

# Park Ridge Condominium Association

## General Information

This section contains general information pertinent to Park Ridge and a summary of some of the key provisions of the Declaration of the Condominium. The intent of the following is solely for reference. In the event of a conflict involving a reference to a provision to the Declaration, refer to the Declaration of the Condominium for the true exact language.

### **Appliances**

Owners are responsible for the maintenance and servicing of the appliances within their units. Tenants should refer to their lease to see who is responsible for maintenance of appliances within their units. Please refer to "Disposals" for information regarding your garbage disposal.

**Do not, under any circumstances, pour grease down the garbage disposal!**

### **Architectural Controls**

Article IX, Section 9.1 of the Declaration provides that no construction, painting, or other changes of any nature whatsoever shall be commenced or maintained by an owner with respect to the exterior of a unit or any other portion of the property until plans and specifications have been submitted to and approved by the Board of Directors and/or an architectural control committee. Owners may make improvements or alterations within a unit so long as they are not structural in nature or do anything that would or might jeopardize the safety, soundness, or structural integrity of the unit.

### **Decks/ Patios**

Although the patios and decks are for the enjoyment of the individual residents, certain rules have been adapted to protect the aesthetics of the community. To preserve the deck and patio surfaces, indoor/outdoor carpeting, artificial grass, or any other type of covering may not be placed on the surfaces. Decks and patios are not to be used as clothes lines for items such as, but not limited to, rugs, beach towels, clothing or as a storage location for such items as, but not limited to, boxes or excess furniture. No seed bird feeders are allowed on decks/patios or within ten feet of the building as they attract rodents and create a mess on the deck or patio below. Hummingbird feeders (liquid) are allowed on decks and patios.

## **Bicycles**

Bicycles can be stored in the units and on lower unit patios that are enclosed, but not hung from above or on any wood. Note that any bicycles parked in the common areas, including the hallways will be removed at the owner's risk and will have to be reclaimed through the Board of Directors. If the bicycle is not claimed in 10 days, the bicycle will be disposed.

## **Cold Weather**

Signs urging residents to drip their faucets in extreme cold conditions will be displayed at the main auto entrance. If you are going to be out of town, please leave a key with a neighbor in case this is needed while you are away. Leave cabinets, dishwashers and utility doors open in extreme cold to allow heat circulation.

## **Exterior Appearance**

To provide a neat, attractive, and uniform appearance throughout the community, no awnings, shades, or other items shall be attached to, hung, or used on the exterior of any window or door or on the exterior of a building, including but not limited to name or address plates, window mounted air conditioners, outside clothes lines or other facilities for drying or airing clothes. No clothes, rugs, pots, planters, or any other items may be hung on or placed on any railings or fence enclosing any balcony, deck, terrace, or patio.

## **Extermination Services**

The association provides termite treatments and inspections for the common area. You must decide on any other type of pest control service for the interior of your unit.

## **Grills**

No charcoal, gas grills, butane or propane grills are allowed on patios or decks or on the common property. Electric grills are permissible on decks and patios. Note: Georgia Fire Code 1103.5, dispensing of flammable and combustible liquids: no dispensing, transfer or storage of flammable or combustible liquids shall be permitted inside any building or structure. Grilling with other than electric grills is in violation of the international fire code, the Georgia fire code and Cobb County fire ordinance and is prohibited. Grilling on the common property is in violation of the Park Ridge Rules and Regulations and is prohibited unless it is done in a designated area.

## **Heating/Air Conditioning Systems**

Each unit is served by a separate HVAC system. Pursuant to article IV, section 4.2 of the declaration each unit owner is responsible for the maintenance of the system and that includes all pipes, wires, ducts, and conduits that serve the unit.

## **Insurance**

Article VII of the Declaration outlines the insurance coverage that the association is required to have. The condominium carries a master insurance policy, which provides property coverage for the full replacement cost of the buildings. The association also covers public liability insurance in accordance with the Georgia Condominium Act. Owners should have personal liability coverage on all items replaced or added after the original purchase of the unit, personal effects, as well as coverage by the master condominium policy. Please consult your insurance agent before you purchase. The cost of the master insurance policy of the condominium is included in the condominium fee. Tenants should carry renters' insurance to be sure that personal possessions and any upgrades made to the units are covered.

## **Leasing your Unit**

Restrictions on the sale and leasing of units are found in Article IX, Section 9.14 of the Declaration. No owner may lease their unit for transient or hotel purpose, i.e., Airbnb. All leases must be in writing and all leases are subject to the provisions of the Declaration, By-Laws and the Rules and Regulations. Failure of a tenant to abide by the documents is considered a default under the lease and the Board of Directors has the right to require the owner to terminate the lease. The Board suggests that making a copy of the Park Ridge Rules and Regulations as part of your lease, will eliminate the number of violations that occur by uninformed tenants. We want all our owners and tenants alike, to enjoy their community by knowing the rules upfront.

## **Mail**

All mailboxes are centrally located in the parking area between the 700 and 800 buildings. Mailbox keys are the responsibility of the owner and not the association. Additional keys may be obtained from the post office or by having the lock replaced by a locksmith. Our local post office is on Lower Roswell Road (across from the government services building). Only owners are allowed to obtain new keys, and you must provide the post office with a copy of proof of ownership, i.e., your settlement statement or deed. The cost of a new key is \$25.

## **Maintenance**

Pursuant to Article IV of the declaration and the Georgia Condominium Act, each unit owner is responsible for the maintenance, repair and replacement of their unit, the cleaning of all balconies, decks, terraces, and patios. The association is responsible for the maintenance, repair and replacement of the common elements including the limited common elements. The association is also responsible for maintaining the exterior surfaces of the buildings. Each unit owner is responsible for the maintenance, repair and replacement of all windows, screens, and doors, except the exterior surface of the front entry doors.

### **Parking regulations**

The Board has established a policy of 24-hour enforcement of the parking rules and regulations, which authorize the towing of any vehicle parked in violation of those rules and regulations. Please remember that it is the responsibility of each resident or unit owner to inform his or her guest or tenant of the parking regulations.

### **Play areas**

There are no designated play areas at Park Ridge. Only those areas specifically designed for recreational purposes are to be used for recreational purposes.

### **Plumbing**

Plumbing maintenance and repair are the responsibility of each unit owner for the pipes and fixtures which serve only one unit. If you notice water coming into your unit, please contact the management company and report the leak immediately. You should also contact the units closer to yours to see if the water is coming from any of those units and can be turned off. You are also responsible for preventing stoppage of waste lines in your unit. You are urged not to flush anything down the waste line that will not completely dissolve (such as disposable diapers, cigarette butts, sanitary napkins, etc.). A plunger is useful in some cases of stoppage and perhaps will prevent you having to call a plumber.

### **Security**

Security is an important concern everywhere. It is the responsibility of each unit owner, tenant, or guest to provide their security over person and property. All responsibility to protect security lies solely with each unit owner.

### **Use of units**

Pursuant to Article IX, Section 9.3 and 9.4, all units are restricted exclusively to residential use and no business activities shall be concluded on any portion of the property.

### **Window Treatments**

All curtains, shades, drapery material or other window treatment visible from the exterior of a unit must be white or off-white. No foil or other reflective materials shall be used on any windows for sunscreens, blinds, shades, or any other purpose.

# **Park Ridge Condominium Associations**

## **Rules and Regulations**

The Board of Directors of the Park Ridge Condominium Association, Inc. has adopted the following Rules and Regulations for the mutual benefits of our residents, the owners, and occupants of the condominium units. These rules and regulations may be modified from time to time by the Board of Directors as it deems necessary, to promote the safety and welfare of the owners and occupants of the units. Management has been authorized and directed by the Board of Directors to always enforce the rules and regulations uniformly. "Units", "Common Elements", and "Limited Common Elements" are defined in the Declaration of Condominium. Owners and residents should also familiarize themselves with the Park Ridge Condominium Bylaws.

### **Noise Violations**

The owners and occupants of the units shall in general respect the rights, comfort, and convenience of their neighbors. Please remember that none of the units are soundproof.

1. No unit owner or occupant shall make or permit to be made any disturbing noise in the common areas or in the units, by themselves, their family, friends, tenants, employees, or visitors; nor permit anything to be done by any such persons that would interfere with the rights, comfort or convenience of other unit owners or occupants.
2. No unit owner or occupant shall play or allowed to be played any musical instrument, radio, TV and other devices or the like of the same shall reasonably disturb or annoy any other unit owners or occupants. If you have surround sound, keep at least two feet off the floor and cushion flooring.
3. Disturbances before 9 AM and after 10 PM shall be strictly dealt with as most of our residents do work. Keep TVs, music, or loud gatherings down so as not to disturb residents who may be sleeping. Contact your neighbor first if they are making noise after 10 PM. If this does not work, dial 911.

### **Outside of Unit**

1. The sidewalks, paths, driveways, hallways, corridors, vestibules, and other areas used for getting to and from parking spaces, units and/or recreation facilities shall not be obstructed or used for any purpose other than for access and egress.
2. Unless specified portions of the common elements are designed by the Board of Directors for such purpose, no portion of the common elements shall be used for the storage or placement of furniture or any other articles, including, but not limited to, plants boxes, shopping carts, baby carriages, bicycles, and the like.

3. All personal property placed in any portion of the buildings or any place adjacent thereto shall be so placed at the soul risk of the unit owner. You will receive a violation letter and have 10 days to remove the item.
4. No rugs shall be beaten on common elements nor shall dust, or trash be swept from a unit on to any of the common elements. Unit owners and occupants must deposit all trash or litter in the designated areas and receptacles provided for such purpose.
5. No gas or charcoal grills shall be permitted on any balcony, terrace, or common elements except in areas specifically designated by the Board of Directors.
6. Persons/children shall not be permitted to loiter or play in any common areas not specifically designed as a recreation area.
7. Wreaths, plaques, shields or other wood or door decorations are not permitted without Board approval except a reasonable number may be displayed from Thanksgiving through January 2 of each year.
8. Flowers, trees, shrubs, decorative items, bird houses, etc. may not be planted or placed on the common areas without the written approval of the Board of Directors.
9. Flowers (live or artificial) may be displayed in the common area immediately adjacent to the front entrance of a unit, only if contained in a decorative planter, i.e., terra-cotta, earth tone or cast iron. No more than one planter may be placed outside the front entrance at any time. All flowers must be proportionate to the container. All live plants must be maintained in a healthy condition. All dead foliage, flowers or plants must be removed from the planters. Planters shall be removed when void of flowers.
10. No items shall be attached to the balcony, porch, patio, or deck railings, including, but not limited to bird houses and planters. Absolutely no nails in the Hardie plank siding. Locking containers made for railings may be used for plants.
11. Door mats must be of a neutral color and no longer than the area immediately adjacent to the front entrance.
12. Patio or deck furniture and umbrellas must be solid, neutral colors to coordinate with siding color.

### **Solicitors**

Soliciting is not permitted on the premises.

### **Utilities**

Common utilities shall not be used or left running for unreasonable or unnecessary length of time.

### **Inside of Units**

1. To keep a uniform external appearance pursuant to Article I of the Declaration, the exterior surface of all drapes, curtains and blinds or other door/window covering must be white. If colored drapes or coverings are desired, they must be lined in white.

2. No unit owner or any of his agents, employees, licensees, or visitors shall at any time bring into or keep in his unit any flammable, combustible or explosive fluid, material, chemical or substance, except for normal household use.

### **Pets**

1. All dogs must be registered with the Association and such demand will be made annually. Pet Registration forms are to be submitted to the **Prcboard411@gmail.com**.
2. Pursuant of Article IX, Section 9.5 of the Declaration, dogs, cats, and other domestic pets (fish, birds, hamsters, etc.) may be kept in units provided they do not disturb or annoy other residents of the property. No structure for the housing of any pets may be constructed on the property. Potbelly pigs, skunks, and wild animals shall not be considered domestic pets and are not permitted.
3. Such pets that are permitted are subject to these rules:
  - a. No owner or occupant shall keep more than two generally recognized household pets per unit, except, a unit owner may keep a reasonable number of generally recognized household pets (i.e., goldfish, birds, etc.) weighing less than 2 pounds each may be kept in units so long as they do not create a health hazard or nuisance.
  - b. No pets shall be left unattended on the patios, decks, common elements, or limited common elements.
  - c. The owner of a pet will be responsible for all damages caused by the pet, including damage to personal property and personal injury.
  - d. **Dogs owners must remove any solid waste from the grounds. Please carry a bag for your use to remove your pet's solid waste and dispose of it in the pet waste stations. At no time should a pet owner let the pet urinate on any landscaped and grass areas on the property. Pet owners who are in violation are subject to be fined.**
  - e. There are areas away from the building where pets can be walked. Pets are not allowed near or on the landscaping and grass areas, including but not limited to islands, shrubbery, plants, or walkways.
  - f. It is the responsibility of the dog owners to always have a leash not more than six feet long attached to his/her dog and to him/herself while the dog is outside his/her unit to ensure safety for the dog and others. Owners of said pet must have firm control of their pet when outside of the unit and on the common grounds. **This is a Cobb County ordinance.**
  - g. Cats. Outdoor cats are not allowed. Do not allow your cat to roam freely outside of your unit and on the common grounds. **It is the responsibility of the owner to ensure that cat waste is double bagged and not thrown in the trash can. Cat waste must be hand placed in the garbage dumpster.**
  - h. Dogs will not bark incessantly or cause any other disturbance which affects neighbors.
  - i. **No pets are allowed inside any of the amenity areas (pool, tennis courts, courtyard between 300 and 600 buildings and pavilion).**

4. Most pet owners in our community are responsible and courteous. However, pet-oriented problems have occurred because of a small percentage of pet owners who have not respected their neighbors or the community at large. For those pet owners, the following will apply:
  - a. The first level of issue or problem resolution should be between neighbors. Every attempt for a solution should be sought at this level between the "offended" and the "offender." **Common sense, good judgment and fairness should be the rule.**
  - b. If, after this, a solution is not reached, a written complaint may be sent to the **Prcboard411@gmailcom**.
  - c. Upon notice or notification of further offenses, fines of not less than \$50.00 per violation may be imposed. Larger fines may be imposed if warranted. If a particular owner continues with infractions of these Pet Rules, the Board of Directors may ask the pet owner to remove the pet from the property permanently.
  - d. Violations of the Cobb County Ordinance governing pets **must** be reported to the **Cobb County Animal Services, phone number, 770-499-3911**. Pet owners will also be fined by the Board of Directors for those violations such as, 15 minutes of continuous barking, a bite that punctures the skin, etc.
  - e. All guests visiting any owner or occupant with their pets must if the responsibility of the owner and must follow the Pet Rules and Regulations of the Park Ridge property.
  - f. The unit owner shall indemnify the association and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having an animal at Park Ridge.
  - g. **No pet watching, pet sitting, grooming, or breeding (running a business from your condominium) is allowed.**

#### **Trash**

1. Waste material shall be handled as follows:

All garbage that cannot go into the kitchen disposal must be disposed of in the dumpster chute.
2. The following guidelines regulate the use of the dumpster chute
  - a. Do not force items that are too large into the chute.
  - b. All trash must be placed in plastic bags before throwing it down the chute. All bags must be securely tied.
  - c. Boxes are to be flattened before being placed in the dumpster.
  - d. All items too large to fit into the chute are the responsibility of the homeowner/tenant to make alternative arrangements to have them removed from the property.
  - e. Dumpster use is restricted to Park Ridge residents only.
  - f. The dumpster is for household garbage only. No appliances, carpet or any construction materials are to be placed in, on top of or around the dumpster. Persons violating this rule will be assessed \$50 plus the cost of removal of unauthorized garbage.

## **Vehicles**

### **1. Vehicle Parking and Operation**

- a. Parking is prohibited in driveways or turnarounds, on lines, pavement, and walkways and wherever "No Parking" signs are posted.
- b. Vehicles shall not be parked in a manner which interferes with or impedes access to any adjacent parking space.
- c. Parking of vehicles on which current license plates are not displayed is prohibited.
- d. When approaching or driving upon any of the driveways or parking areas servicing the condominium, do use the horn except when necessary for safety purposes. No loud radios, stereos should be heard from your vehicle that might disturb other residents.
- e. Parking spaces are not assigned. **If an owner/tenant has more than one vehicle, only one is permitted to be parked directly in front of the building in which the unit is located.** Additional vehicles shall be parked in parking areas away from the building and **not in front of any other building.**
- f. Mobile homes, motorhomes, work trucks, off-road vehicles, campers, trailers of any kind and boats are not allowed on the premises.

### **2. Vehicle Repair & Maintenance**

- a) **The repair or extraordinary maintenance of automobiles or other vehicles shall not be conducted on any of the common elements.**
- b) **The changing or disposing of motor oil or other vehicular fluids is prohibited.**
- c) Disabled and stored vehicles are prohibited from being parked on the property. A vehicle shall be considered "disabled" if it does not have a current license tag, or when it cannot move under its own power, or is obviously inoperable. A vehicle shall be "towed" if it remains on the property for seven consecutive days or longer without the prior written permission of the Board of Directors.
- d) **Car washing is not allowed.**