



# ***STRATFORD SQUARE***



## ***Welcome Packet***

Welcome Home and Congratulations!



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Dear New Homeowner,

Congratulations on the purchase of your new home at Stratford Square! We recognize the trust you have placed in our hands and appreciate being chosen as your new community.

**Inner Management Services, LLC.**

Stratford Square is professionally managed by Inner Management Inc., which manages the Homeowners' Association. The management team has worked with McKinley Homes over the past several years to develop a hands-on management philosophy, allowing our team of professionals to provide homeowners with a high level of responsiveness and follow-up. Our office hours are **Monday – Friday, 9:00 AM to 5:00 PM**; we can be reached via **phone @ 470-531-1200 or [hoa@innermgmt.com](mailto:hoa@innermgmt.com)**. It is important to remember that there is no on-site management for your community, and all after-hour calls will be returned the next business day. Emergencies should be handled via 911. Please take a few moments to review the following information and familiarize yourself with your community covenants. These can be located on the owner portal for your convenience.

We take this opportunity to welcome you Home and to thank you for allowing us to serve you and your community.

Sincerely,

***Inner Management Team***



## **Move-in Information**

### **Move-in Guidelines**

- Please ensure moving trucks do not block surrounding owners' driveways or street access.
- Please ensure moving vehicles do not park on the grass, sidewalk, or common areas.
- Use caution when having moving vehicles park in driveways, as this may cause damage to the concrete.
- Properly dispose of all moving debris.
- Be courteous to your neighbors while moving in or out, so as not to create unnecessary noise.

### **Things to do before the move:**

- ☐ Contact your Electricity provider to establish service.
- ☐ Contact your Gas provider to establish service (if applicable)
- ☐ Contact your Cable/Internet provider to establish service.
- ☐ Contact your trash removal provider to establish service.

### **After the move:**

Find a secure place to store all the following:

- ☐ Home Warranty Contact Information
- ☐ Home Insurance Information
- ☐ Closing Documents
- ☐ Community Covenants
- ☐ Community Rules & Regulations
- ☐ Bylaws
- ☐ Access codes to amenities (if applicable)

### **Notify the following of your new address:**

- ☐ Log into your Appfolio Owner Portal. (Please ensure you provide an email address and phone number so that we may contact you)
- ☐ Insurance Companies
- ☐ Credit Card Companies



- ☐ Social Security Administration
- ☐ Health and Benefits Plans
- ☐ Investment Accounts
- ☐ Magazine Subscriptions
- ☐ Family and Friends
- ☐ Professional Organizations
- ☐ Post Office – *a change of address post card can be located at your nearest postal office. You can also go online at [usps.com](http://usps.com) to save time.*

**Other things to consider:**

- ☐ Change the address on your driver's license or apply for a new one if moving from another state. Visit the Georgia Department of Motor Vehicles for instructions.
- ☐ Apply for a homestead exemption with your local county tax office (if applicable).
- ☐ Register your vehicles if moving from another state.
- ☐ Register to vote if moving to a new jurisdiction.
- ☐ Fill out and mail in all manufacturers' warranty information cards for all new appliances.
- ☐ Purchase a fire extinguisher for the kitchen.
- ☐ Store all touch-up paint in a common location, but not near your water heater or furnace.
- ☐ Locate main water and gas shut-off valves.
- ☐ Locate the electrical service panel and main shut-off switch.
- ☐ Familiarize yourself with the operation of all appliances and equipment.
- ☐ Install floor protector pads on the bottom of all furniture legs.
- ☐ Put together a first aid kit.
- ☐ Put together a power outage/emergency kit.
- ☐ Introduce yourself to your new neighbors and enjoy!
- ☐ Familiarize yourself with the local leash laws for your pets.



PLEASE COMPLETE AND RETURN TO HOA@INNERMGMT.COM

**Homeowner Information Sheet**

**Address :** \_\_\_\_\_ **Name(s)** \_\_\_\_\_

**Contact Information :**

Preferred Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residence Phone: \_\_\_\_\_  
Day Phone Number: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_

**Vehicle Information:**

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

**Insurance Information:**

Insurance Carrier Name: \_\_\_\_\_  
Agent's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Addresses: \_\_\_\_\_

**Emergency Information:**

Emergency Contact #1 \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
  
Emergency Contact #2 \_\_\_\_\_  
Telephone Number: \_\_\_\_\_



### **Association Assessments Information/Schedule**

**Note: The dollar amount shown is the current budget and is subject to change annually. You will be notified of any changes as new annual budgets are adopted by the Board of Directors.**

All Assessments are due and payable on the first day of the Month due as specified below. All payments must be payable to **STRATFORD SQUARE HOMEOWNERS' ASSOCIATION INC.**

**ALL PAYMENTS MUST BE MADE THROUGH THE APPFOLIO PORTAL, AS PAYMENTS ARE NOT ACCEPTED AT THE MANAGEMENT OFFICE.**

Failure to pay by the **10<sup>th</sup> day** of each month will result in a **10% late** penalty per month that the assessment is late, plus any additional fees and or interest as outlined in the community covenants.

Accounts that are delinquent for **30-days** or more will be turned over to the Association's legal counsel, who shall then institute collection procedures against the Homeowner.

The delinquent Homeowner will be responsible for the payment of any attorney's fees and costs arising from the legal action, along with all collection company fees.

Your annual assessment is \$756.00, payable in monthly installments of \$63.00. Payments are due on the 1st of each month.

*For your convenience, you may set up your auto payments via the Appfolio Portal. Additionally, you will receive an email alerting you that an upcoming payment is due.*

**Directions for activating your owner portal:** *Once Management has received your closing paperwork from the closing attorney, your basic information is set up in the system. You will receive an email or text message requesting you to activate your login. Upon receipt, you should follow the prompts to create a password. This will enable you to set up your profile, contact information, upload the requested completed forms, set up your auto payment and submit any architectural request you would like to be approved (all exterior modifications require prior written approval).*



### **Services included as part of your Association Assessment**

- 1) ASSOCIATION INSURANCE: COVERS THE COMMON AREAS, AMENITIES, AND DIRECTORS AND OFFICERS. **Each owner should maintain insurance on their property and contents in accordance with their mortgage requirements and personal preferences.**
- 2) COMMON AREA LANDSCAPING.
- 3) COMMON AREA SEASONAL FLOWERS/ STRAW/MULCH (AS APPLICABLE).
- 4) COMMON AREA IRRIGATION.
- 5) AMENITIES MAINTENANCE AND UPKEEP (AS APPLICABLE).
- 6) INDIVIDUAL LOT LANDSCAPING (MOW AND BLOW) **Please refer to your covenants to see if this service is provided in your community.**
- 7) COMMON AREA ELECTRICITY.
- 8) PROFESSIONAL MANAGEMENT FEE.
- 9) COMMON AREA PROPERTY TAX AND OTHER RELATED FEES.



## **The Role of the Homeowner, Board of Directors, and Management Company**

In a community/neighborhood setting, it seems there is always confusion as to who owns the responsibility for events that occur during daily operations. To clarify these questions, we have provided a brief summary of when, where, what, why, and how to handle these unexpected challenges:

### **What is the Role of a Homeowner?**

As a homeowner, it is your responsibility to maintain your property at the highest possible level of repair, be courteous to your neighbors, adhere to the community bylaws, advise Management of all maintenance issues/liability/covenant violations, be an active participant in your Association, and pay assessments promptly. Most importantly, **REVIEW YOUR COVENANTS AND BYLAWS!**

### **What is the Role of the Board?**

The Board of Directors is the governing agent for the Association as a whole and therefore must act in accordance with the recorded documents and bylaws. It is **not** the responsibility of the Board of Directors to manage the community. Issues that arise should be addressed with the Property Management Company. ***In the event a homeowner wishes to address a Board member, this should be done in writing and given to the Property Manager. It is improper to call them at home, work, or to knock on their door.***

### **What is the Role of your Management Company?**

It is the responsibility of the Property Management Company to handle the operations of the community. However, it should be noted that Apartment living is very different than that of Homeowners and you must keep the following items in mind.

- The Management Company reports to and acts at the sole Direction of the Board of Directors. While we strive to respond to each request made by homeowners, approval must be obtained from the Board of Directors. Please keep this in mind when requesting items such as replacing common area furnishings, landscaping upgrades, exterior painting, approving architectural requests, etc.

***It is suggested that these types of requests be put in writing and forwarded to the Property Manager so that they may be presented to the Board.***

- The Management Company is responsible for initiating all common area maintenance/repairs/upkeep. The Property Manager will inspect the community monthly and direct the appropriate vendors to respond accordingly.

Homeowners who notice deficiencies should notify the Property Manager of issues that come to their attention so they can be addressed.



- In the event an issue occurs which is beyond the control of Management such as city/county water line breaks, power outages, parking violations, security issues, loose pets, pet feces, unruly neighbors, poor lawn maintenance etc., We ask you to understand that the limit of the Board and Managements authority is to issue violations and fines, in the event the offending owner chooses to ignore and correct the issue, legal action may be necessary. Please understand that your Property Manager is at the mercy of due process and will make every attempt to expedite repairs, but ultimately has no control over how quickly the situation is remedied.
- The Association is a **NOT-FOR-PROFIT CORPORATION**, and as such, the annual budget is a NET ZERO BUDGET. This means that all income is used to pay the expenses, and there are no excess funds to pay shortfalls if an owner does not pay their budgeted assessments. Each of you made a financial commitment to your neighbors to meet these fiduciary requirements, and therefore, you must pay your assessments as outlined in your budget. The Management Company is responsible for handling the financial affairs of the Association. This includes ensuring that all payables are handled promptly, researching invoices to ensure their accuracy, collecting all monthly Association dues, preparing monthly financial statements, preparing and submitting to the Board an annual operating budget, and maintaining records for future reference.
- The Management Company is responsible for keeping the Board of Directors informed of all issues that arise and acting in a manner as directed by the Board.
- The Management Company is responsible for enforcing compliance with the community covenants, notifying the Board of violations, and acting as deemed appropriate by the Board. This may include covenant violation notices to the homeowners as well as assessments of fines.
- The Management Company is responsible for obtaining bids for capital repairs and submitting them to the Board for approval.
- The Management Company is responsible for preparing and delivering all homeowner correspondence.
- The Property Manager is available to answer any questions you may have. However, many questions can be answered by referencing the covenants and bylaws.

#### **WHO TO CALL:**

**Fire/Death:** In the event there is a fire/death in your home, please call **911 first**.

**Personal Attack/Break-in/Vehicle Theft:** All criminal activity should be reported to **911**.

**Water/Sewage Back-up/Floods:** Contact your local water provider.

**Violation of governing documents:** Call **(470) 531-1200**.

**Noise Complaints:** Per the Community Covenants, every homeowner is entitled to “quiet enjoyment” of their home. Per the city/county ordinance, **“Noise ordinances take effect each evening at 10:00 PM.”** To maintain



harmony in the Community, it is suggested that on the first offense, homeowners attempt to work out the problem between themselves before calling law enforcement.

**Note:** In the event law enforcement is called, and a noise problem is noted, there can be a fine of up to **\$500.00 per occurrence**. If you are planning a party, notify your neighbors and ask if they let you know if the noise gets out of hand. This will potentially keep problems from occurring.

Neighbor Conflicts: MANAGEMENT CANNOT intervene in conflicts between neighbors. We suggest that every attempt be made to resolve the issue to the satisfaction of all parties involved; however, if this cannot be accomplished and the conflict escalates, please **call 911**.

**Working together, the Board of Directors, Homeowners, and Management Company can make The Community a wonderful place to call home!!**

**BE PREPARED FOR INCLEMENT WEATHER**

**HURRICANE & TORNADO:**

Hurricane & tornado weather can cause extensive property damage. Below you will find suggestions on preventative measures you can take to minimize life safety situations as well as property damage.

When the Emergency Weather Center issues a Hurricane/tornado Warning advisory, the following procedures should be taken to ensure your safety and the safety of others.

1. All plants, furniture, and other items from your patio/balcony should be moved indoors.
2. Remain calm and keep listening to local news of weather conditions.
3. Purchase in advance: bottled water, ice, and non-perishable items such as canned food, packaged food, paper, personal products, and a manual can opener.
4. Do not leave pets unattended outside.
5. Obtain necessary prescriptions and medications and keep them with you in the event of evacuation.
6. Keep flashlights and battery-operated radio/TV handy with extra batteries. Candles are NEVER RECOMMENDED!
7. Clean and fill the bathtub with water.
8. Automatic Teller Machines will not be working in case of a power outage. You will want to plan for cash needs.
9. In the event of a power failure, turn off all appliances and keep the refrigerator door closed. (Food will stay cool for 24 hours.)
10. Fill your vehicle's gas tank before the storm arrives.
11. Avoid downed power lines and report them to your local electric company as soon as possible.



12. Take refuge in a small interior room during the storm.
13. Keep all windows and doors closed through the storm. Do not crack a window or door during the storm. Draw your blinds and drapery materials over the windows to protect yourself from the possibility of shattering glass.

## **RULES TO LIVE BY AND AVOID VIOLATION FINE!**

### **COMMUNITY RULES AND REGULATIONS**

**(Spanish version below)**

**These Rules apply to HOMEOWNERS, INVESTORS, and RENTERS**

**Garbage Cans:** Trash Cans may be placed on the street no earlier than 5:00 PM on the night prior to the collection day. All Trash Cans must be pulled back after the collection on that same day. **All Trash Cans, when not in use, must be stored out of sight and not on the side of the house.**

**Vehicles and Parking:** Vehicles include Motor Homes, Campers, RV's, Boats, Minibikes, Dirt bikes, ATV's, Motorcycles, Trailers, Scooters, Go Carts, Trucks, Buses, Vans, and automobiles. ATVs, Dirt bikes, and go-karts are strictly prohibited in the community.

Each Owner/Occupant shall keep his/her garage readily available for parking of vehicles and shall not store any goods or materials therein, nor use any portion of the garage for a workshop or other use if such storage or use would prevent said Owner/Occupant from parking the number of vehicles therein for which said garage was originally designed and constructed.

Storage of vehicles is not permitted on streets. A vehicle will be deemed to be stored when it has not shown "substantial" movement for any 96 hours. For these rules, "substantial" movement involves the removal of the car from the community for at least eight hours and its parking in a different parking space.

Vehicles with a deficient appearance may not be left at any time on any portion of the streets except in a garage. If it is unlicensed, it has no current registration, or if it is on condition that it is incapable of being operated upon the public roads, such vehicles shall be considered a nuisance and may be removed from the Community at the Owner/Occupant's expense.

Owner/Occupant parking of a commercial vehicle is strictly prohibited at any time in the community.

Vehicles parked within fifteen feet (15') of a fire hydrant are subject to immediate towing at the Owner/occupant's expense.

Parking is strictly prohibited on any street within twenty (20) feet of the corner, directly opposite any driveway, or in any way that blocks any mailbox, impedes mail delivery, or impedes oncoming traffic.



Parking is strictly prohibited anywhere on the street in the wrong direction, adjacent to or on both sides of the street, or across from one another in a way that prevents any vehicle from safely passing through the streets.

Parking is strictly prohibited on lawns and landscaped areas and blocking the sidewalk while being in a driveway is prohibited.

No repair of vehicles is permitted in the driveway, common areas, or any portion of the streets. No vehicle repairs or servicing of vehicles shall be allowed on homeowner property, unless in the Owner/Occupant's garage.

Vehicles are to be kept in proper operating conditions not to be a hazard, or nuisance to others (i.e., excessive noise, exhaust emission, or leaking fluids). Any damage caused by leaking oil, gasoline, coolant, or other fluids will be subject to a fine and made to clean up at the Owner/Occupant's expense.

Association Members will be subject to fines for any violation of these rules committed by the occupant, member, members of their family, guest, visitor, renters, family members of renters, and the guest of renters caught tampering will be subject to fines.

**Common Area Detention Pond Gates/Fence:** All gates must remain closed. DO NOT obstruct gates with chairs or other items to keep gates open. Tampering, Jumping or leaning on gates is prohibited. Occupants, members, members of their family, guests, renters, family members of renters, and the guests of renters caught tampering will be subject to fines, and amenity access will be revoked.

**Pets and Animals:** County ordinance requires that dogs must always be kept on a leash, attended to, and under the owner's control. No dog shall be left unattended on the property at any time.

Pet owners are required to pick up their pet's waste and dispose of it in a sanitary manner. This rule applies to droppings on lawns, bushes, sidewalks, or other common areas.

**Signs and Advertising:** No advertising (other than one residential "For Sale" sign) or other information may be posted on a lawn, bulletin board, mailbox, window, street sign, tree, post, fence, or other HOA property without obtaining the approval of the Association in advance. Unauthorized signs posted in the Common Areas are subject to immediate removal without notice. If there is any damage to the HOA property caused by the posting or removal, the Owner/Occupant will be responsible for the cost of repair.

**Lawn, Landscape, and Home:** All vehicles, including bicycles, motorcycles, scooters, roller blades, skateboards, and toys, are prohibited on lawns and landscaped areas or any common area.

Front beds must be mulched with non-arsenic mulch or decorative landscape stones at the Owner/Occupant's expense.

House numbers must always be visible. If you have a mailbox, the numbers must be on both sides and approved by the Board. They must be uniform for the entire community.

Upon notification by the Association, the affected occupant must replace the sod when the condition of the lawn has deteriorated because of the Owner/Occupant's negligence, or the Association will do so at the Owner/Occupant's expense.



It is the responsibility of every homeowner to maintain the exterior of their homes and properties in a manner that will not cause loss of property or property value to any other member of the Association or its common areas.

All shrubs and hedges in front of the home must be kept neatly trimmed to no greater than a height of 3' and kept clean and neat. Trees, shrubs, hedges, flowering plants, and foliage must be kept maintained in a neat manner. They must be kept free of dead branches, overgrowth, excessive weeds, disease, and infestation.

All shrubs and hedges which border an adjoining lot or common area, or otherwise located on any property or common area, must be kept trimmed to no greater than a height of 8', clean and neatly trimmed.

**Exterior Maintenance:** No Occupant's landscaping may encroach upon any adjoining lots or common areas.

Driveways and sidewalks must be kept free of stains due to oil, grease, paint, mold, mildew, and rust.

Driveways, sidewalks, and streets must be kept free from grass or weeds growing in or on them. Grass and lawn should be edged and not grow onto the sidewalks or driveways.

No window fans or window air conditioners are permitted in windows.

Window Treatments facing the street must be white or off-white in color and must be kept in a neat and attractive manner.

Holiday Lighting may not be installed more than thirty (30) days before the holiday or event and must be removed within thirty (30) days thereafter.

**Nuisances:** For emergency vehicles and the comfort of your neighbors, cars parallel-parked and/or blocking streets or driveways will be towed, and the Owner/Occupant will be fined.

Parties where activities, excess noise, loud music, drinking, and shouting are conducted in the front yard or on the street will result in a fine, and the authorities will be called.

Damage to common areas or other homeowners' property by guests and family members will be charged to the Owner/Occupant whose family members or guests caused the damage.

**Vandalism & Littering:** Homeowners will be held responsible for any vandalism, property damage, or littering by members of their family, their guests, renters, family members of renters, and the guests of renters.

No residents or guests may leave any litter, such as bottles, cans, papers, wrappers, clothing articles, plastic, etc., in landscapes, driveways, streets, or common areas. Littering will be subject to fines.

#### **Violations and Fining:**

1st Courtesy Notice

2<sup>nd</sup> Notice – Intent to Fine

Final Notice – Fine Notice \$25.00

10 days to send a photo showing the violation has been resolved

10 days to send a photo showing the violation has been resolved

Per Day until the Violation is cured, or one time fine of \$250-\$750



**The Bylaws and Covenants of the Community are located on your homeowner portal under the shared documents section.**

*Please be a good neighbor! Let's all work hard to keep the community beautiful and property values rising.*

**¡EVITE MULTAS POR VIOLACIÓN!  
REGLAS Y REGLAMENTOS DE LA COMUNIDAD  
Asociación de Propietarios de Stratford Square, Inc.**

*Botes de basura:*

Los botes de basura se pueden colocar en la calle no antes de las 5:00 p. m. La noche antes del día de recolección. Todos los botes de basura deben retirarse después de la recolección ese mismo día. Todos los botes de basura cuando no estén en uso deben guardarse fuera de la vista y no al costado de la casa.

*Vehículos y Aparcamiento:*

Los vehículos incluyen todo tipo de casas rodantes, botes, mini motos, motos de carreras, vehículos todo terreno, motocicletas, remolques, scooters, carritos, camiones, autobuses, camionetas, Vans, motos todoterreno y Go Carts, están estrictamente prohibidos en la comunidad.

Cada Propietario/Ocupante deberá mantener su garaje fácilmente disponible para el estacionamiento de vehículos y no deberá almacenar ningún bien o material allí, ni usar ninguna parte del garaje para un taller u otro uso si dicho almacenamiento o uso impediría que dicho Propietario/Ocupante de estacionar el número de vehículos en el mismo para los que originalmente se diseñó y construyó dicho garaje.

No se permite el almacenamiento de vehículos en las calles. Se considerará que un vehículo está almacenado cuando no haya mostrado un movimiento "sustancial" durante un período de 96 horas. A los efectos de estas normas, la circulación "sustancial" implica la retirada del coche de la comunidad durante al menos ocho horas y su estacionamiento en una plaza de aparcamiento distinta.

Los vehículos con una apariencia deficiente no pueden dejarse en ningún momento en ninguna parte de las calles, excepto en un garaje. Si no tiene licencia, no tiene registro actual, o si está en una condición tal que es incapaz de ser operado en la vía pública, dicho vehículo se considerará una molestia y podrá ser retirado de la Comunidad a expensas del Propietario/Ocupantes.

El estacionamiento de un vehículo comercial de un propietario/ocupante está estrictamente prohibido en cualquier momento en la comunidad.

Los vehículos estacionados dentro de los quince pies (15 pies) de una boca de incendios o hidrantes están sujetos a remolque inmediato a expensas del Propietario/Ocupante.

El estacionamiento está estrictamente prohibido en cualquier calle dentro de los veinte (20) pies de la esquina, o directamente enfrente de cualquier entrada de vehículos, o que de alguna manera esté bloqueando algún buzón, impida la entrega del correo o impida el tráfico que se aproxima.

Está estrictamente prohibido estacionar en cualquier lugar de la calle en la dirección equivocada, adyacente o en



ambos lados de la calle, o uno frente al otro de manera que impida que cualquier vehículo pase con seguridad por las calles.

Está estrictamente prohibido estacionarse sobre el césped y áreas con jardín o bloquear la acera mientras se encuentra en un camino de entrada.

No se permite la reparación de vehículos en la entrada de vehículos, áreas comunes o cualquier parte de las calles. No se permitirán reparaciones o servicio de vehículos en la propiedad del propietario, a menos que sea en el garaje del Propietario/Ocupantes.

Los vehículos deben mantenerse en condiciones de funcionamiento adecuadas para que no representen un peligro o una molestia para los demás (es decir, ruido excesivo, emisiones de gases de escape o fugas de líquidos). Cualquier daño causado por fugas de aceite, gasolina, refrigerante u otros fluidos estará sujeto a una multa y su limpieza correrá a cargo del Propietario/Ocupante.

Los miembros de la asociación estarán sujetos a multas por cualquier violación de estas reglas cometida por el ocupante, miembro, miembros de su familia, invitado, visitante, inquilinos, familiares de inquilinos y el invitado de los inquilinos que sean sorprendidos manipulando estarán sujetos a multas.

**Cerca/Puertas del Área Común del Estanque de Detención o Embalse:**

Todas las puertas deben permanecer cerradas. NO obstruya las puertas con sillas u otros artículos para mantener las puertas abiertas.

Está prohibido manipular, saltar o apoyarse en las puertas. El ocupante, el miembro, los miembros de su

Familia, los invitados, los inquilinos, los miembros de la familia de los inquilinos y los invitados de los inquilinos que sean sorprendidos manipulando estarán sujetos a multas y se revocará el acceso a los servicios.

*Mascotas y animales:*

La ordenanza del condado requiere que los perros siempre se mantengan atados y atendidos.

Ningún perro se dejará desatendido en la propiedad en ningún momento.

Los dueños de mascotas deben recoger los desechos de sus mascotas y eliminarlos de manera higiénica. Esta regla se aplica a los excrementos en el césped, arbustos, aceras u otras áreas comunes.

*Rótulos/Lettreros y Publicidad:*

No se puede colocar publicidad (que no sea un letrero residencial de "Se vende") u otra información en el césped, tablón de anuncios, buzón, ventana, letrero de la calle, árbol, poste, cerca u otra propiedad de la HOA sin obtener la aprobación de la Asociación con antelación. Los letreros no autorizados colocados en las áreas comunes están sujetos a remoción inmediata sin previo aviso. Si hay daños a la propiedad de HOA causados por la publicación o eliminación, el propietario/ocupante será responsable del costo de la reparación.

*Césped, paisaje y hogar:*

Todos los vehículos, incluidos bicicletas, motocicletas, Scooter, patines, patinetas, juguetes están prohibidos en el césped y el área del jardín o en cualquier área común.

Las camas de jardín delanteras o bases para los arbustos deben cubrirse con mantillo que no contenga arsénico o



piedras decorativas para paisajismo a expensas del Propietario/Ocupantes.

Los números de las casas deben estar siempre visibles, si tienen un buzón, los números deben estar de ambos lados y aprobados por la Junta. Deben ser uniformes para toda la comunidad.

Tras la notificación de la Asociación, el ocupante afectado debe reemplazar el césped cuando la condición del césped se haya deteriorado como resultado de la negligencia del Propietario/Ocupante, o la Asociación lo hará a expensas del Propietario/Ocupante.

Es responsabilidad de cada propietario mantener el exterior de sus casas y propiedades de manera que no cause pérdida de propiedad o valor de propiedad a ningún otro miembro de la Asociación o sus áreas comunes.

Todos los arbustos y setos frente a la casa deben mantenerse bien recortados a no más de 3 pies de altura, limpios y ordenados. Los árboles, arbustos, setos, plantas con flores y follaje deben mantenerse de manera ordenada. Deben mantenerse libres de ramas muertas, maleza excesiva, enfermedades e infestaciones.

Todos los arbustos y setos, que bordean un lote contiguo o un área común, o que están ubicados en cualquier propiedad o área común, deben mantenerse bien recortados a una altura no mayor a 8 pies y muy limpios.

#### *Mantenimiento de exteriores:*

Ningún paisajismo de los ocupantes puede invadir los lotes contiguos o las áreas comunes.

Las entradas de vehículos y las aceras deben mantenerse libres de manchas de aceite, grasa, pintura, moho, hongos y óxido.

Los accesos, aceras y calles deben mantenerse libres de césped o malezas que crezcan en ellos o sobre ellos. La

Hierba y el césped deben tener bordes y no crecer en las aceras o entradas de vehículos.

No se permiten ventiladores de ventana ni acondicionadores de aire de ventana en las ventanas.

Los tratamientos de las ventanas que dan a la calle deben ser de color blanco o blanquecino y deben mantenerse de manera ordenada y atractiva.

La iluminación navideña no puede instalarse más de treinta (30) días antes del día festivo o evento y debe retirarse dentro de los treinta (30) días posteriores.

#### *Molestias:*

Para los vehículos de emergencia y la comodidad de sus vecinos, los automóviles que se estacionen en paralelo y/o bloqueen calles o entradas de vehículos serán remolcados y el Propietario/Ocupante será multado.

Las fiestas donde las actividades tengan exceso de ruido, música alta, bebida, gritos y que se llevan a cabo en el patio delantero o en la calle, darán lugar a una multa y se llamará a las autoridades.

Los daños a las áreas comunes u otras propiedades del propietario por parte de los invitados y familiares se cobrarán al Propietario/Ocupante cuyos familiares o invitados hayan causado el daño.

#### *Vandalismo y tirar basura:*

Los propietarios de viviendas serán responsables de cualquier vandalismo, daño a la propiedad o tirar basura por parte de miembros de su familia, sus invitados, inquilinos, familiares de inquilinos e invitados de inquilinos.



Ningún residente o invitado puede dejar basura, como botellas, latas, papeles, envoltorios, prendas de vestir, plástico, etc., en jardines, entradas de vehículos, calles o áreas comunes. Tirar basura estará sujeto a multas.

*Infracciones y multas:*

1er aviso de cortesía: 10 días para enviar una foto que muestre que se ha resuelto la infracción.

2do aviso, intención de multar: 10 días para enviar una foto que muestre que se ha resuelto la infracción.

Aviso final – Aviso de multa \$25.00 por día hasta que se solucione la infracción o multa única de \$250-\$750.

Los estatutos y convenios de la comunidad se encuentran en su portal de propietario en la sección de documentos compartidos.

*¡Por favor, sea un buen vecino! Trabajemos arduamente para mantener la comunidad hermosa y el valor de las propiedades.*



### Investor Registration Form

Homeowner: \_\_\_\_\_

Home Address: \_\_\_\_\_

Any Homeowner who leases his or her home must use a standard lease agreement approved by the Association, which may be subject to a processing fee by the Management Company. The lease agreement must also be reviewed by the Management Company prior to it becoming effective. If the lease agreement is approved, a copy of the Covenants and Rules and Regulations must be provided to the Tenant at the commencement of the lease. An acknowledgement must be signed by the Tenant acknowledging that the Tenant is bound by all the aforementioned documents. The Homeowner shall remain responsible for all actions or omissions by the Tenant throughout the term of the tenancy. No lease shall be for less than one (1) year. No more than one (1) family may occupy a home.

The Board of Directors shall have the authority to contact any Tenant, homeowner, managing agent, or counsel to discuss any relevant issue concerning violations of the covenants or rules and regulations. Thereafter, should the Tenant violate or continue to violate said documents, the Board may demand that the homeowner take legal action to remedy the violations. The Homeowner remains subject to fines for any violations by the Tenant.

\_\_\_\_\_ I do not intend to lease my home.

\_\_\_\_\_ I intend to lease my home and agree to abide by the Rules and Regulations above.

(Current contact information for the Tenant must be listed below)

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Telephone/Cell

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date