

FOREWORD

Welcome to Clairmont Place! We are delighted that you have chosen to live here and we look forward to getting to know you better. We hope you will find here a community that is welcoming, caring, and kind. We cherish our community and are glad that you have chosen to live in this vibrant place.

The Resident Handbook has been compiled to assist and ease your transition to your new home. In trying to make the information more easily accessible to you, sometimes details or a policy are provided in an appendix rather than in the body of the handbook. There are several points in this resident handbook that are still in active revision; please note that this edition bears a “Draft 10/27/2025” watermark.

Still have questions? Information is as close as a phone call (678-686-6160) or a stop at the Front Desk to answer your questions. Floor leaders are wonderful sources of information, as are your new neighbors and board members.

As a Clairmont Place homeowner, you are automatically a member of the Clairmont Place Condominium Association. The Association’s principal assets are the seven-story high-rise building (known as the 1800 Building), the Service Center building (known as the 2100 Building that includes Montclair Assisted Living) and lovely grounds. And you have access to the public park and paths through the back gate in our parking lot.

The Board of Directors governs the Condominium Association. The Board is empowered by the Amended and Restated Declaration of Clairmont Place, A Condominium, and the By-Laws of Clairmont Place Condominium Association, Inc. A copy of both documents is available on the Condo Documents page of our website: www.clairmontplace.org, at the Front Desk of the 2100 Building, and in the three-ring binder located in the common area of each floor.

Again, welcome to your new home. Please know we will do our very best to help you enjoy living here.

Allison Rutland Soulen
Executive Director

October 2025

Table of Revisions

Date	Extent of Revision	Notes

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DRAFT 10/30/2025

1. ASSOCIATION ORGANIZATION

A. ASSOCIATION GOVERNING BOARD

The Board of Directors is a seven-member governing body elected by the community at the annual Homeowners' Association meeting in November. Each board member serves a two-year term of office.

The Board is empowered to conduct the affairs of the Condominium Association in accordance with the Georgia Condominium Act, the Amended and Restated Declaration of Clairmont Place, A Condominium, and the By-Laws of Clairmont Place. The Board adopts the annual budget and sets the fees and charges for homeowners.

The board holds regular open meetings. Meeting dates are announced to all residents, usually in the monthly calendar.

B. RESIDENT COUNCIL

The Resident Council consists of the seven Floor Leader. The Resident Council meets monthly and functions as the principal advisory body to the Board of Directors. One member of the Resident Council is invited to report at each Board of Directors' meeting.

C. COMMITTEES

I. Board Committees

All chairs of Board Committees are appointed by the Board President in consultation with the Board and the Executive Director. Members of Board Committees are appointed by the Chair of the Committee in consultation with the Board President and the Executive Director. Members of the committee shall be owners of Clairmont Place condominiums.

Clairmont Place Employee Bonus Funds Committee

The Clairmont Place Employee Bonus Fund is for the purpose of receiving voluntary resident contributions for monetary gifts to all employees. This provides a way for residents to recognize and reward employees. **All Clairmont Place employees are prohibited by company policy from accepting gifts or tips from residents.** Instead, a winter holiday bonus is issued as collected by this committee.

Finance Committee

The Finance Committee advises and assists the Board of Directors with all the financial aspects of its duties and responsibilities regarding the Condominium Association.

The Committee advises the Board on setting up the Association's financial controls, works with the Treasurer and the Executive Director to prepare annual operating and reserve budgets, and reviews the monthly financial reports. The committee advises the Board regarding the annual audit or financial review of the Association's accounts and periodic studies of the Association's capital reserves.

Resident Enrichment & Memorial Fund Committee

The purpose of the Resident Enrichment and Memorial Fund is to provide a repository for voluntary contributions in honor of a resident, in memory of a resident, or to enhance the Clairmont Place community. Donations to the Clairmont Place Resident Enrichment and Memorial Fund should be made to "Clairmont Place" with a memo specifying the RE&M Fund.

The Resident Enrichment and Memorial Fund Committee works with the Executive Director to recommend and approve appropriate expenditures and commemorations. Larger projects may require Board approval.

II. Hybrid Committees

All chairs of Hybrid Committees are appointed by the Board President in consultation with the Board and the Executive Director. Hybrid Committee Members are selected by the floors.

Building Operations Committee

The role of the Building Operations Committee is to oversee the physical plant, fencing, and parking areas of Clairmont Place and to ensure sustainability of the Capital Reserve Fund. This will be accomplished by working with the Building Operations Director and the Board of Directors.

The committee will review and recommend improvements. Meetings will be held periodically when called by its chairperson.

The Board President and Committee Chair may appoint additional residents to the Building Committee as needed.

Dining Services Committee

Dining Services Committee is a liaison between CP residents and dining services. Communication takes place at periodic Dining Services Committee meetings with the Director of Dining Services or a chosen representative.

The committee is composed of a representative and an alternate from each floor. The committee chair also has the option of selecting an at-large delegate(s).

Landscape Committee

The Landscape Committee oversees the placement and selection of plantings on the Clairmont Place property. This includes the annual color plantings done by a landscape company in the courtyard and in front of the 1800 and 2100 buildings, the perennial beds by the patio, the pots on and in the vicinity of the patio, and beautification projects around the lake. To the extent possible the committee maintains perennials and potted plants in the patio area. The Building Operations Director works with this Committee as needed.

Montclair Committee

The Montclair Committee serves as a liaison for relationships between Clairmont Place residents and the Assisted Living Administrator and Montclair Resident Engagement staff. In addition, the Committee provides supportive activities such as devotions and support groups.

III. Other Resident Committees

Art Committee

The Art Committee consists of members who plan and hang art exhibits in the Art Gallery. Works may be from the resident community or outside artists. Art Gallery 'Openings' are held periodically to support new works. The Art Committee also assists with planning and hanging new works around the buildings. Please note that each floor may have its own art committee.

Chapel Committee

The Chapel Committee consists of members from each floor who plan and implement weekly chapel services. Members invite ministers and guest musicians, coordinate the service, and promote attendance. The Chapel Director and the Community Life Director work with the committee members as needed.

Community Life Committee

The Community Life Committee consists of one member from each floor and is actively involved with the Community Life Director in the planning of public events, excursions, and parties held at the community.

Environmental Protection Committee

The Environmental Protection Committee consists of two members from each floor who support and encourage recycling efforts at Clairmont Place. Members seek ways to improve our recycling efforts and to educate floor members. The Building Operations Director works with this committee when requested.

Library Committee

The Library Committee consists of one member from each floor and is actively involved in the organization of the resident library. Committee members may accept, decline, or discard book donations. The Library Committee also makes suggestions and implements procedures for library improvements and maintenance. The Community Life Director works with this committee as needed.

IV. Other Resident Roles: Floor Committees & Positions

Each of the seven floors may have a variety of committees, such as art, social, decorating. Each floor usually has a Treasurer, a Reporter, and Fire Wardens.

Reporters

One reporter from each floor submits news or article ideas to the Community Life Director for inclusion in Neighbors News section of the monthly newsletter. Deadline for articles is the 15th of each month. All submissions are edited and included at the editor's discretion.

Floor Fire Wardens

The Floor Fire Wardens consist of 21 resident Fire Wardens who are actively involved, in conjunction with the Building Operations Director and Executive Director, in the planning and implementation of safety policies. The committee members voice concerns and suggest ideas and methods to improve the overall safety of the community. Safety activities include committee members participating in and implementing community fire and disaster drills.

Floor Art Committee

The Floor Art Committees are charged with authorizing and documenting any art prior to its display in the common areas, including hallways. If a resident name is NOT on the back of the artwork hung in a common area, it is deemed a gift to

Clairmont Place. Artwork remaining in a common area after the real estate sale of the owner's condominium will be deemed a gift to Clairmont Place.

DRAFT 10/30/2025

2. CONDOMINIUM BUILDING (1800 CLAIRMONT LAKE)

A. COMMON AREAS

In a condominium, common elements are shared portions of the property not included in individual units and are owned collectively by all unit owners. These include floor living rooms, laundry rooms, building structures, lobbies, elevators, parking, and grounds.

Entrances

There are five entrances to the 1800 building: the main entrance (at the Green Awning), courtyard entrance, breezeway entrance (A wing), and two side entrances (B & C Wings). Entrances are locked 24 hours a day. Placing a security access fob in front of the entrance card reader can access each entrance.

The main 1800 entrance, known as “the green awning,” and the breezeway entrance have a telephone/intercom entry system which allows guests/visitors to call a resident who can then open the entrance by pressing 9 on their phone.

Elevators

Each elevator is equipped with an emergency telephone which automatically dials our Front Desk when activated. (When the front desk is closed, the front desk phone is forwarded to a courtesy officer). In the event of a general fire alarm, both elevators will automatically lower to the first floor and remain there for use by the Fire Department. There is an emergency generator that provides backup power for the elevator.

Guest Entry

Guests may use the telephone entry system at the main entrance to the 1800 building or at the 2100 breezeway entrance to call a resident. It is each resident's responsibility to verify the authenticity of guests. Residents can open the entrance doors for guests by pressing number 9 on the phone while the phone line is still open. Any requests to change the phone number should be made via the work order system.

NOTE: See Visitor Admission Policy for 1800 Building in [Appendix D](#).

Laundry Rooms

A laundry room is located on each floor. Residents and resident employees are expected to show consideration in using the floor laundry rooms. It is a courtesy to others to use only one washer or dryer at a time. The equipment is NOT intended for heavy items such as comforters, pillows, or quilts. Please take a moment after each use to clean all filters and clean up after yourself. Laundry rooms are open 24 hours a day but the Resident Council or the floor may post restricted hours.

The laundry room may be used for resident laundry only.

Living Room

Each floor has a living room area located in the center of each floor. Committees and management use a 3-ring notebook in the living room of each floor as a means of communicating with the community. A bulletin board by the elevator also contains communications.

An electrical outlet in the living area has a red plate cover and is powered by our generator when power is otherwise lost.

Residents are NOT permitted to store or place their personal furniture in the hallways or living room area without written permission from the Executive Director.

Recycling

A recycling center is located on each floor in the trash room. Notices regarding recycling are posted in each room. Your efforts to recycle are greatly appreciated. Please remember to rinse containers before depositing them in the trash room.

Plastic Grocery Bags

Plastic grocery & dining room bags may be taken to a bin outside the Community Room. Please deposit only clean and dry bags into the receptacle. These bags are used to make plastic mats & covers for unhoused persons.

Stairwells

The stairwells are primarily used for emergency evacuation but you may use them anytime you wish. Nothing can be stored or placed in any stairwell because they are FIRE EXITS.

Storage Lockers

Each condominium unit is allocated one storage locker on the same floor. Assignment of storage lockers is handled by floor leaders. (Condo units are not linked to specific storage lockers.)

This locker is your responsibility to maintain and secure. Management is not responsible for the contents of these lockers nor the damage that may occur. Storage of flammable materials is prohibited. This includes lighter fluid and/or alcohol products. Please contact the Building Operations Director if you have a question about flammability.

Trash Chute

A trash chute is located in the center core of each floor behind a clearly marked door. Please bag and securely close all trash before disposal down the chute. DO NOT leave trash bags in the trash room. DO NOT deposit flammable (i.e., paint, gas, etc.) or liquids in the trash chute. It is requested that only first floor residents' use the first floor trash room as trash deposited there does not go into the compactor. Please do not put any large cardboard boxes or glass down the chute.

Glass should be put in the bin designated for glass in the recycling room. **DO NOT** put glass down the chute.

Trash Clarifications:

1. Used light bulbs, both LED and incandescent, should be put in resident household trash. Clairmont Place's recyclers do not recycle them.
2. Used aerosol cans should be discarded with resident household trash.
3. **Cat Litter** – All used cat litter should be double bagged and brought down to the first floor for disposal via the first-floor trash chute or left outside the maintenance shop hallway doors. **DO NOT** even think about dropping cat litter into the chutes from floors two through seven. The trash chutes are constructed of fabricated metal which can snag or rip open the bags of cat litter creating a big mess and unsanitary conditions.
4. **Flammable (i.e. paint, gas, etc.) cans or liquids and small appliances** should be put outside a resident's unit. Residents should put in a work order with the front desk to request that Maintenance pick them up.

Vehicle Registration and Parking

Parking located in the front of the 1800 building is reserved for Residents.

1. Please register your vehicle at the Front Desk and display the issued Clairmont Place sticker on the lower passenger side of your front windshield.
2. Parking for Residents is unassigned. There are handicap spaces for those Residents with handicap license plates or cards. Please DO NOT park in the handicap spaces without proper documentation. At the 1800 entrance, there are several spaces limited to fifteen-minute parking. Residents may use these spaces while loading and unloading their vehicle.
3. Residents should park second cars in the perimeter of the 1800 parkinglot.
4. Guest parking is located in the front of the 2100 building and along the rear of the 1800 building parking lot. Please remind your friends, and family to park in designated visitor parking.
 - a) Warning Notices asking non-residents to move their cars will be placed on windshields. **Employees of residents, such as caregivers, are required to park in the Visitor's Parking area of the 1800 building and should not park at the entrance to the 2100 building.**

B. YOUR CONDOMINIUM UNIT

Cable TV, Internet, and VoIP “Telephone”

Basic cable TV, internet, and VoIP (“telephone”) services to all condo units is included as part of the monthly fee. It is anticipated that these services will not be provided by the Association beginning in 2029. This change is intended to assist the community to be responsive to evolving technology. It is anticipated that new residents will become accustomed to streaming and will no longer use cable. Similarly cell phone usage may make “landlines” obsolete. We anticipate that residents wanting these services will be able to obtain them from Comcast, our current provider, or the provider of the residents’ choice.

Emotional Support Animal Policy/Service Animal Policy – See Appendix H

Although animals are generally not permitted in condos, emotional support animals and service animals are welcome. This is to comply with the Federal Fair Housing Act and Americans with Disabilities Act. To move an emotional support animal to your condo, provide a letter from your physician and proof that the animal’s vaccinations are current, and complete a form providing contact information for the person designated to care for your animal when/if you are not able to. No physician letter is required for animals such as birds, fish, and other

aquatic animals that are generally recognized as household animals and are capable of being contained in aquariums.

Clairmont Place provides reasonable accommodations to those residents who need animals for emotional support, but monitors that accommodation to avoid causing a nuisance, undue hardship, or endangering the health, safety, or welfare of other residents.

Clairmont Place bears no responsibility or liability for any damages and/or injuries caused by animals anywhere on the property. The total liability rests with the owner and/or handler of the animal. Please inform your insurance carrier of your animal ownership.

Emotional support dogs are allowed in housing under the Fair Housing Act (FHA) but are not permitted in public places. In contrast, service dogs are permitted in public places.

See [Appendix H](#) for the Emotional Support Animals and Service Animal Policy.

Entry

There are two locking mechanism options for condo unit doors. Your front door will use either a key or a fob.

If your condo unit door uses a key, you should receive the key to your condo from the seller at closing. We suggest that you have a set of spare keys to keep in a safe place in case you lose your original keys. We recommend you lock your condominium front door anytime you leave the Unit.

If your condo unit door uses a fob, the front desk will issue that fob to you. Your front door fob will also open exterior doors.

The front desk will issue each homeowner a security access fob that allows entry into the 1800 and 2100 entry doors. Security access fobs will NOT be issued for family members, employees, or guests. When a condo unit is vacant, one fob will be issued to the owner/estate when a resident moves out. ([See Access Fobs – Appendix F.](#))

Heating, Ventilation and Air Conditioning (HVAC)

Your condominium unit comes equipped with a heat pump that provides both heating and cooling. A wall-mounted thermostat controls your temperature

settings. The compressor for your heat pump is mounted on the roof of the 1800 building.

You are responsible for the maintenance and replacement of your heating and cooling system. We recommend you have a maintenance service agreement for your heat pump with a reputable HVAC company. We do not clear condensate lines or valves except in emergencies.

Insurance

The Condominium Association maintains insurance on the 1800 building and 2100 building as required by the Georgia Condominium Act. Residents should purchase insurance that covers property damage that may occur within their unit or damage caused to a neighboring unit(s) by their unit.

Late Charge Policy

(See [Appendix C](#)). Monthly fees are due on the 1st of the month and past due on the 10th.

Move In / Move Out

Moves MUST be scheduled in advance with the Front Desk at 678-686-6160.

Please observe the hours of 8 AM–4 PM Monday–Friday. Move ins/Move outs may not continue after 4 PM. Weekend and Holiday moves are NOT permitted.

The entrance for moves is the 1800 building main entrance. An elevator will be padded and reserved for your use at the scheduled time of your move. Exclusive use of the elevator will be stopped at 4 PM. At that time the elevators are needed for dinner service.

Change of Address Forms – The Post Office provides Change of Address Forms for you to fill out to ensure proper mail transfer from your present home to your new home. This can also be requested online. The Front Desk often has blank Change of Address Forms.

PLEASE RECORD YOUR NEW ADDRESS AS:
1800 CLAIRMONT LAKE
UNIT # _____
DECATUR, GA 30033

Moving Boxes, Disposal of

We encourage you to have your moving company take with them as many unpacked boxes as possible. Place remaining empty moving boxes in the hallway outside your door, neatly stacked along the wall. Please leave a pathway for other homeowners to walk by without interfering with the boxes. Staff will pick up the boxes on a regular basis. Please call the Front Desk at the end of the first day you begin to unpack to let the staff know that you are ready for box disposal.

Packages

All packages (including groceries & pharmacy items) should be delivered to the Front Desk in the 2100 building. Residents can pick them up in the 2100 building.

Pest Control

Clairmont Place contracts with a commercial pest control company. The company treats common areas (lobbies, hallways/corridors, stairwells, trash rooms, laundry rooms). Individual condo units are treated in response to work order requests that residents submit to the Front Desk.

Renovation/Redecoration

Condominium owners who renovate or redecorate their units are responsible for any damages their contractors have done to the common area or other condominium units of Clairmont Place. Unit owners are required to have their contractor discuss the details of the project with our Building Operations Director prior to beginning work.

Repairs to Condominiums

Residents are responsible for repair of damages inside a condominium caused by the plumbing inside the condo, heating, or air conditioning systems. Repair of damages originating outside a condominium (such as water from the roof or sewage backup) are the owner's responsibility, unless the damage is the fault of a neighboring condominium, in which case the owner of the condo causing the damage is responsible. Please check with your insurance agent to make certain that you have adequate coverage.

In October, 2025, we are expecting a letter focused on responsibility for maintenance and repairs from our condominium attorney to add as an appendix to this handbook.

Smoke Alarms

If your kitchen or condo has filled with smoke for any reason, DO NOT open your front door to get rid of the smoke. Releasing the smoke into the common hall will set off the fire alarm system. Instead, immediately call the Front Desk to inform staff of the situation. To clear away the smoke, open your windows or patio door. Turning on the kitchen exhaust fan and any other fans may help. The smoke alarm may activate if you burn something in the kitchen, even burning toast may activate the smoke alarm.

Taxes

As a homeowner, you are responsible for paying property taxes and filing for homestead exemptions, etc. Filing for exemptions must be with the DeKalb County Tax Commissioner's Office.

Wellness Check

Clairmont staff may enter your condo to conduct a wellness check. A wellness check is usually prompted when a family member calls the front desk and says they have been unable to reach a resident. At other times, neighbors may notice that a meal delivery remains outside the door and the resident doesn't respond to the phone or the door. Clairmont Place makes multiple attempts to reach the resident before staff enter the condo unit.

1. Before approaching the condo, Clairmont Place staff attempt to reach the resident by telephone.
2. If there is no answer to the phone, Clairmont Place staff go to the condo and knock on the door.
3. If there is no response to the door, Clairmont Place staff open the door and shout out the resident's name.
4. If there is no response to the shouting, Clairmont Place staff will enter the unit to try to find the resident.

Windows

Homeowners are responsible for their condo windows. Any replacement of any window must be with the Association approved window.

3. FIRST FLOOR OF SERVICE CENTER BUILDING - (2100 CLAIRMONT LAKE)

A. COMMON AREAS

Art Gallery

This multi-purpose room is used for displays of art, social events, card playing, small group gatherings, and lunch table service.

Board Room

This room is available for Board meetings, Resident Council meetings, and management meetings. For resident and small group meetings after 5pm and on weekends, please reserve the Board Room by scheduling with the Community Life Director.

Coffee Bar / Lounge Area

The coffee bar/lounge is located adjacent to the fireplace. This area is used for morning coffee, Friday afternoon Happy Hours, bridge games, and informal resident gatherings.

Craft Room

The Community Life Director plans crafts for resident participation. Writing Groups, support groups, and other meetings are also held in the Craft Room.

Fitness Center

The Fitness Center is open 24/7 for residents' use. Please check in with the Community Life Director before your first visit to the Fitness Center so that she can share the ground rules with you and help you with use of equipment. Visitors are not permitted in the Fitness Center primarily because of restrictions by our insurance company.

Front Desk

The Front Desk is the Nerve Center for Clairmont Place. Front Desk Assistants staff the Front Desk from 9AM to 5 PM weekdays. Hours vary on holiday and weekends. Stamps, quarters, and greeting cards are available Monday through Friday from 9 AM to 5 PM.

Please dial 678-686-6160 to reach the Front Desk. Call the Front Desk for work orders and pest control services.

The Front Desk monitors emergency alarms. When the Front Desk is closed the alarms are monitored by a courtesy officer. A courtesy officer or staff member will respond when a smoke detector is activated in your condominium unit.

Library

The Clairmont Place Library is supplied with books donated by homeowners. Please see the Library Committee if you wish to donate books. The library is a delightful place to sit and read while waiting for friends to gather for meals or excursions, or just to hide away and meditate. The library operates on the honor system.

Living Room

Please make yourself at home in your living room, located across from the Front Desk. Residents use it as a gathering place prior to meals, for visiting, or for working on the communal jigsaw puzzle set up by the window.

Locked Repository

A locked deposit box is located at the door beyond the Front Desk, just down the hall. You can make deposits through the open slot in the door 24/7. Residents use this slot to deposit payment of monthly invoices. Do not use an envelope of any kind. The box is emptied frequently by the Finance Director.

Mail Room

The mailroom has TWO sets of boxes – the U.S. Post Office locked boxes and the Clairmont Place wooden cubbies. Please check BOTH BOXES when retrieving your mail. The wooden cubbies are labeled with your condo number. The mailboxes have a sequential numbering system that is NOT your condo unit number. MAIL DELIVERY IS MONDAY – SATURDAY, EXCLUDING HOLIDAYS. Do not enter the mailroom or attempt to retrieve mail while any Post Office employee is working in the Mail Room.

Pool

The saltwater indoor pool is for the use of residents only. No lifeguard is ever on duty. Residents are encouraged to use the “buddy system” and to never swim alone. Exercise classes may be held in the pool, as well as resident volleyball games. The locker rooms have large showers and changing areas.

Private Dining Room

The Private Dining Room is used for private catering events. The Private Dining Room seats 38 for dining. The room is available to residents and outside groups by reservation. Reservations for use of the Private Dining Room should be made

through Dining Services by calling 678-686-6164. Catering services are provided by Clairmont Place Dining Services.

Tenants

Three vendors lease space in the Service Center Building: a salon, a massage therapist, and rehabilitative services (occupational therapy, physical therapy, and speech therapy). Contact information is posted near each door. The salon is located on the first floor across from the Board Room. Massage Therapy is located on the second floor in M257. Rehabilitative services are located on the second floor in M251 and M252.

4. SERVICES

I. Dining Services

The Dining Room is the heart of Clairmont Place – enjoying a meal, parties, happy hours, and other special events together is an important piece of experiencing the joy and support of this community. Under the guidance of the Dining Services and Hospitality Directors, the servers and kitchen staff strive diligently and joyfully to ensure that all residents are provided nutritious, delicious meals of their choosing, served with professionalism. All Dining Services staff members work hard to respect the preferences of individual residents and are committed to a consistently pleasant dining experience.

You receive a meal every day at Clairmont Place included in your monthly fees. You may choose the lunch meal or dinner meal, or both, for an additional fee. (Fees are updated annually.) On Saturdays, Sundays, and some holidays there is one meal available.

Residents are welcome to order as many meals a month as they would like. Additional meals beyond one a day will be billed monthly. There is no carry over for unused meals during the month, nor may resident meals be used for guests.

On four Saturdays a year there is no meal service. These Saturdays are the day before Easter, the Saturday after Thanksgiving, and two Saturdays during the Christmas and New Year holiday period.

Dining room hours of operation and information on reservations for residents and guests are posted at the entrance to the dining room.

II. Housekeeping Services

Housekeeping services include housekeeping staff providing light housekeeping in your home every other week as well as weekly flat linen and towel services. The Hospitality Director is in charge of housekeeping services.

Light housekeeping is defined as vacuuming, washing floors, cleaning bathrooms, dusting, cleaning the kitchen counters, sinks, and refrigerator and stove exteriors. Light housekeeping does not include washing dishes or cleaning appliance interiors. This service is performed on a bi-weekly basis, on a routine schedule.

The approximate time allotted for each home model is as follows:

Condominium Unit	Time (minutes)
Studio (alcove)	30
One Bedroom	45
One Bedroom/Sunroom	45
One Bedroom Deluxe	45
Two Bedroom	60
Two Bedroom/Sunroom	60
Combination	60

Scheduling

Please contact the Front Desk at 678-686-6160 in the first few days of your arrival at Clairmont Place to request regular service. Please note that scheduling might change if cleaning day falls on a holiday.

Flat Linen Service

Flat linen service is weekly. This includes sheets, towels, tablecloths, kitchen towels, bathmats. When feasible, it also includes some small rugs, blankets, and bedspreads. Sometimes staff can provide additional laundry services. Please see [Appendix C](#) for those fees.

Residents should mark all their flat linens that will be sent to the commercial laundry with their condo number or name.

III. Maintenance Services

Our Building Operations department provides maintenance service to your condo unit up to 30 minutes (cumulative) per month. This generally covers changing light bulbs, small furniture moves, changing HVAC filters, turning mattresses, minor repairs in general, and assessment of major repairs. Maintenance will charge residents on the monthly bill for costs of parts, supplies, and time over 30 minutes monthly. Maintenance staff are sometimes able to recommend service providers who have worked reliably in our community.

The process for calling for maintenance service follows:

1. Call the Front Desk at 678-686-6160 with a maintenance request (work order). Be specific when requesting service because you can help reduce

the repair time if you explain the problem well enough so that the maintenance staff can arrive prepared to correct the situation.

2. The repair will be accomplished according to its severity and in relation to those work orders ahead of you. For instance, overflowing water will take precedence over light bulb replacement.
3. The system works effectively and efficiently, please use it to your advantage. Please do NOT stop the Maintenance personnel when you see them and ask them to repair something immediately, unless it's an emergency.

IV. Community Life Programs and Activities

Our Community Life Director provides a wide range of activities, programs, and services. A monthly Event Calendar is published to provide residents with social, cultural, educational, travel, spiritual, and physical activities. The calendar is planned to reflect the diverse interests of Clairmont Place residents and offers new opportunities every month.

Community Life also offers recurring activities, including exercise classes, games, and chapel service.

V. Transportation Services

Door-to-door service is sometimes available for shopping trips, medical appointments and cultural events. There is no charge for trips within a 3-mile radius of Clairmont Place.

The medical transportation schedule is available at the front desk.

Transportation services are NOT offered during four weeks each year: Holy Week (the week between Palm Sunday and Easter), Thanksgiving week, and the weeks of Christmas and New Years. If Christmas and New Years fall on a weekend, transportation services are not offered during the week prior to the holiday.

5. MONTCLAIR ASSISTED LIVING COMMUNITY, 2ND FLOOR OF 2100 BUILDING

Montclair Assisted Living is owned by Clairmont Place Condominium Association. Montclair offers a safe and stimulating environment that caters to a resident's unique needs. Montclair care partners balance providing essential care with optimizing privacy and independence. Montclair's mission is to give the highest regard to resident choices and decisions. We call this "person-centered care" and "caring from the heart."

Montclair's culture is as important as its services. Residents feel at home in a warm and caring environment. Care Partners are kind and courteous. Our skilled, compassionate staff provide personalized care for each resident, with a focus on safety and comfort for each individual. In collaboration with staff and family members, residents have input into their schedules, food, and activities.

Services include:

1. Help as needed, when needed
2. Health and movement events
3. Daily housekeeping service
4. Three chef-prepared meals daily
5. Snacks available 24/7
6. Life enrichment activities, engagement, and outings
7. Linen and laundry service
8. Medication oversight

The Eden Alternative

The Eden Alternative provides "an approach to care that supports the **WHOLE** person, that upholds their right to a life full of purpose, connection, empowerment, and possibility... regardless of age or changing abilities." Our Montclair staff have put that into their own words: "*We create and provide the environment for everyone to live their best lives.*"

Montclair Assisted Living is thrilled to be a member of The Eden Alternative. We are delighted to have an Eden Alternative Educator on staff, who works with all employees to train them as Eden Associates. We understand that every individual has unique needs, which is why we personalize our care plans for each resident.

All Clairmont Place and Montclair Assisted Living managers are certified Eden Alternative Associates. All direct care staff who have worked at Montclair Assisted Living for at least six months are certified Eden Alternative Associates.

Care Partners

A Care Partner provides personal care service to the residents. A Care Partner helps with grooming, dressing, reminders, moving around, and other everyday activities. A Care Partner also performs related tasks at the community to further the resident's preferences and individual plan of care.

Montclair Services

Montclair Assisted Living does NOT provide health care services, but many providers of health care services come to Montclair. Assisted Living Communities are specifically PROHIBITED by state regulation from providing skilled nursing care services, but we can assist residents with medications. Instead, the health/skilled nursing care services are provided by outside providers who come to Montclair. Medicare/Medicaid provides coverage for most of these services. Our providers include:

1. Nurse Practitioner / Physician
2. Home Health
3. Physical Therapy
4. Occupational Therapy
5. Speech Therapy
6. Skilled Therapy
7. Skilled Nursing Tasks (wound care, changing ostomy/catheter, etc.)
8. Chronic Care (helping residents with chronic diseases or health care issues, such as diabetes and high blood pressure)
9. Palliative Care (helping residents cope with symptoms and stress of a serious illness)
10. Hospice Care (providing residents supportive care in their final phase of a terminal illness and focus on comfort and quality of life, rather than cure)
11. Podiatrist
12. Dentist (covered with either secondary insurance or private pay)

Care partner to resident ratio

Montclair provides one Care Partner for 6 to 8 residents during the day and one care partner for 10 to 15 residents during the night. For context, we share that

Georgia State regulations require that there be at least one care partner for every 15 residents during the day and at least one Care Partner for every 25 residents during the night.

Staff Qualifications

Montclair Care Partners are both CMAs and CNAs. Montclair maintains full compliance with all staff training requirements of state regulations for Assisted Living Communities.

Certified Medication Aides

A Certified Medication Aide (CMA) is certified to assist with medications. This position administers prescribed medications and treatments under the supervision of the Clinical Director. The Medication Aide also provides personal care service to the residents and performs related tasks at the community in accordance with the resident's plan of care.

Certified Nursing Assistants

A Certified Nursing Assistants (CNA) is certified to provide assistance with the tasks of daily living. Daily responsibilities are to deliver direct care to patients (bathing, toileting, feeding, grooming, etc.).

Montclair Dining Services

Montclair residents receive breakfast, lunch, dinner and snacks every day. Cooks arrive at 6 AM to prepare a hot breakfast, although cereals, yogurt, fresh fruit, juices and milk are always on hand. (Ice cream is also always on hand!) The lunch menu is designed specifically for Montclair. The dinner menu is the same as the menu of the Clairmont Place dining room.

During regular "Chatting with the Chef" meetings, Montclair residents discuss their preferences with Dining Services staff. Montclair residents also ask for special foods, such as tomato sandwiches and grilled cheese sandwiches. Montclair has an extensive list of "always available" items on the back of their daily menu.

Respite Care

Montclair can admit eligible condominium residents for respite care on a monthly basis. As with long-term care, all utilities and meals are included. Condo residents sometimes live in Montclair for several weeks or months before returning to their condo after a stay in a hospital or rehab.

Medication

Certified Medication Aides follow written orders given by health care providers for medication. All over-the-counter medication must have orders from a medical provider as well.

Medication Monitoring

1. Medication has multiple safeguards at Montclair. The pharmacy packages each “dose” for a resident in a sealed plastic pouch. For example, the medication for 9 AM might be a plastic pouch that has a vitamin, a pain reliever, and a blood thinner.
2. Medications are kept on a locked cart.
3. All medications are registered in a pharmacy computer program. The Medication Aide must log-in to the program before giving any medication. The pharmacy computer program tracks who is dispensing which medication and at what time.
4. Narcotics are stored separately. A “count” is done of each narcotic when one Medication Aide leaves work and when the next Medication Aide arrives at work.

Typical day at Montclair

Here is a glimpse of a typical day through the activities calendar:

Wednesday

- 9:30 This Day in History
- 10:00 Morning Stretch
- 10:30 Daily Devotion
- 10:45 Outing
- 2:00 Chapel
- 2:45 Bingo
- 4:00 Wine Down Wednesday w/ Music
- 6:30 Movie Night
- 7:00 Snacks and Hydration

Contact Information

Please call or email for more information about Montclair at 678-686-6171 or moreinfo@montclaircp.org.

6. APPENDICES

APPENDICES

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Appendix A – Fire Emergency Procedures

1800 Building

At Clairmont Place, all independent residents are encouraged to “shelter in place” in the event of a fire (fire alarm).

The reasons you as residents can “shelter in place” are due to the building structure and that all residences, main corridors, and common areas are fully covered with a complex and regularly maintained sprinkler system.

“Sheltering in Place” means that you will stay in your condominium with guidelines (as listed below), unless you don’t feel that you are safe. If you must leave your residence, you should leave by the nearest exit door and proceed outside the building.

“Shelter In Place” guidelines are listed below:

If the Fire Alarm Sounds:

1. Stay in your condominium
2. Close all windows
3. Close condominium entry door and:
 - a. Leave unlocked
 - b. Place a towel at the bottom of the threshold
4. Dress for outside weather and pack:
 - a. ID, Cash, Credit Card
 - b. Car Keys, condominium key, FOB
 - c. Medications
 - d. Accessibility devices
 - e. Cell Phone and charger
5. Prepare animals for evacuation
6. DeKalb County Fire Department will come to your door, notify, and assist, if you are to evacuate.

Appendix B – Private Employees

Policy Guidelines for Employees of Clairmont Place Residents and Safety Measures for Residents

I. GENERAL

The following policy guidelines for employees of Clairmont Place residents have been established by the Board of Directors of Clairmont Place. It is the responsibility of the resident to bring these policy guidelines to the attention of their employee(s) and to ensure their compliance.

Resident employees are defined as those persons employed by the resident (or resident's family members) who provide on-site services to the residents (i.e. private caregivers, companions; aides; sitters; housekeepers; etc.). it does NOT include employees of outside companies who may make periodic deliveries; pharmacy/grocery deliveries; mail/package deliveries; etc.

Violations of these policy guidelines by resident's employees may subject the resident to the enforcement provisions as specified in paragraph III below.

II. POLICY GUIDELINES

Employee Verification, Registration and Identification

For the safety of our community, the resident must verify that his/her employee has satisfactorily passed a criminal background check, has appropriate insurance (listed below), and always wears a name tag.. Residents may contact Clairmont Place Human Resources for information on having the criminal background check submitted by Clairmont Place. (Criminal background checks are required on all Clairmont Place employees before they are hired and by all reputable private caregiver companies.)

Prior to commencing on-site services, the resident must register their employee with the front desk. The resident must provide the following:

1. Proof of general liability and professional liability insurance of employee
2. Proof of bond of employee
3. Criminal background check of employee

Employees of residents must always wear or prominently display a photo identification badge at any time they are located on or within the Common

Elements of the Condominium Association (i.e. common hallways; elevators; trash/laundry/storage rooms; service center buildings; outside property; etc.).

Clairmont Place provides name tags only to employees and residents of Clairmont Place.

Residents are prohibited from giving their employees access fobs. Only residents are issued access fobs. Residents may admit their private caregivers as they would admit other guests using the phone system at the 1800 building green awning or breezeway entrance.

The Clairmont Place Condominium Association, Inc. is NOT responsible for the professional liability, malpractice, or Workers Compensation Insurance coverage for or on behalf of the resident's employee.

Please be sure to comply with all federal and state tax withholdings and payments for employees.

Amenities and Service Center Usage

Resident employees are **not permitted** to use services or amenities of Clairmont Place. The use of amenities, including Television, Library, Coffee Bar, Piano, Courtyard, Fitness Center, Craft Room, Lounge, Cinema, and all common areas, are for the use of Clairmont Place residents and their guests only.

Bulletin Boards

Employees of residents may NOT post notices on any bulletin board at Clairmont Place.

Dining

Employees of residents may dine with the resident in the dining room if their assistance is required by the resident. Reservations for guests or employees are required. During special events it may be necessary to turn away guests or resident employees from dining in the dining room in order to accommodate all residents. Delivery services are available. Resident employee meals will be charged at the current guest meal rate and billed on the resident's monthly statement.

Security

Residents are **prohibited** from giving their employee access fobs. The security of Clairmont Place depends upon limited access to our buildings. A resident

employee should call the resident from the entrance door and let the resident release the door using the phone entry system. Residents and employees are urged not to allow access to an unknown visitor. Resident employees may enter the property only with the permission of the resident employer. Except when on specified errands for the resident, resident's employees should be located only in the condo unit of the resident employer.

Smoking

Smoking is NOT PERMITTED on Clairmont Place campus by any visitor, guest, or resident employee.

Transportation

The transportation services are provided for the residents of Clairmont Place. Guests or employees of residents may accompany residents on the bus only if space allows and if any applicable fees are paid. Employees of a resident may NOT use the transportation services unless assisting or accompanying a resident.

Trash Rooms

Employees of residents are requested to observe the guidelines for use of [recycling](#) containers and [trash chute](#) in the Condominium Building Common Areas section of the Resident Handbook.

Vehicle and Parking Registration

Employees of residents must park in the spaces designated VISITOR PARKING. These spaces are in the outer lanes at the perimeter of the 1800 parking lot. Employees of residents are not permitted to park in front or in back of the 2100 building.

III. VIOLATIONS AND PENALTIES

Failure of a resident's employees to comply with the above listed policy guidelines will result in a written warning being issued to a resident. Additional violations will result in fines to the resident as set forth in the Fee Schedule in Appendix C. Failure to comply with these guidelines may also result in more stringent disciplinary measures against the resident as may be deemed appropriate by the Board of Directors.

Appendix C - Fees

The monthly Association Fee has two components – one based on fraction of ownership and one assigned to each unit. This is typical in condominium fees and is known as the “default” system for fee allocation. As a general rule, all condominium common expenses are allocated on the basis of fraction of ownership.

1. **Fraction of Ownership** – most of the Association budget is allocated by the fraction of ownership as set forth in Exhibit C of the Clairmont Place Declaration of Condominium and in accordance with the Georgia Condominium Act.
2. **Per Unit** – reflects a few budget items that the Board of Directors determined were more equitably allocated by unit rather than by square footage. These few expenses are put into the “Unit Fee” and are divided evenly amongst the 209 units rather than allocated by the Fraction of Ownership. These items are more relevant to the individual or the unit level. These items are cable/internet/telephone and four items from Dining Services budget: Food / Beverage / Paper Supplies/ Small wares.
3. The **Second Person Fee** consists of charges more relevant to the individual, as in the unit fee, but does not include cable/internet/telephone. The Second Person Fee may be removed when the second resident has permanently vacated the condo. Please notify the Finance Manager in writing, explaining the situation and providing a date.

Some condos are composed of two units. The Association Fee is based on the size of the units that have been combined. In other words, a combined alcove and one bedroom is charged the price for an alcove and the price of one bedroom.

Additional fees are reviewed by the Board of Directors annually.

Clairmont Place Fee Schedule	2025
Administrative: Fax	none
Administrative: Key Fobs	\$10.00
Administrative: Notary Public	none

Administrative: Photocopies	Residents free first 25 copies; then 10 cents per page
Administrative: Resident Parking tag Fee	none
Capital Reserve: Buyer contribution to Capital Reserve Fund	
Capital Reserve: Alcove	\$2,469.36
Capital Reserve: 1 Bedroom	\$3,514.08
Capital Reserve: 1 Bedroom Deluxe	\$4,083.93
Capital Reserve: 1 Bedroom w Sunroom	\$4,463.83
Capital Reserve: 2 Bedroom	\$5,128.66
Capital Reserve: 2 Bedroom w Sunroom	\$5,793.49
Community Life: Bus Fee (3-5 miles)	\$5.00
Community Life: Bus Fee (Over 5 miles)	varies
Community Life: Bus Fee (under 3 miles)	\$0.00
Community Life: Common area reservation	\$0.00
Community Life: Ticket Purchase	\$0.00
Dining: Additional Meal	\$7.50
Dining: Delivery	\$3.00
Dining: Guest Dinner	\$16.00
Dining: Guest Holiday Buffet	\$20.00

Dining: Guest Lunch	\$13.00
Dining: Guest Sunday Buffet	\$18.00
Finance: ACH Payment	1%, Max \$25
Finance: Animal Fee Deposit	\$150.00
Finance: Closing letter fee	\$175.00
Finance: Foreclosure fee	Actual costs
Finance: Late Fee - Condo	10% of bill
Finance: Late Fee - Montclair	2% of bill
Finance: Move in fee	\$500.00
Finance: Move out fee	\$500.00
Finance: Returned Check Fee	\$50.00
Finance: Service Animal Fee	\$100.00
HOA Fine: 1st Offense	\$50.00
HOA Fine: 2nd Offense	\$100.00
HOA Fine: 3rd Offense	\$200.00
Maintenance & Housekeeping: Extra housekeeping	\$30/hour
Maintenance & Housekeeping: Laundry, Additional	\$8; \$14
Maintenance and Housekeeping: Electronic Lock Installation (from buyer at time of condo sale closing)	\$1,500.00

Maintenance and Housekeeping: Maintenance Fee Over 30 Minutes	\$30 / hour
Maintenance and Housekeeping: Monthly Pet Fee	\$0.00

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Appendix D – Admitting Visitors

Visitor Admission Policy for 1800

General: This policy establishes procedures for the admission of guest/visitors to the 1800 building (Condominium Building) by residents and management staff.

Visitor Access by Residents

Visitors/guests of residents can contact the resident through the telephone entry system at the main entrance to the 1800 building and at the 2100 entrance to the breezeway.

Residents may admit visitors/guests by pressing the number 9 on their phone, which will open the main entrance doors. This system is in operation 24 hours a day.

For the safety of our community, residents are expected to provide access only to those visitor/guests they know or expect.

Appendix E – Mobility Aids

I. GENERAL

In order to provide for the safety and welfare of all residents, and to alleviate traffic problems, present and future, that arise with the increasing number of mobility devices, the Board of Directors has set the following rules for observance of all residents.

The need for such rules (without being discriminatory, and keeping in mind that we must balance the rights of everyone to the use and enjoyment of our common areas without threat to health, safety or welfare) was determined after careful study by an ad hoc committee of residents, a special committee appointed by the Board of Directors, and in consultation with our attorneys, insurance provider, and the DeKalb County Fire Department.

II. IDENTIFICATION

All mobility devices (motorized carts, wheelchairs, walkers, grocery carts and canes) must have identification of the owner on them. Only the owner is permitted to operate motorized mobility devices.

IV. PARKING OF MOBILITY AID DEVICES

The 1800 Entrance and Foyer area must NOT be restricted from proper exit in case of fire or other emergency.

Parking of mobility aid devices at 1800 Building

1. On shopping days only, grocery carts may be parked against the East wall of the First Floor only until the bus returns. At all other times, the first floor lounge area must be kept clear and available for the use of first floor residents and all others who pass through the area.
2. Under no circumstances may vehicles be parked in the hallways or elevator areas of the 1800 building.
3. It is recommended that residents take their walkers with them when leaving the building not only to alleviate first floor congestion but also to provide mobility assistance the residents will require at their destinations.

4. It is also recommended that owners leave their motorized vehicles in their condos when leaving the building, perhaps using other mobility assistance equipment that they can take along for use at their destination.

Parking of mobility aid devices at 2100 Building

In the Dining Room walkers and other non-motorized mobility aids must always be placed near a wall away from the tables so as NOT to hinder wait staff and avoid congestion. Wait staff will gladly move walkers and provide salad service.

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Appendix F – Access Fobs –Please note this policy has not changed since before 2018. We are currently in the process of expanding this policy regarding key fobs.

Security Access Fob or Security Access Card Policy

I. GENERAL

This policy governs the initial issue and replacement of security access fobs to homeowners, Montclair residents, tenants and employees at Clairmont Place. This policy also establishes the control and administration of the security access fobs issued.

The security access fobs allow access to both the 1800 and 2100 buildings when held up to any of the ten entrances equipped with a card reader.

Each security fob must be computer activated at the Finance Directors office. The Finance Director has primary responsibility for ordering, receiving, safeguarding, issuing and activating security fobs.

II. BASIS OF ISSUE

Clairmont Place Homeowners/Residents

One security access fob issued (at NO charge) to each resident occupying a Unit. A maximum of one security access fob per Unit may be issued to absentee homeowner(s) (at NO charge). An empty unit will have one fob issued to the owner or executor.

Security access fobs are NOT authorized for issue to resident's caregivers, employees, contractors, family members, vendors, etc. Residents are cautioned NOT to relinquish control of their security access as it compromises the security of Clairmont Place.

Security access fobs should be returned to the Finance Director for deactivation when no longer required for use.

Resident's security fobs will be deactivated when he or she moves out of Clairmont Place. Residents' security fobs will be deactivated when used by someone other than the resident.

NOTE: A combination Unit is considered a single Unit for purposes of this policy.

2025 EXPANSION OF KEY FOB POLICY -In October 2025, the entire key fob policy remains under review

*In June 2025 Clairmont Place upgraded its entry system and issued replacement key fobs to residents. The new key fobs cannot be replicated. It quickly became apparent that some residents had relied on having multiple key fobs. **Clairmont Place management is working to expand access for resident relatives and still maintain building security.***

In the meantime, temporary fobs are now available.

Please submit a work order request to the front desk for a temporary fob to be issued to the resident.

1. *A resident is personally responsible for any and all damage, loss, theft, injury, nuisance, hazardous condition, and the like, caused to or created on Clairmont Place property or to any person by anyone using a key fob assigned to the resident.*
2. *Residents expecting overnight guest(s) may request a temporary key fob for the guest(s) at the Front Desk.*
 - a. *There is no charge for a temporary key fob.*
 - b. *If the key fob is not returned to the Front Desk by the date requested, the resident will be charged \$25.*
3. *Residents may request a temporary key fob for someone tending a resident's condominium in the absence of the resident.*
 - a. *There is no charge for a temporary key fob.*
 - b. *If the key fob is not returned to the Front Desk by the date requested, the resident will be charged \$25.*
4. *A temporary key fob may be issued to a resident's listed emergency contact in extenuating circumstances.*

Appendix G – Decorating Common Areas

Policy – Limited Common Elements and Common Elements within the Condominium Building

Purpose

1. To identify those Limited Common Elements and Common Elements within Condominium building to which this policy applies.
2. To specify those Limited Common Elements and Common Elements within the Condominium building for which this policy has NO application.
3. To promulgate rules and procedures pertaining to the Limited Common Elements and Common Elements with the Condominium building for which this policy has application.

Objective

To delegate authority to the appropriate resident(s) and/or residents organizations for the enactment and enforcement of the aforementioned rules and procedures.

Applicable Limited Common Elements

1. **Limited Common Elements**
 - a. Entryways to Condominium Units
 - b. Individual Storage Bins
2. **Common Elements**
 - a. Hallways
 - b. Lobbies (Elevator, Center Core, Sitting Room)
 - c. Storage Rooms
 - d. Storage Areas at rear of Laundry Rooms

Non-Applicable Limited Common Elements and Common Elements

1. **Limited Common Elements**
 - a. Terraces
 - b. Air conditioning compressors located upon Common Elements
2. **Common Elements**

- a. Breezeway connecting buildings
- b. Fire Exit Stairwells
- c. Trash Room
- d. Laundry rooms (excludes storage area at rear)
- e. Telephone equipment rooms
- f. Electrical equipment rooms
- g. Main lobby and building entrance

Rules and Procedures:

1. **Decorative, Functional and Accessory Items in Entryways**
 - a. Residents may place items (i.e. welcome mats; small table, basket etc.) in their entry way subject to the following rules;
 - i. NO item may extend into the common area hallway
 - ii. NO item may constitute an obstacle to evacuating the condominium unit in an emergency
 - iii. NO item may be attached or affixed to the entryway light fixture
 - iv. The only items that may be permanently attached or affixed to the exterior of the Unit front door are the standard name plates; the standard peep sight and a doorbell of the resident's choosing.
 - v. The Unit front door will NOT be modified so as to defeat the self-closing feature.
 - vi. The exterior of the front door will be Painted by the Association in accordance with the Association's maintenance schedule.
2. **Parking of Electric Carts and Wheelchairs** – (See [Appendix E](#))
3. **Individual Storage Bins**
 - a. Individual storage bins shall be assigned on a first come – first serve basis.
 - b. The floor leader will administer the assignment of individual storage bins.
 - c. A listing of assigned storage bins will be posted on the back of the three storage room doors.

- d. The floor leader will control the individual storage bins assigned for common use of the floor.

4. Storage Rooms

- a. Nothing shall be stored in the common area of the storage rooms that would impede a resident's access to their individual storage bin.
- b. Nothing shall be stored in the common area of the storage rooms without the express permission of the floor leader.

5. Storage Areas at Rear of Laundry Rooms

- a. These storage areas will only be used to store items that benefit the common good of the floor's residents.
- b. The floor leader will control the storage of items in these storage areas.

6. Bulletin Boards

- a. The bulletin boards located in the mailroom and condominium floors are for use by the management and residents of Clairmont Place for informational notices of general interest to our residents. Notices for the sale of personal property or services shall only be posted on the bulletin boards located in the mailroom. If a non-resident or an employee of a resident would like to post a notice on the mailroom bulletin board, the Community Life Director and/or the Executive Director will consider the request. Notices determined by the Community Life Director and/or the Executive Director to be of general interest to the residents may be posted for a limited time only. No item may be posted on any bulletin board by an employee of a resident without the permission of the Community Life Director and/or Executive Director.

7. Furniture, Fixtures, Equipment and Accessories

- a. Furniture
 - i. Furniture items located in the Common Elements will be considered property of the Association. As such, furniture items will be maintained and/or replaced at Association expense in accordance with the Association's budget provisions.
 - ii. A resident may NOT store personal furniture items in the common elements.

- iii. A resident's offer to donate a furniture item to the Association will be accepted or rejected by a simple majority vote of the residents living on the floor.
- b. Fixtures
 - i. Nothing shall be attached or affixed to any building fixture (i.e. light fixtures; sprinkler heads; fire extinguisher cabinets; horn/strobe alarms; overhead smoke detectors; EXIT lights, etc.).
- c. Accessories
 - i. Accessory items (i.e. paintings, curios, figurines, etc.) in the Common Elements will be considered the property of the Association. If Common Elements, accessory items will be maintained and/or replaced at Association expense in accordance with the Association's budget.

Artwork belonging to a resident that is displayed in common areas should have the name and condo unit number of the resident affixed to the back. Any artwork remaining in common areas after the sale of the unit noted on the back of the artwork will be considered a gift to Clairmont Place and become property of the Association

Miscellaneous

- 1. **Changes to Policy**
 - a. Requests/recommendations for changes to this policy should be directed to the Resident Council. Changes endorsed by the Resident Council will be forwarded to the Board of Directors for a decision.

Appendix H – Emotional Support Animal and Service Animal Policy

Although animals are generally not permitted in condos, emotional support animals and service animals are welcome. This is to comply with the federal Fair Housing Act and Americans with Disabilities Act. To move emotional support animals to your condo, you must provide Clairmont Place management with a letter from your physician and proof that the animal's vaccinations are current. No physician letter is required for animals such as birds, fish and other aquatic animals that are generally recognized as household animals and are capable of being contained in aquariums or cages.

Clairmont Place provides reasonable accommodations to those residents who need animals for emotional support, but monitors that accommodation to avoid causing a nuisance, undue hardship, or endangering the health, safety or welfare of other residents.

Clairmont Place bears no responsibility or liability for any damages and/or injuries caused by animals. The total liability rests with the owner and/or handler of the pet. Please inform your insurance carrier of your pet ownership.

Emotional support dogs are allowed in housing under the Fair Housing Act (FHA) but are not permitted in public places. In contrast, service dogs are permitted in public places.

Emotional Support Animal Accommodation

1. Dog ownership is limited to 1 dog per resident. Cat ownership is limited to 2 cats per residence.
2. All pet owners shall be in compliance with Georgia and Dekalb County laws and ordinances. All animals **MUST** be registered with Clairmont Place.
3. At registration, every pet owner shall provide Clairmont Place with the name, address and telephone number of a designee in the event the owner is unable to care for the pet. **The emotional support animal owner must update this registration with corrected contact information.** In addition to changes made during the year, each February the owner must confirm whether the information is accurate.
4. No animal shall be a nuisance to any resident or visitor. No animal may jump on people, or engage in behaviors or cause noise or odors that could

reasonably be objectionable to another resident or visitor. Animal owners and handlers shall not subject any pet to neglect or abuse.

5. Animals are allowed in the common areas as they enter and exit the 1800 building. Owners are requested to use the "C" wing exit by the lake when walking dogs. (This request is because of unpleasant urine odors at the 1800 entrance.) Every emotional support animal in the common areas shall be in a pet crate or on a leash no longer than 3 feet. When the emotional support animal is outside exercising, the leash must be no longer than 6 feet.
6. If an emotional support animal causes damage in a common area, including chewing furniture or soiling the carpet, the owner will be responsible for the costs of cleaning the area or repairing the damage.
7. The animals are not permitted in the Courtyard. They are permitted in grassy areas of the parking lot and around the lake.
8. Pet owners or handlers shall be responsible for prompt removal of solid waste.
9. Animals shall not be allowed to urinate or defecate on any paved surfaces or in any area adjacent to any entrances to Clairmont Place, specifically including the main entrance at the green awning, as well as entrances to the B, and C wings.
10. In the event of a toileting accident, inside or outside, pet owners or handlers are responsible for immediately wiping up all urine and removing all solid waste, and responsible for cleaning the area,

Emotional Support or Service Animal Violations

A violation of any of the above policies can result in a \$250 fine to the resident per occurrence. Neglect or abuse of a pet, biting or attacking behavior by a pet, or multiple violations of the above policies will result in *reporting the resident's inability to control the emotional control animal to the following:*

1. DeKalb County Animal Control
2. and the medical professional who authorized the resident's need for an emotional support animal,
3. and the person designated to care for the animal in the event of the inability of the resident,
4. and the resident's emergency contact.

Appendix I – Additional Security Measures

The following was issued by the Board of Directors in XXXX

ADDITIONAL SECURITY MEASURES

SECURITY MEASURES FOR CLAIMONT PLACE RESIDENTS

BASIC PREMISES

DISCLAIMER:

The Board of Directors of Clarmont Place as stated in Article 24 of its Declaration (p.36) “disclaims any and all warranties, either expressed or implied relative to the provision of Security to unit owners and other residents’ guests, etc.

HOWEVER

As stated “... from time to time, determine to take action that may cause the property to be safer and more secure.”

PROVIDED

“that any such action shall not be deemed any guarantee of security or safety, it being understood and agreed that each unit and each other resident, guest ... shall be responsible for protecting his/her person and property.”

SUBSEQUENTLY

In the spirit of the Mission Statement of Clarmont Place, i.e. “To enhance the safety, security and comfort of our residents.

HEREBY

Urge all Residents to read and familiarize themselves with the following handout “Security Measures for Clarmont Place Residents.”

SECURITY MEASURES RECOMMENDED FOR CLAIMONT PLACE RESIDENTS

1. Review your Homeowners' Insurance for coverage for loss of care and/or other valuable belongings.
2. Determine if you need additional coverage.

3. Identify a safe place in your condo for keeping such valuables you wish to keep with you. Use a safe deposit box for other valuables.
4. List and photograph your valuables.
5. Lock your condo at all times.
6. Refuse admission to your condo of any unknown person.
7. Refrain from admitting any person to either 1800 or 2100 building unknown to you.
8. Refrain from taking valuables with you if admitted to Montclair for Respite Care.
9. Assume personal responsibility for your condo key as well as your Security Access Fob.
10. Use a club or other anti-theft device for your car.
11. Employ aides, companions and other helpers from a reputable agency that bonds and insures their employees.
12. Report to the Front Desk any strangers or suspicious activity you encounter in the 1800, 2100 buildings, parking lot and around lake area.

REMEMBER: Residents are ultimately responsible for their own safety and the security of their own vehicles.