

Dear Resident,

The Washington Square Homeowner's Association Board of Directors is proud to provide you an updated version of the Rules & Regulations, originally drafted in 1987, revised in 1998, 2008, 2012, and 2021. These Rules & Regulations briefly summarize some of the important points made in the Amended and Restated Declaration of Covenants and By-Laws. To review the governing documents in its entirety, visit our website, www.washingtonsquareatlanta.com, and click on Resources & HOA Forms.

Your Board of Directors is committed to uphold the standards of the community. The purpose of presenting you with this document is to ensure you, as a resident of Washington Square, are informed of the guidelines governing our community and what actions may be taken when certain circumstances present themselves.

We recommend you bookmark this document or print it and keep it handy for future reference. If you are listing to sell your townhome, please provide a copy of this document and/or the website to the potential new owner prior to closing. Should you have any specific questions or comments regarding the content, please feel free to contact our Property Manager at:

Ardent Residential
Office: 844-9-ARDENT | Fax: 404-969-4698
Email: Washingtonsquare@MyArdent.com

Also included is information for the various committees owners may volunteer to become involved with. Feel free to email the Board at Washingtonsquare@MyArdent.com if you have any suggestions or would like to participate on a committee.

This is OUR home...OUR community...OUR neighborhood...and one we should all be proud of and participate in.

Washington Square Board of Directors

Washington Square HOA Rules and Regulations

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I. Rule Making

From the Amended and Restated By-Laws of Washington Square Homeowners Association, Inc.

Article 5 Rule Making and Enforcement

Section 1.

The Board of Directors shall have the authority to make, modify, repeal, and enforce reasonable rules and regulations governing the conduct, use, and enjoyment of Lots and the Common Property. The Board shall have the power to impose reasonable fines, which constitute a lien upon the Owner's Lot, and to suspend an Owner's right to vote or to use the Common Property for violation of any duty imposed under the Declarations, these By-Laws, or any rules and regulations duly adopted.

Article 6 Miscellaneous

Section 7.

If there are any inconsistencies between the legal documents, the following shall prevail:

- A. Georgia Nonprofit Corporation Code
- B. Amended and Restated Declaration
- C. Articles of Incorporation
- D. Amended and Restated By-Laws

All Owner's, holding title to a Lot have free access to the governing documents; the Amended and Restated Declaration and By-Laws, by accessing www.washingtonsquareatlanta.com and click on Resources and HOA Forms. To receive a hard copy, there is a fee charged to cover labor, material, and postage, contact Association Management Professionals, Inc (AMP) at 678-813-2505.

II. Rights and Responsibilities of Owners

A. Rights of Owners

1. The right to occupy, own, use, enjoy, mortgage, sell, lease, and bequeath your Lot subject to the terms of the Amended and Restated Declarations and By-Laws.
2. Automatic membership in the Homeowner's Association, which holds title to the common areas subject to the Amended and Restated Declarations and By-Laws.
3. The right to vote on all matters, upon which members of the Association are entitled to vote in accordance with the Amended and Restated Declarations and By-Laws. One vote per Lot owned.
4. The right to be elected to serve on the Board of Directors by the Membership at the Annual Meeting of the Association so long as the homeowner is a member in good standing.

B. Responsibilities of Owners

1. Owners are fully responsible for the conduct of all family members, renters, guests, and pets within the boundaries of Washington Square property.
2. All residents (owners, renters and persons leasing) of Washington Square HOA are responsible for knowing and complying with the governing documents to include the Amended and Restated Declarations and By-Laws, and Rules & Regulations of the Homeowner's Association.
3. All owners/residents shall not promote or conduct any activity or condition that causes unreasonable discomfort, annoyance or nuisance to other owners or occupants.
4. All owners are required to have an individual insurance policy covering the exterior and interior of their lot, and all personal property within. ***Please note: Association insurance does not cover any part of the exterior/interior building structure or your personal property. Please contact your agent to make sure you are properly insured.***
5. Rental homes require both owner and renter's insurance.
6. Each owner is responsible for the maintenance and upkeep of the interior portion of the lot that affects the exterior appearance. (See Windows under Living with Your Neighbors)
7. Each owner is responsible for the maintenance of all the exterior surfaces of their lot. This includes the roof, exterior siding, patios, doors, windows, privacy fences and decks. See 'Maintenance Responsibility' below.
8. Homeowners, their guests, or their renters shall not feed the ducks, geese, or stray animals. Food left out for animals draws rodents to our community and it is very expensive to remove these rodents. No fishing, wading, or swimming is allowed in the pond.
9. **NO CHANGES** in the appearance of exterior features, of a home, may be made without prior written approval of the Architectural Control Committee, hereafter referred to as ACC. There are color standards that need to remain. The ACC application request form can be found www.washingtonsquareatlanta.com under Resources & HOA Forms.
10. All common area trees and bushes are to be left standing within the community. If you have a special request regarding landscaping, email acc@washingtonsquareatlanta.com.
11. No accumulation of litter, lumber, scrap materials, refuse, new or used building materials or trash of any kind shall be permitted on patios, decks or adjacent to any home.

III. Maintenance Responsibility

Failure to Maintain

1. In the event an owner has failed or refused their obligation to maintain, repair, or replace items in which they are responsible for, a written notice will be sent to the owner and/or occupant, giving ten (10) days to comply and make the necessary repairs. In the event of an emergency or an owner has not complied, the Association, through its representative, may provide the maintenance, repair, or replacement at the owner's sole cost and expense.
2. All costs involved in servicing a non-complied home will be added to the account of the homeowner and is payable in full upon notification. Non-payment of these costs will be subject to the same collection procedure as nonpayment of monthly Association fees and subject to lien.

IV. Monthly Assessments and Common Area Expenses

A. Monthly assessments

1. Homeowners' monthly Association dues are to be made payable to Washington Square HOA and mailed to Washington Square Homeowners Association, Inc c/o Association Mgt Pros P O Box 1706 Douglasville, GA 30133 or pay online at <https://myardent.com/washingtonsquare>.
2. Please note your account number on your check and include the coupon that is provided. If you deliver or mail your payment directly to Association Management Professionals office in Douglasville, there will be a delay in recording your payment AND a processing fee.
3. **Your monthly assessment is due on or before the 1st of each month. A late fee of 10% will be added to payments received after the 10th.**

B. Common Area Expenses

When you purchased your townhouse, you bought the area with-in the four walls- the exterior structure of your home- to include the siding, roof, fencing, patio/balcony, and deck. Homeowners are responsible for the area three (3) feet in front of their structure and twelve (12) feet behind the structure this includes the patio. Outside these limits is considered Common Area.

The Amended and Restated Declarations, Articles 5 & 6 describe how the mandatory monthly assessment fee is used for the upkeep of the common property and includes annual expenses to maintain the community. Included in these fees are:

1. **Water/sewer** – Payments are made to DeKalb County Watershed Department for the consumption used by your lot and on the common area.
2. **Ground Maintenance** (Common Area) payments for routine lawn maintenance service contracted with an outside landscape company and minor maintenance repairs throughout the community.
3. **Insurance Coverage** for the Common Areas only and liability coverage for Officers and Directors. The building structure is NOT covered by the Association and is the responsibility of the individual owner.

4. **Payments to the Management Company**, who, on behalf of the Board of Directors, deposits and records all assessments, payment of expenses and other duties the Board deems necessary monthly.
5. **Pool Maintenance** payments are made to an outside pool company to monitor and service the pool. Even when the pool is not open, monthly service inspections are required.
6. **Reserves** used for major repairs, i.e., driveway and parking lot paving.
7. **Termite Coverage** covers inspections and warranty for the entire community using the Sentricon Bait Stations.
8. **Emergency Reserves** to cover Common Area water and sewer pipe breaks, large tree removal and other community emergencies.

V. Lien and Suit Policy

Each month's assessment installment is due and payable in full on the first day of each month. Any payment not made by the first of the month is considered delinquent. The following procedures have been established for the collection of delinquent accounts receivable:

1. **Management Company** is instructed to send a written late notice for payments not received by the 10th and since we amended to become a Residential Property Owners Development, a lien is automatically affixed to the property.
2. **Association Attorneys** are instructed to notify each owner delinquent for sixty (60) days or more that a hard copy lien has been filed against the owner securing the Association all monies due and any balances thereof, including legal fees.
3. **Certified letter** sent after ninety (90) days delinquency and intent to file suit against owner for all monies due including assessments, attorney, and collection fees.
4. **Suit is entered** after 120 days delinquency to recover all monies and have owner served notice and summons by County Marshall.
5. Any delinquent payment received will be dealt with in accordance to procedures in Section C. Delinquent monies received will first be applied to legal fees, interest, late fees and then the balance of the delinquent assessment.

VI. Leasing

Below is a summary of the leasing requirements, please read the Amended and Restated Declarations and Bylaws thoroughly for more detailed information. A Homeowner may not lease their lot, without first receiving written approval from the Board of Directors. Leasing permit application requests are available at: www.washingtonsquareatlanta.com click on 'Resources and Forms'. Submit the completed form to Washingtonsquare@MyArdent.com

1. Leasing is managed by Rental Monitoring Solutions (RMS). Annual administration leasing fee is \$199. Unauthorized leases shall be assessed an annual fee of \$299.
2. No lot may be leased less than in its entirety. Renting of individual rooms is prohibited. A lot is considered a rental if not occupied by the owner, owner's spouse, owner's parent, or owner's

child. The homeowner is responsible for any infractions and/or damages caused by any of the occupants residing in the home.

3. A lease must be written for no less than twelve (12) months and a blank copy of the intended lease must be submitted to the Board of Directors for review/approval before seeking a tenant.
 - a. The lease must include the tenant(s) acknowledges receipt of and agrees to abide by the Amended and Restated Declaration, By-Laws, and Rules & Regulations; and
 - b. Within 10 days of the tenant(s) move in, a copy of the signed lease and a completed parking permit request must be forward to the Board, along with all tenant(s) contact information, i.e. home-work-cell numbers, email, and emergency contact numbers.
4. Leasing does not release the owner from the responsibility of paying the monthly assessment fee on time or the obligation to keep the exterior of the home maintained and in good repair. Failure to comply with either of these rules may result in losing the right to lease privilege.
5. It is the owner's responsibility to furnish the house key, mailbox key and pool fob to their renter. The cost for additional or replacement pool fob's is \$25.00 each. It is also the responsibility of the owner to notify the tenant of the location and number of the mailbox. If you lose your mailbox key or need a new lock on your mailbox, contact the US Post Office at 770-216-8475, located at 4700 Longmire Extension, Doraville 30340.

VII. Garbage, Recycling, Yard Debris, and Special Collections

A. Garbage

1. Residential garbage collection is on Wednesday's. Household garbage must be placed at the curb before 7 a.m. on scheduled pick-up day. Garbage shall be placed in a county-issued garbage roll cart and placed on a non-grassy area at curb. Missed pickup, contact (404) 294-2900. A service request will be created.
2. If plastic bags are used, they are not to be put out until the morning of the pickup to prevent stray animals from tearing open the bags and spreading the trash throughout the community.
3. Fireplace ashes are to be disposed of in metal or aluminum containers.
4. All garbage containers shall be removed from curbside by the end of the pickup day and placed **behind** your house. **No trash containers are to be stored in front or on the side of your house.**
5. Schedules may be altered on holidays. Holiday schedules and other information can be found at: <https://www.dekalbcountyga.gov/sanitation/about-sanitation>. Homeowners who do not observe these rules will be fined \$25 per day.
6. There will be no burning of any trash. The cost of repairing any damage to the common area from the burning of trash or other debris will be charged back to the account of the homeowner responsible.

B. Recycling

Residential recycling collection is on Wednesday's. Recyclable items to be commingled and loosely placed in a county-issued 40-gallon recycling bag, 18-gallon recycling bin, or 35- or 65-gallon recycling roll cart. No glass is accepted for recycling. Please review county approved recycling [drop-off locations](#).

C. Yard debris

Yard debris is collected on Fridays only in approved paper bags. Holiday collection days can be referenced at the website listed above.

D. Special Collections

Special Collections can be arranged by contacting DeKalb County Sanitation at 404.294.2900.

VIII. Parking and Vehicles

A. Parking

1. Each homeowner is assigned two parking spaces. Each vehicle must display the current Washington Square parking permit decal appropriately on the rear-view mirror.
2. Homeowners are given two resident parking hang tags and one guest parking hang tag. Submit request by completing the parking permit form, found on the website www.washingtonsquareatlanta.com, under Resources & Forms, and email it to accesscontrol@washingtonsquareatlanta.com. The parking decal(s) will be mailed or delivered to you. Use this same procedure for any replacements.
3. Vehicles not in compliance may be considered abandoned and towed at the owner's expense.
4. **ONLY Guests/Visitors may park in unnumbered designated guest parking spaces. These spaces are not for resident use. Guests/Visitors must display the guest parking hang tag when parked in the community.**
5. Should you have a long-term guest/visitor they need to park in one of your designated parking spaces. There is no long-term guest parking. Long-term parking is considered as more than seven (7) days, either consecutive or nonconsecutive, in any calendar month.

B. Vehicles

1. Commercial vehicles, vehicles with company logos or writings, or vehicles larger than a regular pickup truck are prohibited from parking overnight or on a regular basis.
2. Boats, campers, trailers, or any similar recreational vehicles will not be allowed at any time. Unsightly vehicles, inoperable vehicles, and vehicles without a current tag may be considered abandoned and may be towed at the owner's expense.
3. Except for repairing a flat tire, vehicle repairs are not allowed on the premises-this includes changing the oil.
4. Motorcycles and motorbikes may only park on the asphalt areas and all motorized vehicles are prohibited from parking or driving on grassy areas at any time.
5. The speed limit within Washington Square is 15 mph. For the safety of all residents, ducks, geese, owners walking their pets and residents who walk or run through the community, please always observe the speed limit. Homeowners, their guests, or renters may be fined if they do not observe this important safety precaution.

IX. Pets

1. The keeping of dogs, cats, caged birds, or other domestic animals as pets is allowed provided, they are not kept, bred, or maintained for commercial purposes. Homeowners are limited to three (3) domestic animals.
2. All pet owners shall comply with laws and ordinances regarding pet ownership as outlined for DeKalb County. Pets shall be registered, licensed and inoculated as may be required by law. Homeowners are responsible for their pet's behavior.
3. Washington Square HOA enforces the DeKalb County Leash Law. All dogs must be always on a leash when outside the home. Dogs cannot be tethered or left unattended outside.
4. Dog owners are required to pick-up after their dogs. Owners not abiding by the governing documents are in violation and will be fined. Please contact the Board or Community Management Associates to report a violation or any other animal related problem. Although your report of the incident will be considered anonymous, please be sure to let us have your name in case we need to clarify the incident details. Also be sure to include as much detail as possible, i.e., date, time, description of the event. Pictures are helpful!
5. No potbellied pig, venomous snakes, pit bulldogs, Rottweiler's, Dobermans, or other animals determined dangerous may be brought onto or kept in the Community at any time. The Board may require any pet which, in the Boards opinion, endangers the health of any Owner or Occupant of any Lot or which creates a nuisance or unreasonable disturbance, be permanently removed from the Community.
6. Pets shall not be permitted on common areas unless accompanied by a responsible person and unless they are carried or leashed.
7. Any owner who observes a pet roaming freely or other nuisance throughout the community is encouraged to contact the DeKalb County Animal Control division at **404.294.2930**.

X. No loitering

1. Persons of all ages may not loiter individually or in groups in the streets or common areas. Recreational toys such as bicycles, skateboards, big wheels, balls, or similar play items are to be stored on your patio only and not left outside on the common area.
2. No guns of any kind (bb, pellet, or air rifle) bows, and arrows or other dangerous devices will be fired or used within the community.

XI. Windows

1. Owners are responsible to maintain and keep in good shape all windows. Fogged or damaged windows are to be repaired or replaced.
2. All curtains, blinds, or drapes are required to have a white or off-white backing, to add to the uniformity style of the community.
3. Window screens are to be installed and kept in good repair.

4. **Window air conditioner (A/C) units are not allowed. Interior vented air conditioner (A/C) units are allowed, provided the unit is only vented through the window from the inside of the home.**

XII. Yard Sales

Yard sales must be approved by the Board of Directors. Please follow these guidelines so your neighbors are not inconvenienced during your sale.

1. Request permission for a yard sale by e-mailing the board at: Washingtonsquare@MyArdent.com
2. Advise your neighbors when (date & times) you will be holding the sale.
3. Participating buyers should be instructed to park their vehicle in your assigned space or along the curbside area that is NOT painted red.
4. The items to be sold may only be placed on the area in front of your home unless you have made arrangements with your adjacent neighbor to use their area.
5. If you place signage at the front or throughout the community, they must be removed at the end of the sale and stored out of site. If disposing the signs, keep signs stored out of site until trash pickup day.
6. Do not leave unsold items out overnight. Area must be clean after the sale is over.
7. No vehicles are to drive or be parked on grassy areas for any reason.

XIII. Satellite Dishes

Following are the guidelines for the installation of satellite dishes.

1. Size of the dish; the dish cannot be larger than 18 inches in diameter. No more than 2 dishes can be installed, per home.
2. The location where the dish will be installed; the dish is to be mounted on the roof only and in the proximity of the chimney.
3. The dish may not be installed on a deck or patio, in front of a home, on common ground or attached to siding. If a homeowner has a satellite dish installed on common area the cost of removing the dish will be charged back to their homeowner's account.
4. Any charges for repairs needed on the home because of the installation or removal of a dish will be the responsibility of the owner and not of the Washington Square Homeowner's Association.

XIV. Pool Use and Pool Rules

A. Pool Use

1. The pool is for the exclusive use of Washington Square Homeowners who are in good standing. If a homeowner is not in good standing, the homeowners' pool fob will be deactivated.
2. Residents are allowed two guests each and must accompany their guests at the pool.

3. Residents and guests must be prepared to show a valid ID.
4. ABUSE OF POOL FACILITY BY ANY USER WILL NOT BE TOLERATED. Anyone found to be abusing the facility, equipment, furnishings, or amenities will be charged with the repair or replacement and will have pool privileges revoked.
5. Violation of these regulations will result in pool privileges being revoked.
6. CALL 9-1-1 IN CASE OF AN EMERGENCY OR IF YOU WITNESS ANY ACT OF VIOLENCE OR VADALISM
7. POOL HOURS: 8:30 A.M to 10:00 P.M., except for servicing. There is no entry after 10:00 P.M.
POOL GATE MUST BE CLOSED AT ALL TIMES
8. No Diapers allowed; Toddlers or children not potty trained must wear swim pants.

B. Pool Rules as posted:

1. Persons under the age of 18 must be always accompanied by an adult.
2. NO SOLO BATHING.
3. Bathers shall wear bathing attire and must shower thoroughly before entering the pool.
4. NO RUNNING, SKATING, ROLLAR BLADING, SKATEBOARDSING, BICYCLING, or ROUGH PLAY will be allowed in the pool area at any times.
5. NO GLASS, SHARP OBJECTS or HAZARDOUS MATERIALS allowed in the pool area.
6. NO SMOKING in the pool area; NO MATCHES OR LIGHTERS IN THE POOL AREA.
7. No food or drink within five (5) feet of the pool. No grilling in the pool area.
8. No spitting, spouting, blowing nose, or any body excretion allowed.
9. Bathers with open wounds, skin conditions or any communicable condition are not allowed.
10. TRASH AND OTHER DEBRIS must be placed in the trashcans provided. RESISENTS AND GUESTS are responsible for cleaning up after themselves and maintain the common area.
11. NO ANIMALS other than GUIDE DOGS are allowed in the pool area.
12. RADIOS OR ANY OTHER LISTENING DEVICES are allowed if not played too loudly. BE RESPECTFUL of residents living near the pool. Please keep the noise levels down.
13. MAXIMUM BATHER LOAD IS: 144

XV. Committees

Getting involved is easy and an important part of living in our community. Email Washingtonsquare@MyArdent.com today and ask how you can help protect the value of your investment by serving on one of the following committees:

A. Landscape -This committee will make sure the grounds maintenance contractor observes the conditions of their contract. This committee will inform the Board of Directors of any maintenance or repairs needed and initiate a plan to improve and enhance the community for years to come.

B. Architectural Control Committee (ACC) -The members of this committee will make sure that the established architectural integrity is consistent as defined under Article VIII (9) of the

Amended and Restated Declaration. This committee will review all the ACC requests for exterior changes with the Board of Directors and submit the written approval/denial to the owner.

C. Communications/Newsletter -This committee shall publish and distribute a community newsletter with topics covering categories such as landscaping, Board of Directors updates, annual meeting notes, changes pertaining to the community, pool hours, etc. Residents are welcome to submit an article or helpful hint to be included in the publication. The Board will review and approve all articles before printing. Occasionally, this committee will be asked to communicate social/special events via email or flyers.

D. Neighborhood Watch -The formation of this committee is to communicate to residents any unlawful issues including vandalism, theft, or harm to residents within our community. This committee not only unites the residents by communication but helps the Police department keep informed as well. They will submit monthly reports of any known and suspicious activity in and around our community.

XVI. Helpful Hints

Here are some simple suggestions that will help protect both you and your neighbor's property:

1. When using your fireplace, use only seasoned wood. Fresh cut or green wood creates excessive tar build up and can quickly become a Fire Hazard! It is recommended to have your chimney swept and/or cleaned once a year if you burn wood.
2. To prevent water pipes from bursting during a hard freeze, make sure all outside faucets are insulated at the valve and the water supply to that valve is turned off. Then leave the faucet open to help prevent water sitting in the line from freezing, splitting the pipe open and the potential for flooding. Inside your house, keep all sink cabinets along the outside wall open so warm air may circulate and allow faucets to drip slightly to prevent freezing.
3. Be an observant neighbor and watch out for any unusual activity throughout the community and at your neighbor's home. If you are going away on vacation, tell a friendly neighbor so they can keep a special watch on your property and share your contact information in case of an emergency. If you see anything or anyone that is suspicious call 9-1-1 immediately.
4. Make sure you have proper and sufficient insurance coverage on your home and personal property. The Association is not responsible for the building structures or your personal belongings
5. Most interior walls in your home are load bearing structural walls. Before you make any modifications inside your home, check with a professional building consultant.
6. The speed limit within our community is 15 mph. For the safety of all our residents, ducks, geese, owners walking their pets and residents who walk or run through the community, please always observe the speed limit.
7. DeKalb County water restrictions can be located at <https://www.dekalbcountyga.gov/watershed-management/dekalb-county-drought-restrictions>. More detailed information can be found on the County's website at www.dekalbwatershed.com.

XVII. Selling Your Home

Here are some suggestions when putting your home on the market For Sale!

1. Make sure the exterior of your home is in pristine condition. Replace any wood rot and evaluate if the trim needs to be painted. (ACC request is required for all painting projects.)
2. Install missing screens and repair/replace damaged or fogged windows, broken mini blinds and torn screens. Before pressure washing, repair any loose or damaged siding, warped, loose or damaged boards on the patio/deck, clean your gutters inside and out, and remove unrelated debris from the patio/deck. When you pressure wash, include the entrance walkway and patio/deck. Remember if your home has curb appeal, prospective buyers are more likely to go inside.
3. If you contract with a real estate agent, advise them of the monthly Association fee. Supply your agent with the web site www.washingtonsquareatlanta.com for access to the governing documents and information to help sell your home.
4. You may only display ONE SIGN and it is to be on your property, not in front of the complex. Street signs will be removed. No other signage may be shown on the property
5. At the time of closing, it is required for you to turn over your park gate key, pool fob, mailbox key, homeowner parking tags, guest parking tag and house key. Please inform the new owner what number your mailbox is and where it is located. If you have any questions regarding the sale of your home, please contact our Property Manager at Community Management Associates.