therefore, it is the responsibility of these persons to ensure their guests follow all Crestwood policies as mentioned above.
2. Any violation of the above policies may result in the unit owner being fined for the conduct of their guests, or the guests of their tenants.

## **Item #20: Utilities Policies**

1. Gas Policy
  - a. Controls related the building's gas utility are located in the gas closet in the front north corner of the building (closest to the peach shopping center).
  - b. To turn on/off the gas in your unit you will need to request access to the closet from the Management Company 48 business hours in advance.
  - c. In the case of an emergency, notify the management company immediately for immediate access to the gas closet.
2. Internet
  - a. The building has connections for Comcast XFINITY, AT&T, and Yomura Fiber. However, if you find another provider you would like to have, please first contact that provider to see if they would like to offer service in our building. If so, please reach out to the HOA board and the management company and it can be arranged to offer their service in our building. Please note that this is not a quick process and could take multiple weeks to complete.
3. Water/Sewage/Trash
  - a. Water, sewage, and trash are amenities paid for by the Management Company through HOA funds. Please appropriately manage your water consumption and report all leaks.
4. Air Conditioning Units
  - a. All outdoor air conditioning (A/C) units shall have a tag indicating the unit it services. A picture of any new unit must be sent to the Building Manager for their records.
  - b. If any A/C unit is not tagged or documented and cannot be determined to be operational, it may be considered abandoned and the unit owner will be assessed for the A/C unit's removal.
  - c. All air conditioning units must be placed in the designated air conditioning wells located on the property. There are four wells on the property depending on where your unit is located: Two wells are located on the roof and two more are located on the grounds on the North and South sides of the building. Any unit not appropriately located in one of these wells will be required to be moved at the expense of the unit owner and fines may be assessed.
5. Antennas
  - a. Television/radio antennas are not allowed on the roof of the building. Any television antenna is subject to removal by the Building Manager.
  - b. Satellite dishes may not be attached to any unit's balcony or to any other portion of the building which can be seen from anywhere on the property's grounds.

## **Item #21: Gym Rules and Regulations**

1. Liability
  - a. Crestwood residents understand that they assume all liability associated with use of the Crestwood Gym. They accept all liability for anyone they grant access to these facilities as well. All residents should consult with a medical professional before beginning an exercise regimen.
2. Rules
  - a. The gym is a shared area. Please be courteous to others. If someone is waiting for a machine, please limit your time to 15 minutes on this machine or piece of exercise equipment.
  - b. Observe COVID and other infectious disease prevention: wipe equipment with disinfectant wipes before and after use.

## **Item #22: Fining Process, Sanctions, Late Payments, and Penalties**

1. Crestwood residents, owners and renters alike, are expected to honor the quiet residential nature of our landmark historic building. The Board of Directors are unpaid volunteers, and it is an imposition on their time to deal with violators who ruin the living experience for their neighbors. Accordingly, the Board reserves wide discretion for imposing fines and other disciplinary measures designed to deter violations.
2. These policies will be enforced equally and fairly to all residents. All fines require approval by the Board of Directors and may be assessed or modified at the Board's discretion. Actions not specifically laid out in this document, but which impact the peace or enjoyment of the Crestwood community, may also result in warnings, fines, or other penalties, at the discretion of the Board.
3. Violations that impact a resident's sleep or peaceful enjoyment of their lives and homes are the priority for enforcement. Immediate and substantial fines are approved at the discretion of the Board to stop and/or deter serious violations of residents' rights.
4. Criminal violations, including harassment, domestic violence, and suspected illegal substance abuse, will be referred to the Police. Action taken or not taken by the Police will not preclude additional enforcement by the HOA Board.
5. According to the Georgia Condominium Act (Ga. Code Ann. §§ 44-3-70 to 44-3-116) and the Georgia Property Owners' Association Act (Ga. Code Ann. §§ 44-3-220 to 44-3-235), a lien against the unit is automatic when dues or fines are past-due. Unpaid fines are subject to the same fees and collections process as unpaid HOA dues.
6. Fines and penalties may be disputed or appealed by emailing the Board within 60 days. A fine may not be appealed after 60 days. Please CC property manager, Ari Rubinfeld on the email to CrestwoodHOABoard@gmail.com. If the board decides that the fine is reviewable, the board may decide to overturn the fine, or may invite you to a HOA Board meeting to present your case.
7. The general guidance for warnings and fines is as follows:

### ***Honest mistakes and minor infractions***

1. A verbal or written warning will be issued on the first offense.
2. A repeat of the same or similar infraction is no longer an honest mistake nor minor. Escalating fines (\$25, \$50, \$100, etc.) are imposed for repeated violations within a year of the warning message.



### *Violations of Residents' Rights*

1. Violations that seriously impact a resident's sleep or peaceful enjoyment of their life and home are intolerable. The Board will use its discretion to impose immediate and substantial fines. No warning is required for serious violations.
2. Late-night disturbances will incur immediate and substantial fines as approved by the HOA Board, and may be referred to Police for prosecution.

### *Noise*

Please see Item #2: Noise, Nuisance, and Prohibited Activities) The HOA Board does not want to be the nanny, but will protect the rightful enjoyment of all residents. Repeat offenders will face escalating consequences should Board intervention be required:

1. Daytime noise complaint: warning on first offense, escalating fines of (\$25, \$50, \$100, etc.) for repeat offences within a year of the warning.
2. Nighttime noise complaint: \$25 fine on first offense, escalating for repeat offenses. Board discretion will be used to increase the penalty for extreme late-night violations and for flagrant violations causing one or more residents to lose more than incidental sleep hours.
3. Excessive dog barking: the enforcement is the same as for other types of noise violations. The Board may revoke pet privileges for a unit with repeat barking violations.

### *Pet violations*

See Item #6: Pets. Crestwood promotes a pet-friendly policy consistent with the rights of all residents. The Board does not want to enforce normal courtesy but will use the powers at its disposal to protect Crestwood residents. The fine guidelines for pet violations are the following:

1. Excessive barking: see Item #2: Noise, Nuisance, and Prohibited Activities
2. Failure to promptly and thoroughly clean urine or feces from indoor common areas: \$50 cleaning fee and \$200 fine each offense, and loss of pet privileges for an owner identified as a regular offender.
3. Failure to promptly and thoroughly clean urine or feces from hardscape outdoor common areas (sidewalks, patios, and driveways): \$25 fine on first offense, \$50 fine on each subsequent offence within one year, and loss of pet privileges for an owner identified as a regular offender.
4. Failure to pick up and properly dispose of feces in the dog park: \$25 fine on first offense, \$50 fine on each subsequent offence within one year, and loss of pet privileges for an owner identified as a regular offender.
5. Pet off-leash in the common area: verbal or written warning on first violation, escalating to monetary fines thereafter.

### *Leasing violations*

1. Operating a short-term leasing business(see **Error! Reference source not found.** for requirements): \$150 per day, plus any fines incurred by the renters. The fine will increase to \$500 per day if the activity continues after the warning and first fine are issued.
2. Failure to submit a lease or tenant information form: see following section for documentation violations.
3. Tenant move-in or move-out without the required 48-hour prior notification: \$150 per offense in addition to the normal \$200 fee.
4. Occupancy violations (see Item #3: Maximum Occupancy of a Unit for requirements): warning on first offense, \$150 fine per week if the violation continues after seven (7) days

5. Tenant rules violations: the owner is assessed the penalties, and should pursue reimbursement from the tenant.
6. Repeat or flagrant violations by tenants: the Board will impose fines and may order the tenant evicted

### ***Failure to file required forms with the Property Manager***

Failure to complete and submit forms that are essential for efficient administration of our community is considered a violation. These forms are required annually. Failure to provide the information by the due date will result in a warning/reminder, and granting of a seven (7) day grace period. If the required forms are still not received within the grace period, a fine of \$150 per week is imposed until the forms are provided. The violator may appeal for a reduction only after coming into compliance. These are the mandatory forms:

1. Crestwood Policies, Procedures, & Practices Acknowledgement Form (all owners and renters)
2. Crestwood Resident Information Form (all owners and renters)
3. Crestwood Rental Information Form (rental units only)
4. Executed Leases (rental units only)
5. Fire place, dryer vent, and flood prevention acknowledgement (owners only)

### ***Unauthorized Entry into the water valve pit***

1. Any non-emergency unauthorized entry into the valve pit will result in a \$75 fine for the first instance and a \$150 fine for each additional use. All residents and owners are required to abide by the leak prevention policy and minimize the need to access the valve pit.

### ***Littering and trash/recycling violations***

1. Deliberately tossing wrappers, cigarette butts, and other litter incurs a \$75 fine per occurrence and this may be increased based on the severity of the act or any damage sustained to the property.
2. Placing prohibited items in the trash or recycling bins, or failure to place items inside the bins, will incur a warning or a fine depending on the severity.

### ***Contractor violations***

See Item #13: General Construction/Contractor Guidelines

1. Work commenced without HOA notification or prior to HOA approval: verbal or written cease and desist order, and \$25 fine. Failure to comply thereafter will result in a Stop Work Order and a \$150 per day fine.
2. Work conducted outside of approved hours: verbal or written warning on first offense, \$150 fine for each subsequent offence, and a Stop Work Order for repeated or blatant violations.
3. Architectural control violations will be dealt with at the discretion of the Board of Directors.

## Appendix: Data Forms and Acknowledgements

HOA Governance requires information on who is living at Crestwood, and about the safety and security of each unit. Fair and consistent administration of the rules requires that each resident and owner acknowledge receiving the Policies and Procedures package, and agreeing to abide by the rules for peaceful living in a multi-residence building. Failure to complete and return each required form will result in a warning, followed by a fine in accordance with the fining policy. A new set of forms is required EVERY YEAR, within 30 days after the annual meeting.

### Crestwood Policies, Procedures, & Practices Acknowledgement Form

Unit #: \_\_\_\_\_

I have received from my landlord or management company all governing documents (Covenants, Bylaws, and Policies, Procedures, and Practices Packet) and understand that as a resident of Crestwood, I am bound (as are any guests or tenants) by these requirements, and therefore I acknowledge that I am subject to all penalties and sanctions outlined in these documents.

Owner Signature(s): \_\_\_\_\_

Dates: \_\_\_\_\_

Tenant Signature(s): \_\_\_\_\_

Dates: \_\_\_\_\_

\*Please email this form, and any applicable supplementary forms to [crestwoodhoaboard@gmail.com](mailto:crestwoodhoaboard@gmail.com) and cc Ari Rubinfeld [arubinfeld@cmacommunities.com](mailto:arubinfeld@cmacommunities.com). You can also mail these forms to Community Management Associates (CMA), 1465 Northside Dr. NW Ste 128, Atlanta GA 30318-4220 attn: Ari Rubinfeld

All forms must be received by the management company prior to the move-in date, AND within 30 days after every Crestwood HOA annual meeting.

### Crestwood Resident Information Form (owners and renters)

Unit #: \_\_\_\_\_

Primary Resident Name(s): \_\_\_\_\_

Contact Information of Primary Resident(s):

Home/Cell #(s): \_\_\_\_\_ Work #(s): \_\_\_\_\_  
\_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

Emergency Contact(s) and Relationship (please list non-residents):

Name(s) \_\_\_\_\_ Phone #(s): \_\_\_\_\_

I presently  Reside in My Unit\*  Lease\*

\*If owning & living in the unit please skip to the last page. If leasing your unit, please complete all forms.

Pets:  Yes  No

If yes- list names, species, age, & breed. \_\_\_\_\_

Homeowner Vehicles:

Year \_\_\_\_ Make: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Year \_\_\_\_ Make: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Year \_\_\_\_ Make: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Year \_\_\_\_ Make: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Hanging Tag/Motorcycle Decal #'s

Tag/Decal 1 \_\_\_\_\_ Tag/Decal 2 \_\_\_\_\_

Tag/Decal 3 \_\_\_\_\_ Tag/Decal 4 \_\_\_\_\_

## Crestwood Rental Information Form

Unit #: \_\_\_\_\_

Unit Owner's Name(s): \_\_\_\_\_

Unit Owner's Offsite Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit Owner's Contact Information:

Home: \_\_\_\_\_ Work \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Is your unit managed by a Management Company?  Yes  No

Management Company Name and Mailing Address (If applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Management Company Telephone Contact Info:

Contact Name(s): \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Crestwood Fireplace, Dryer Vent, and Leak Prevention Acknowledgement Form

Unit #: \_\_\_\_\_

**Fireplaces** that are/have been operational in the past 5 years must be inspected and cleaned. Please indicate if you A) Have an operational fireplace and have gotten it inspected and cleaned in the past 5 years\*. B) Have a fireplace and no one in your unit has used it at any point in the past 5 years. C) Do not have a fireplace in your unit.

Answer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dryer vents** that are/have been operational in the past two years must be cleaned by a professional every two years. Please indicate if you A) Have an operational dryer and utilize a vent that has been inspected and cleaned in the past two years.\* B) Have a dryer that utilizes a ventless drying system (no vent needed) or C) No one has utilized a dryer in the past two years in your unit whatsoever.

Answer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please attach applicable receipts to confirm this work has been completed.

**Leak prevention** Please confirm you have inspected each item listed under Item #18: Preventive Maintenance Requirements, and confirm that inspections, repairs and preventive maintenance are up-to-date.

Does your unit have an AC condensate drain like Figures 3 through 5 of Section 18?  Yes  No

If yes, how many condensate pipes share the drain: \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

Has the compulsory maintenance (see Item #18: Preventive Maintenance Requirements) been performed:

Yes  No

If no, when will it be done (date certain) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_