



## **New Property Owners' Guide**

### **Introduction to Waterfall (POA) Property Owner's Association**

The Property Owners Association sets strategic plans and objectives for the neighborhood and prioritizes and manages projects and improvements. In addition to Board Members, many residents volunteer to help with various projects and committees. Your participation is welcomed and encouraged. Please email your interest in volunteering to a POA Board or Committee member.

The POA contracts with a General Manager, a POA Admin and an accounting firm to manage day to day business. Those entities provide accounting services, compliance of neighborhood covenants, facilitate maintenance and repairs, and consult with the POA Board as needed. To contact the General Manager, email WFPOA.GM@gmail.com or call (706)490-0825. The following information contains [hyperlinks](#) that navigates you to the POA webpage, documents or topic mentioned.

### **POA Web Site**

The POA maintains a website [www.waterfallpoa.com](http://www.waterfallpoa.com) where property owners can view a complete set of our Covenants, Codes and Restrictions, Architectural Review Committee Guidelines, update their profile, view their account, and download POA documents. Should you not receive a username and password within 30 days of closing contact the POA Admin, (Pat Mason), by calling (770.362.4307) or by email at [WaterfallLakeBurtonPOA@gmail.com](mailto:WaterfallLakeBurtonPOA@gmail.com). The current website is available but is currently being revised and updated with revisions to be completed in 2025.

### **Homeowner Information Sheet**

The [Homeowner Information Sheet](#) link is available on the website. This completed form is required to receive a POA username and password for the POA website. The form should be submitted to the POA Admin email, listed on the bottom of the form.

### **POA Dues and Water Fees**

Annual POA dues, assessments, and water fees are invoiced in January electronically and due 30 days after receipt.

### **Covenants, Conditions and Restrictions (CCR's)**

Covenants, Conditions and Restrictions, along with Architectural Guidelines, were established in 1999 when development began in Waterfall at Lake Burton. The neighborhood is protected by restrictive covenants to protect property rights, values and individual investment. The complete list may be found on our website [www.WaterfallPOA.com](http://www.WaterfallPOA.com) under the POA tab/ Community Docs.

## Architectural Approval Guidelines and Review Process:

**Existing Home** - Any **exterior** structural improvements require the approval of the Architectural Review Committee (ARC). Exterior house painting, roof replacement, landscape changes, tree removal, water features, driveway, exterior lighting, etc. require an [Application for Modification \(Form H\) - Link](#) to be completed, turned in to the General Manager at WFPOA.GM@gmail.com and approved by the ARC before this work on property may be performed. The ARC meets the first Wednesday of each month - please plan accordingly for a timely response to requests. This form should be submitted for ARC review no less than 30 days of the anticipated start date of any exterior project.

**New Home Construction:** - The [Architectural Review Committee Guidelines](#) provide the process for all new home construction. The building steps are laid out in the guidelines and an application for new construction should be turned in to the General Manager at WFPOA.GM@gmail.com and approved by the ARC before any work on property may be commence. The [Preliminary New Construction Questionnaire \(Form A\) – Link](#) will take you to the necessary form for new home construction.

## Speed Limit 23 mph

The streets inside the gates of Waterfall at Lake Burton are private. There is a community-wide speed limit of 23 mph. The POA may assess fines for speeding, failure to heed stop signs or other violations. Please be cautious and watch for blind intersections, golf carts, walkers, joggers, wildlife, etc.

## Parking and Vehicles

- All cars and trucks must be parked in garages, driveways or designated overflow parking areas.
- Overnight parking on the street is not allowed with the exception of construction equipment previously approved by the ARC. Cars parked on the street overnight are subject to a fine and/or towing.
- At no time are motor homes or trailers allowed through the gates of the development UNLESS the motor home is owned by a resident and the vehicle will fit in the resident's garage with the doors closed. The vehicle must be kept parked in the garage.
- Guests may park on the street, if no other parking is available during their limited stay (no more than 8 hours per/day, not to include overnight parking) excluding Village Club Trail, Cottage Pathway and Parkview Court where no on street parking is ever allowed.
- Residents may not perform major auto repairs on property. Minor repairs, such as changing a flat tire or a battery, are acceptable.

## Noise

Waterfall POA quiet hours are from 10 p.m. to 7:30 a.m. daily. Noise should not interfere with the rights, comfort or convenience of others.

No exterior construction work will be allowed on Sundays without written approval by the ARC. No exterior work is allowed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.

## Water and Sewage

Waterfall POA owns the Waterfall Drinking Water and Sewage Treatment Plants, which are managed by EMS. Your annual water and sewer payment covers the first 84,000 gallons of usage each calendar year.

Usage over this amount is billed at a rate comparable to that charged by the City of Clayton. Homeowners are responsible for purchase and maintenance of a sewage grinder pump for their residence. EMS can provide installation and maintenance service for your pump.

## **Garbage Disposal and Recycling**

Waterfall homeowners may deposit their trash in the covered dumpster located in the parking lot of the Club's cart barn, to the right of the Waterfall Club's Athletic facility. Private pick-up services are also available as well as recycling/trash options at 1405 Charlie Mountain Road. Hours and more information can be found at [rabuncounty.ga.gov/recycle](http://rabuncounty.ga.gov/recycle).

## **Mailboxes**

Mailboxes must be ordered from a POA approved vendor, and the location determined by the city of Clayton Post Office. Details on how to order a mailbox are available at [www.waterfallpoa.com](http://www.waterfallpoa.com) under the ARC Guidelines & Forms – [Waterfall Mailbox Info Link](#).

## **General Landscaping**

Residents are responsible for maintaining their property to the curb, no overgrowth is permitted and one's home exterior and roof should be in good condition. Landscaping mulch should be a natural material, preferably pine straw or bark chips, and should be replaced when necessary.

Basketball goals, playground equipment, garden statuary or structures, gates, water features, water fountains, fire pits, fencing, etc. **may not** be installed without Architectural Committee approval. ARC Forms found at [www.waterfallpoa.com](http://www.waterfallpoa.com) under the [Application for Modification \(Form H\) - Link](#).

All landscape lighting must be approved by the ARC following the Lighting Criteria found in the ARC Guidelines.

Decorative flags (including seasonal flags, college/university flags, and the American flag) may be flown from poles attached to homes. Individual flag poles are not allowed. Owners should remove all flags when not in residence as well as close patio umbrellas; they can pose a hazard in high winds

## **Common Area**

The common area located between Cottage Pathway and Magnolia Trail is available for light use by all residents. It is a level area perfect for playing kickball, enjoying the fire pit, badminton, etc. or to play with your dog. Please use this space responsibly.

Reminder from Waterfall Club Management: Waterfall Clubhouse, Tennis Courts, Swimming Pool, Dock and other Waterfall Club amenities are for the use of Waterfall Club Members only. Walking or jogging on cart path is not allowed.

## **Pets, Service Animals and Emotional Support Animals**

Pets should be leashed while off your property at all times and waste disposed of properly.

## Keep Your Personal Information Updated

From time to time, all of us have changes to our personal contact information. Please keep your contact information current with the Gate House and the Waterfall GM. To update this info, please complete the '[Update Personal Information - Link](#)' form and email it to email addresses listed to bottom of the form.

## Violations

Violations of any of these rules will, at the sole discretion of the Board of Directors, subject the owner to a fine as permitted by Georgia statutes or may subject the owner to legal action being taken by the Association when the Association has no adequate remedy at law.

Violations of the law outside of POA Guidelines should be reported to appropriate law enforcement or government agencies. See something, say something, especially if dangerous behavior occurs.

Owners will be solely responsible and absolutely liable for the conduct of themselves, their tenants, guests and visitors.

While no set of rules will cover every conceivable situation, there is no substitute for common sense, good manners, and neighborliness. Homeowners and lot owners are responsible to see that rules are adhered to by themselves, their family members, guests, visitors, tenants and employees.

**Reminder:** The above information is a snapshot of the information listed on our website to help introduce new homeowners to our neighborhood. Please refer to the POA website for a complete list of CCR's, Architectural Guidelines and Rules and Regulations.

## Gate Entry

Upon closing of your property, entry into our gated community will require you to obtain a Gate Tag. Contact Claire Everts (404.277.3214) or <[cbeverts@me.com](mailto:cbeverts@me.com)> to obtain your Tag.

Waterfall POA will provide you with 2 Tags per Household for Homeowners and one Tag per lot owner. In addition to your Gate Tags, Homeowners can gain entry to our community by using the mobile phone app, "My Door View". Instructions for this app will be provided when Gate Tags are issued to you. The app will allow you to grant access for your guests, family members and service providers.

If a gate tag is lost or damaged, a new tag may be obtained by emailing the POA Admin. The POA admin can be reached at the following email address: [waterfalllakeburtonpoa@gmail.com](mailto:waterfalllakeburtonpoa@gmail.com). Currently the replacement cost is \$40.00 per Gate Tag. Gate Tags will be mailed and activated once notified of receipt. The lost or damaged Gate Tag will be deactivated once the new one is issued.

For other questions regarding the Gate, contact the Guardhouse at 706.212.4015 or [waterfallfrontgate@gmail.com](mailto:waterfallfrontgate@gmail.com) with questions.

A MDV pictrogram follows that explains how to use the phone app to allow your guest onto property.

Date Closed \_\_\_\_\_

**WATERFALL AT LAKE BURTON POA**  
**Homeowner Information Sheet**

Block: \_\_\_\_\_ LOT \_\_\_\_\_

Name \_\_\_\_\_ Spouse / Partner \_\_\_\_\_

Waterfall Address \_\_\_\_\_

☐ **Mailing Address Same as Waterfall Address**

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell 1 \_\_\_\_\_ Cell 2 \_\_\_\_\_

Email 1 \_\_\_\_\_ Email 2 \_\_\_\_\_

Old Keypad Access Code # \_\_\_\_\_ **New Keypad Access Code #** \_\_\_\_\_

**Name and Phone Number (cell or landline) to be Listed in Keypad Directory at Front Gate**

Last Name \_\_\_\_\_ First Initial \_\_\_\_\_ Phone Number \_\_\_\_\_

**Contacts/Numbers for Privacy Officer to call when announcing guest and confirming contractor/service provider appointments:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

To Be Completed by Mtn Patrol Privacy  
Officer

**Vehicles**

Year / Make	Model	Tag	New Clicker

**Emergency Contact List**


**Permanent Guest Lists**


**CLEAR**

**PRINT**

**Once completed, please save file as INFO SHEET,  
and email form to:  
WaterfallLakeBurtonPOA@gmail.com**

## *Waterfall at Lake Burton*

### **Permanent Guest List**

<b><u>Name</u></b>	<b><u>Additional Information</u> (Ex: Family Member, Friend, Service Provider, etc.)</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

Email completed form to [WFPOA.GM@gmail.com](mailto:WFPOA.GM@gmail.com) AND [frontgate@thewaterfallclub.com](mailto:frontgate@thewaterfallclub.com)

## **APPLICATION FOR MODIFICATION**

***Note: This form must be completed and returned prior to commencing any work. Incomplete Forms will be returned. Documentation submitted for review becomes the property of Waterfall POA.***

Name:		Date:	
Address:		Home Phone:	
City/State/Zip:		Office Phone:	
		Fee Enclosed	Waived

Please provide the ARC with all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the Architectural Design Guidelines for Waterfall POA.

### **MINOR MODIFICATION**

Description of modification (be sure to review relevant guideline(s) before submission):

### **MODERATE MODIFICATION**

<input type="checkbox"/> Deck	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Fence
<input type="checkbox"/> Dock	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Other	
<b>See next page for details of Moderate Modification</b>			

### 5.1 PRELIMINARY NEW CONSTRUCTION QUESTIONNAIRE

DATE: \_\_\_\_\_ BLOCK & LOT NUMBER: \_\_\_\_\_  
STREET NAME: \_\_\_\_\_

OWNER: \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

BUILDER: \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

1. Describe Exterior materials for the following:

- \_\_\_\_\_
- a) Wall Materials: \_\_\_\_\_
- b) Roof Material: \_\_\_\_\_
- c) Driveway Material: \_\_\_\_\_

2. **Estimated** Gross Square Footage of Home: \_\_\_\_\_ (Including 1<sup>st</sup> & 2<sup>nd</sup> Floors, Garage, etc.)

**Estimated** Total Heated Square Footage: \_\_\_\_\_

**NOTE: Attach a photograph or rendering of a home design similar to what is proposed.**

To the best of my knowledge, the foregoing statements are true.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THIS IS NOT CONSIDERED A SUBMISSION AS DESCRIBED IN THE DECLARATION UNTIL AN ACKNOWLEDGEMENT LETTER HAS BEEN ISSUED BY THE MANAGING AGENT.**



# Waterfall POA Contact Info 2025

## POA Board

President	Raymond Sheley	<a href="mailto:Raymond@SheleyHall.com">Raymond@SheleyHall.com</a>	404 805-6672
V President	Donnie Everts	<a href="mailto:d.everts@icloud.com">d.everts@icloud.com</a>	404-790-8254
Secretary	Lynda Hester	<a href="mailto:Lynda@LyndaHester.com">Lynda@LyndaHester.com</a>	770 480-5161
Treasurer	Chuck Rowland	<a href="mailto:CJRowland6451@outlook.com">CJRowland6451@outlook.com</a>	770 366-2828
Director	Robert "Hunter"	<a href="mailto:hunter@househunteratlanta.com">hunter@househunteratlanta.com</a>	404 564-3512
Director	Dale Snodgrass	<a href="mailto:daleatty@bellsouth.net">daleatty@bellsouth.net</a>	205-999-4784
Director	Edie Hewlett	<a href="mailto:ediecherie16@gmail.com">ediecherie16@gmail.com</a>	770-846-6695

## POA Support Team

POA GM	Richard Borck	<a href="mailto:WFPOA.GM@gmail.com">WFPOA.GM@gmail.com</a>	706 490-0825
POA Admin	Pat Mason	<a href="mailto:WaterfallLakeBurtonPOA@gmail.com">WaterfallLakeBurtonPOA@gmail.com</a>	770 362-4307
POA Accountant	Bryan Mullis	<a href="mailto:bkmconsultingcpa@gmail.com">bkmconsultingcpa@gmail.com</a>	404 307-8044

## POA Committee Chairs

POA President	Raymond Sheley	<a href="mailto:raymond@sheleyhall.com">raymond@sheleyhall.com</a>	404 805-6672
ARC - Co-Chair	Donnie Everts	<a href="mailto:d.everts@icloud.com">d.everts@icloud.com</a>	404-790-8254
Finance	Chuck Rowland	<a href="mailto:CJRowland6451@outlook.com">CJRowland6451@outlook.com</a>	790 366-2828
Communication	Robert Hunter	<a href="mailto:hunter@househunteratlanta.com">hunter@househunteratlanta.com</a>	404 564-3512
Water & Sewer	Richard Borck	<a href="mailto:WFPOA.GM@gmail.com">WFPOA.GM@gmail.com</a>	706 490-0825
Infrastructure/Safety	Richard Borck	<a href="mailto:WFPOA.GM@gmail.com">WFPOA.GM@gmail.com</a>	706 490-0825
Landscaping	Lynda Hester	<a href="mailto:Lynda@LyndaHester.com">Lynda@LyndaHester.com</a>	770 480-5161

## Waterfall Club Numbers

Gate House	Danny / Ed/ Richard	<a href="mailto:waterfallfrontgate@gmail.com">waterfallfrontgate@gmail.com</a>	706 212-4015
Waterfall Club Main #			706-212-4000
Waterfall Club Membership	Amy Giles	<a href="mailto:agiles@thewaterfallclub.com">agiles@thewaterfallclub.com</a>	706-212-4227
Waterfall Club GM	Jason LeBlanc	<a href="mailto:jleblanc@thewaterfallclub.com">jleblanc@thewaterfallclub.com</a>	706-212-4205

## Villa POA

President	Mary Boland	<a href="mailto:marycyne@mac.com">marycyne@mac.com</a>	706-490-0952
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## Emergency Contact

Fire, Police, Ambulance			911
Mountain Patrol			706-782-5807
Rabun County Sheriff			706 782-6226

## SERVICES

Electric	Habersham	<a href="http://habershamemc.com">habershamemc.com</a>	706-754-2114
Internet	TruVista	<a href="http://truvista.net">truvista.net</a>	706 746-2717
Water & Sewer	EMS		706 970-0235
Propane Gas Company	Freeman Gas		828 526-0040
Propane Gas Company	Blossman		706 782-8305
Propane Gas Company	Tugalo		706 782-4543
Propane Gas Company	LP Services		706 754-2121
Propane Gas Company	Mountain Gas		706 746-0042
Landscape Company	Wilkinson	<a href="http://wilkinsonlandscapegroup.com">wilkinsonlandscapegroup.com</a>	706 969-0380
Landscape Company	Trophy	<a href="http://trophylandscape.com">trophylandscape.com</a>	7067540085
Landscape Company	Rustic Countryside	<a href="http://rusticcountrysides.com">rusticcountrysides.com</a>	706 212-0490

# MyDoorView





## **Step 1....GET THE MDV APP ON YOUR CELL**

**IPHONE USERS** → Go to the APP store and SEARCH for MyDoorView app. Select GET. ) *You will have to enter your Apple password before it will download the free app.*

### **To Activate:**

1. Open the app and you will be asked for a login.
2. Enter your cell number (*numbers only and no dashes*)

**ANDROID USERS** → You must go to the Google Play Store to download the MyDoorView app. Google Play is normally preloaded on phones.

1. On your device go to the Apps section.
2. Tap Google Play Store
3. The app will open, and you can search and browse for content to download . Type in MyDoorView and download the app.

**To Activate:** Open the app and you will be asked for a login. Enter your cell number (*numbers only and no dashes*).

There is a \$30 charge per year per household for the use of the app. All other residing residents of the home may download and use it.

***\*\* You will want the app as this allows you to be able to view who is visiting from your phone no matter where you are located. You may also speak with them at the gate.***

***\*\* Lot owners do not need the app.***

Below is a link to a resource tab in the MyDoorView website that has videos on how to use the app:

**<https://mydoorview.com/resources>**

## Step 2....SETTING UP MYDOORVIEW

*If for some reason your email or phone does not allow you entry into the MDV app. Please contact Pat Mason at 770-362-4307 as there may have been a different email or phone used in the system, and they must agree. . Leave a voicemail if there is no answer.*

**Login with your email.** Just follow the prompts. When asked for your phone number do not use dashes in the number. Once you register your information, The system will send you a text message with a password. Write it down because I don't think it prompts you to change it.

### **Setting up a Pin for Family Members, Housekeepers, Lawn Servics etc.**

Once you get logged into the app at the bottom of the screen you will see **GUEST-**  
→ **Guest Pin-**→Select **UNLIMITED PIN-**→Location (when you touch the line it will cause the Main Entry and Rear Entry Gates to show at the bottom select which gate you wish her to have access to. For Main Entry, taking your finger slide down to Rear Gate and then back up to Main Entry and select DONE. -→**Guest Name:** Then type in your guest's name (only need first name) -→**Mobile Number:** Then enter their phone number(no dashes). This will cause the system to generate a text to your guest with a pin that he/she can use to enter the Main entry front gate from now on. They will have to enter the code at the front call box.

UNLIMITED ACCESS The system only allows you to set it up for 30 days but if you want the person extended to UNLIMITED (housekeeper, etc) for an indefinite period of time, just send me an email with their name and I will push the date out for several years. [WaterfallLakeBurtonPOA@gmail.com](mailto:WaterfallLakeBurtonPOA@gmail.com)

LIMITED USE would be for someone like a housekeeper, and you would have to enter an expiration date. (up to 9 times) Then you would have to re-enter.

SINGLE USE is for just that one time use only.

# MyDoorView

## User Guide





### WaterFall at Lake Burton

1105 waterfall drive  
Clayton, GA 30525  
(706)-982-4836



Option Below to Begin

Please S



Waterfall Club



Directory



Door Pin

Visitor should push for a  
Homeowner Directory, then  
scroll to Homeowner's  
name and select to connect  
for property access







### WaterFall at Lake Burton

1105 waterfall drive  
Clayton, GA 30525  
(706)-982-4836

Option Below to Begin



Waterfall Club

Directory

Do

Visitor should push for  
Waterfall Club and identify  
themselves when the Club  
answers to get property  
access



### WaterFall at Lake Burton

1105 waterfall drive  
Clayton, GA 30525  
(706)-982-4836



Option Below to Begin

Please Select



Waterfall Club



Directory



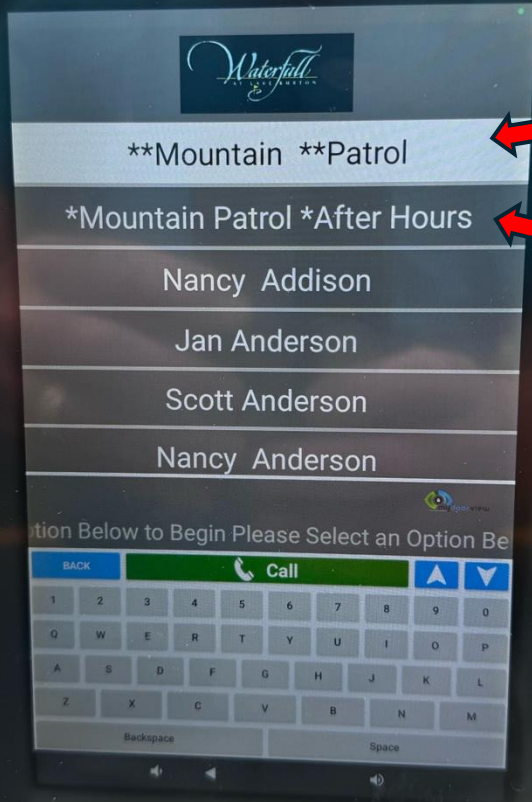
Door Pin

Visitor can push Door Pin,  
then input the the 4-digit  
assigned pin from the  
Homeowner to get property  
access





## Call Box

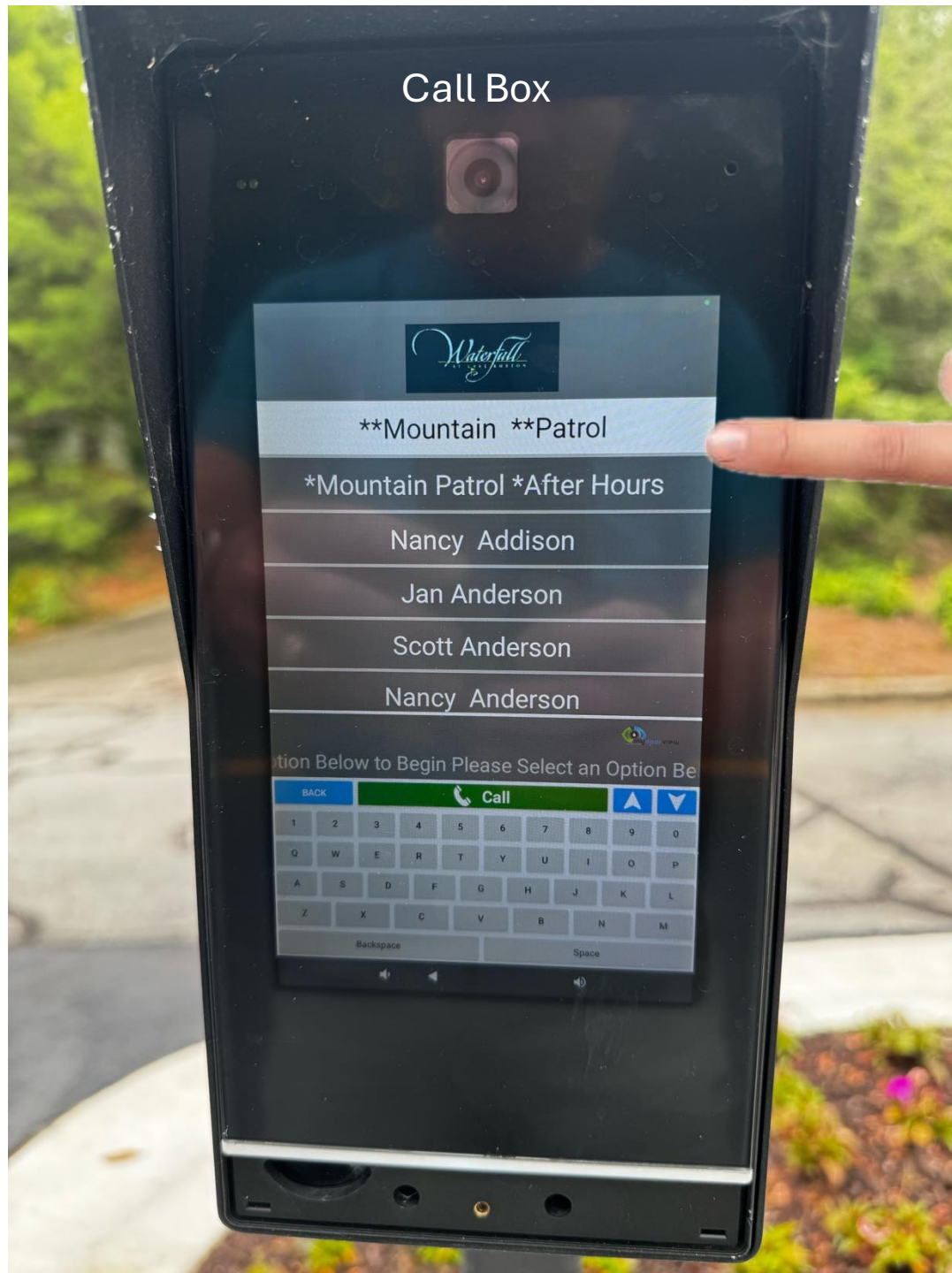


When Directory is pressed.....

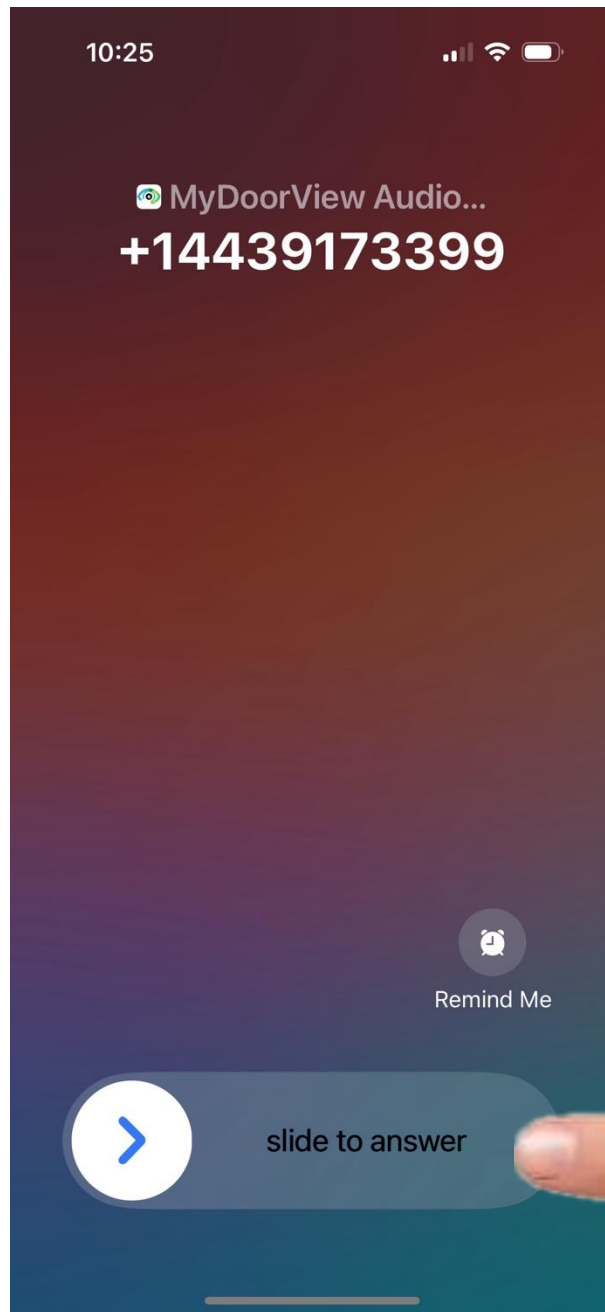
Guardhouse - calls guards  
Mobile Phone to speak

Mountain Patrol After Hours –  
Landline that connects with  
guards off site that can allow you  
in

Scroll up to call your selected  
Homeowner's Mobile Phone to  
grant guest access to property

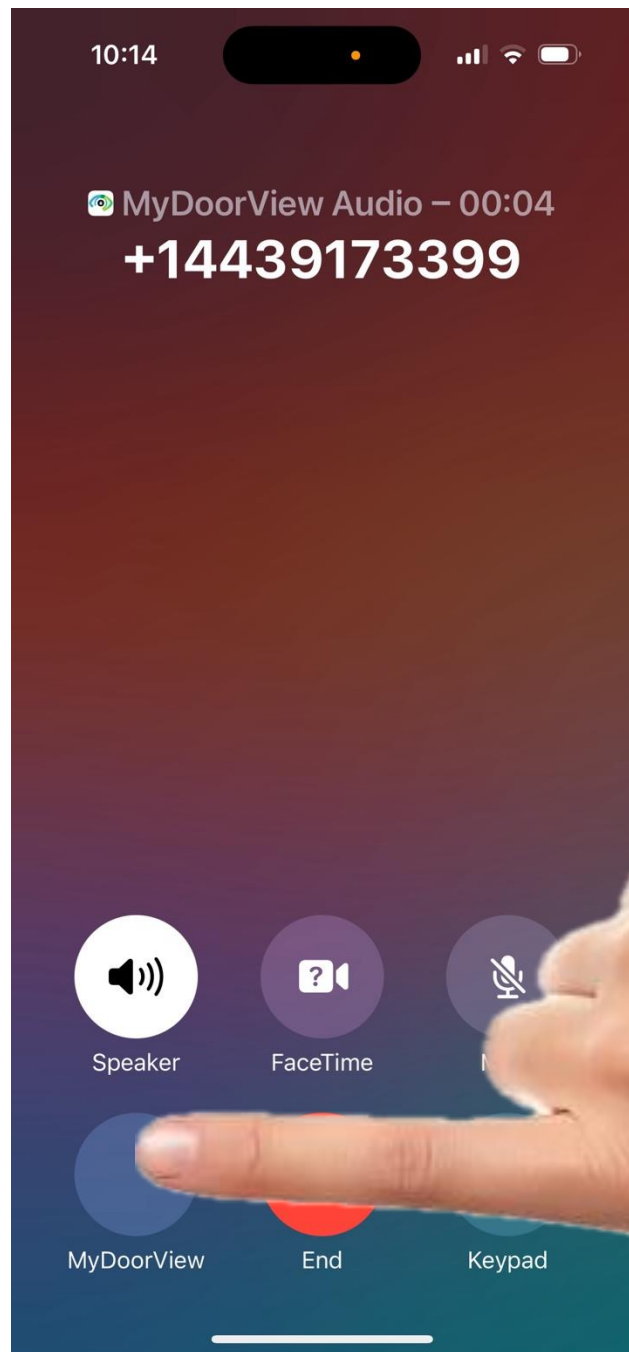


Press Mountain Patrol to  
call the Guard house for  
property access



When you receive the Call Box  
Directory on mobile phone.....  
Slide to answer it





Once the app pops up on the phone,  
Click the MyDoorView icon in the  
bottom lower left side.....

**There are 2 different ways to let a visitor in:**

Click green unlock to grant access or click red phone to deny access





Call Box camera  
pops up to view  
visitor waiting for  
access to  
property

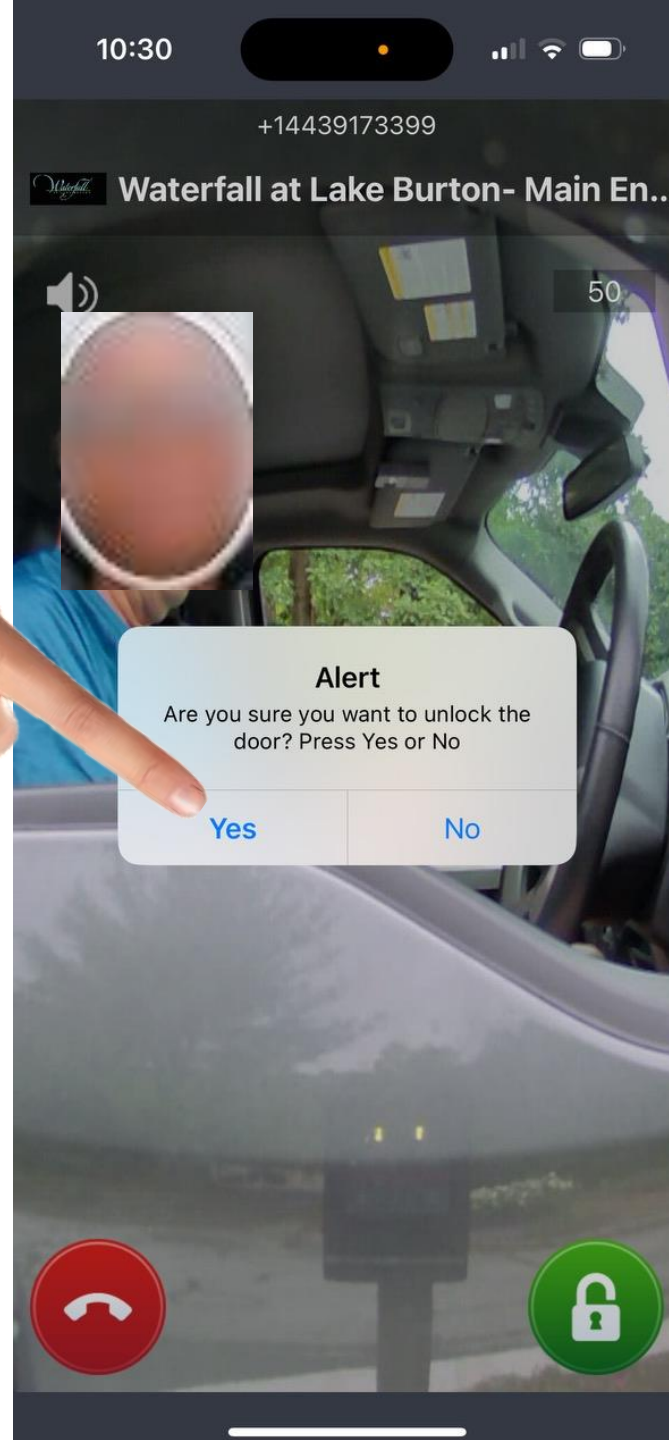
Press red Phone  
button to deny  
access to  
property



Press green  
Unlock button to  
grant access to  
property



Press Alert to  
grant or deny  
access

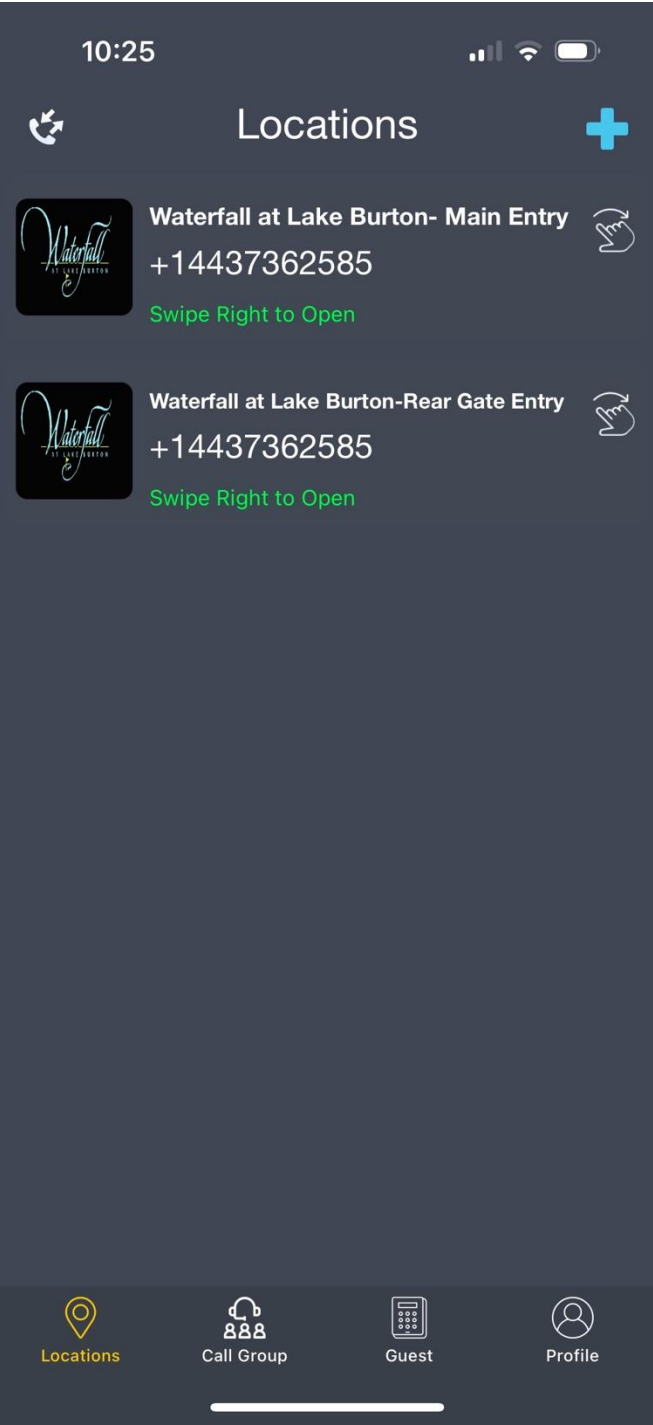




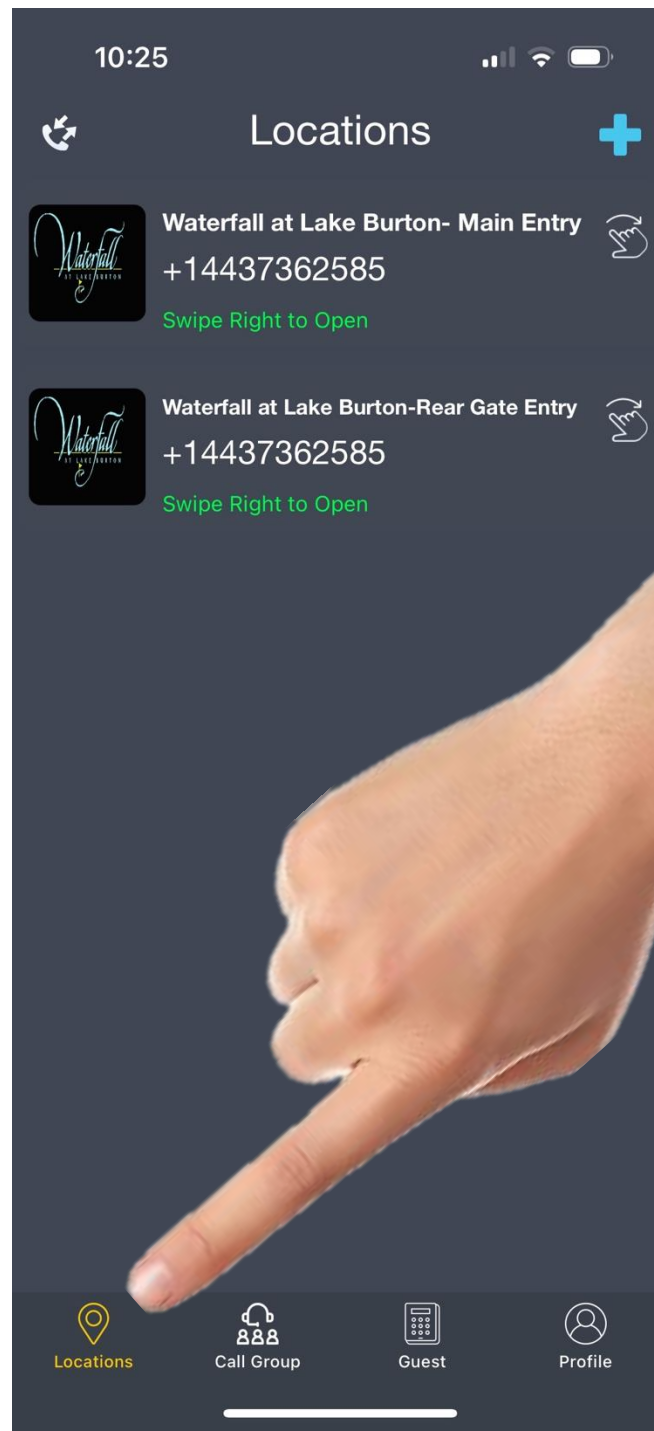
# **Alternative way to let a visitor in:**

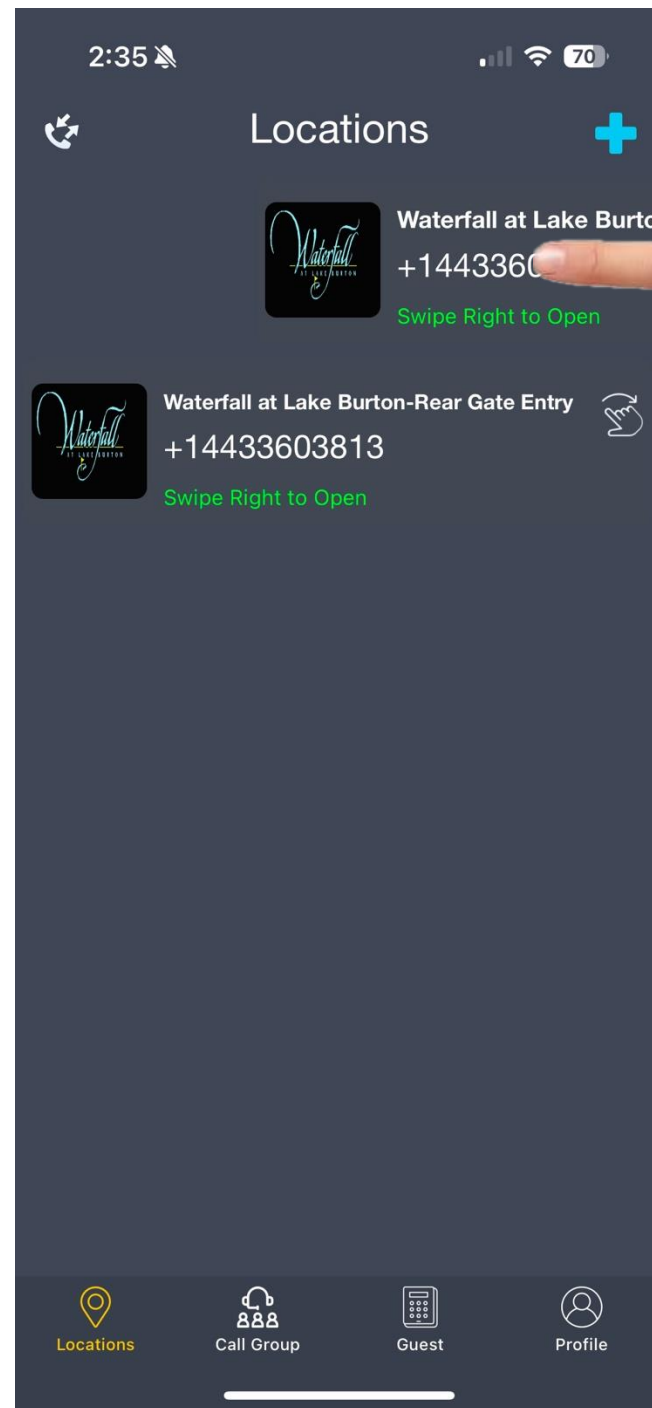
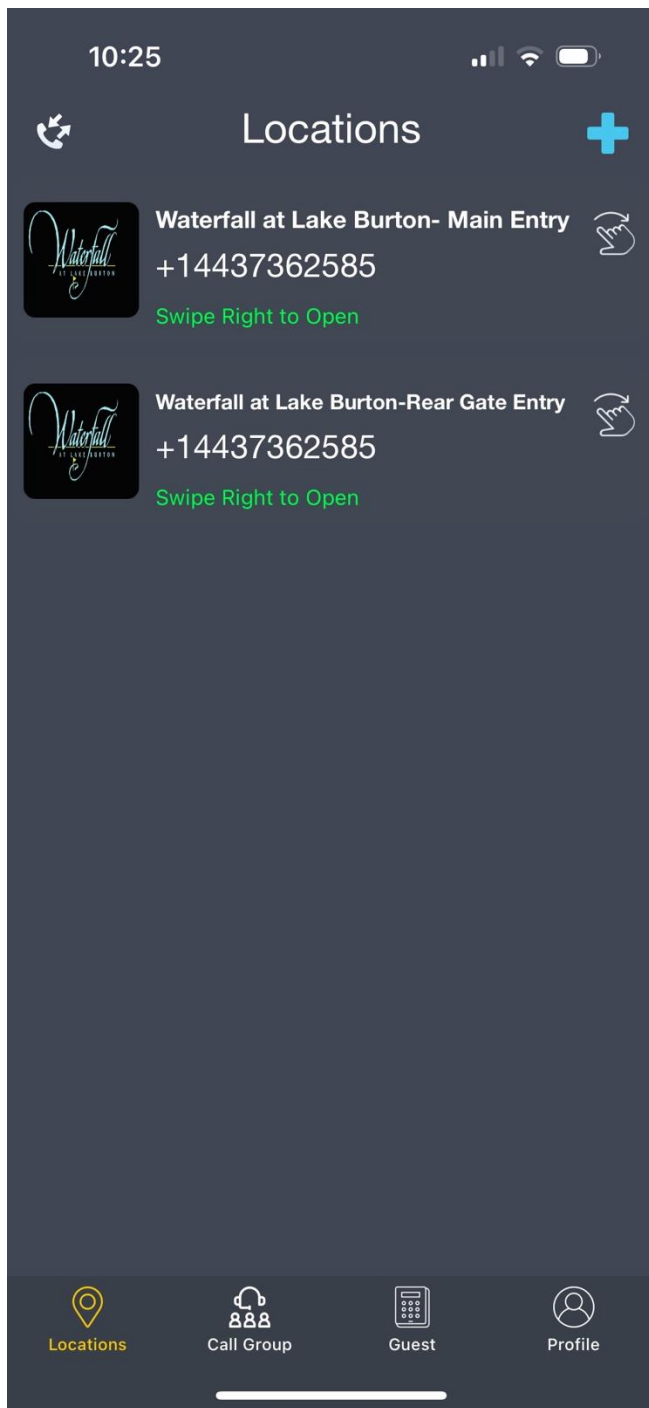
Use the Credential in the app and slide to the right for the appropriate gate to grant access

Open MDV app

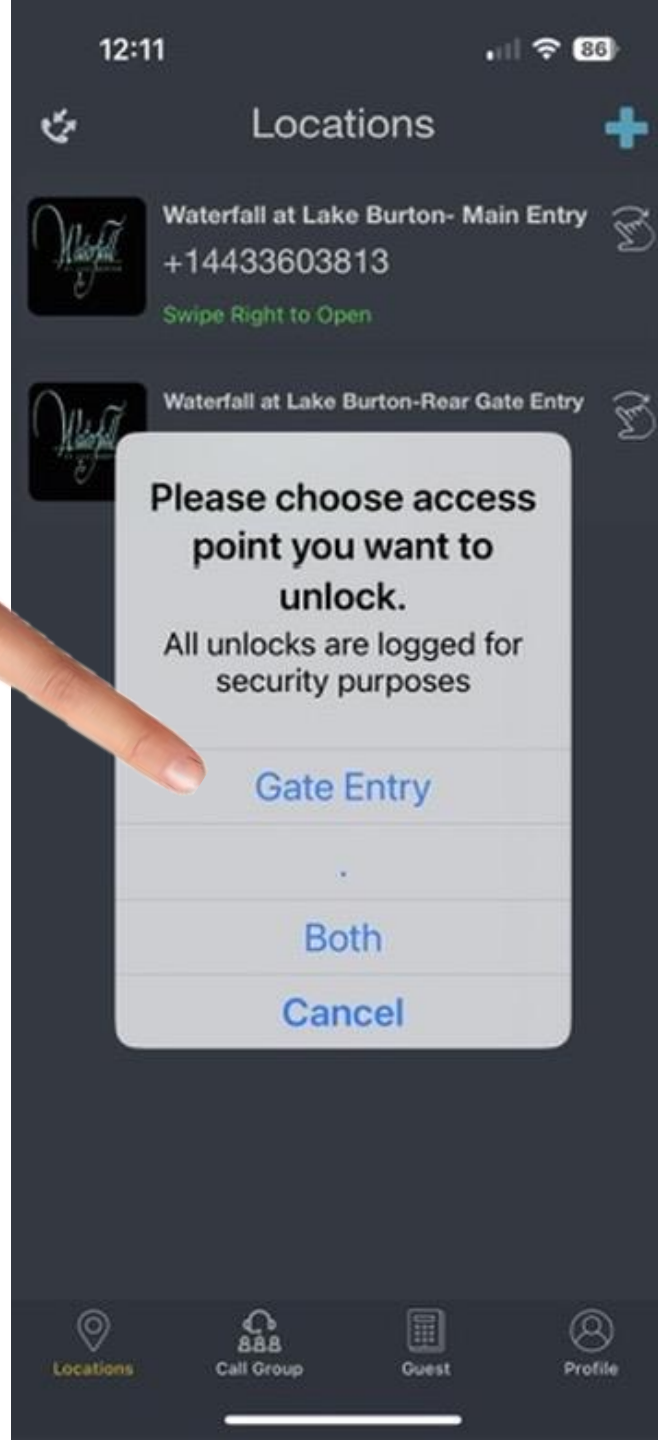


Click Locations  
tab





Slide credential  
over to the right to  
grant access to  
either Main or  
Rear gate



Select  
Gate Entry  
tab to grant  
access to  
Visitor

**END**