

Overlook Condominium Association

Adopted by the Association Board of Directors 8/3/2012

Rules & Regulations

Owners must be aware that owners are ultimately accountable for any violations of these Rules and Regulations by the owner and owner's family members, tenants or guests. **It is the duty and responsibility of the owner to fully advise all tenants and guests about the rules and regulations and all other governing documents of the community and to facilitate any needed corrective action.**

A guest is defined as anyone an owner or tenant provides with an access code or access to their unit. A tenant is defined as anyone who has entered into a lease of a unit with its owner. The term "resident" below is intended to include the owner and owner's family members, tenants and guests.

Note: The Board of Directors of Overlook on Baxter Condominium Association may from time to time choose to amend the Rules and Regulations. The Board may also choose to impose fines for infractions not expressly defined above, but that are set forth in the Declaration of Condominium or the Bylaws of this Association.

FINES and APPEALS

The board of directors of the association may assess a fine of \$50.00 to any Unit owner for a violation of these Rules and Regulations. The board may issue warnings in lieu of fines and may increase the fine amount to \$100 for repeat offenses of the same rule. Fine notices will include specific details and pictures where possible and will be emailed to the Owner and a copy mailed to them. Owners wishing to appeal a fine may submit the appeal by email or in writing to Parker and Associates. After review by the board an appeal response will be issued. If the Owner wishes to request a further review the Owner will be invited to attend the next board meeting in person.

PETS

- Residents are expected to abide by city and state animal ordinances.
- Residents should keep pets inside at all times except when on a leash and accompanied by and under the control of the resident.
- Residents are to remove any and all pets' waste and dispose of properly. Pets are not allowed to defecate on property without immediate removal and disposal.
- Resident shall not allow pet to make excessive noise and disturb neighbors.

NOISE

- No loud or boisterous conduct shall be permitted in the common areas or within the unit when such can be overheard by persons adjacent to the unit.
- Clarke County Noise Ordinances should be followed at all times. (Reference Sec. 3-5-24. - Noise control.)

TOBACCO

Tobacco use anywhere on the property including inside a unit, unit patio, any common area, the elevator, stairwells and the parking lot is forbidden.

TRASH AND LITTER

- No trash bags, pizza boxes, grocery carts or any other item may be placed outside the Unit in any walkway or common area including stairwells and the elevator lobby.
- The trash cans on each floor are to be used for small paper trash or empty cups or bottles. No food items or containers (pizza boxes etc.) are to be placed in the small trash cans since they are only emptied on a weekly basis and do not have lids.
- All trash is to be placed inside the dumpster (not next to it) and the doors to the dumpster gates are to remain closed. No trash or debris is to be placed anywhere but the dumpster or the small trash cans. If the dumpster is full please report this to Tonya Wagner with Parker and Associates.
- The parking lot, elevator and building are designated as Tobacco Free. Disposal of cigarette butts on the property is a violation of that policy and the Trash and Debris policy.
- The sanitation services will **not** pick-up furniture, appliances, etc. Any resident who places such items beside or in the dumpster will be required to move it or pay for the cost of removal. The cost of proper removal will be charged back to offender/owner.
- No warning shall be given for trash violations.

BUILDING EXTERIORS AND APPEARANCE

- Any damage to the building exterior, elevator, stairwells, walkways, camera equipment, parking lot or gate or the garage area by any resident will be charged directly back to the unit owner at 110% of actual cost to repair. Repairs to the building surface must be performed by the company that recently sealed the outer surface to maintain the warranty and their minimum trip charge is \$750.
- Balcony should be kept neat and clean at all times. No garbage, rugs, towels, laundry, clothing, or other items shall be stored, hung or draped on railings or other portions of the balcony or patio that is apportioned to the Unit
- Georgia flags, banners, or other game day paraphernalia may only be displayed during home game day weekends.

ACCESS CARD SYSTEM

- Lost access cards will be replaced at a cost of \$50.00 per card.
- Broken or faulty cards may be replaced at a charge of \$20.00 if the broken card is exchanged at the time of receiving a replacement.
- Fines will be assessed to unit owners for any owners/residents caught propping open any of the access doors on the property.
- Glass doors on the elevator enclosure will be open 8:00 a.m. to 8:00 p.m. and will not require access cards to enter. After 8:00 p.m. the doors will automatically lock and will require your access card for entry until 8:00 a.m.

GRILLS

- It is State Law that charcoal and gas grills cannot be within 10 feet of a combustible surface, and as such, cannot be placed on balconies. This is enforced by the state and the minimum fine for violation is \$1,000.00. Residents are required to comply with this state law regarding grills.

SATELITTLE DISH

- The Association has regulations regarding the size and placement of satellite dishes on the property. Any unit interested in installing a satellite dish must first contact Parker & Associates for direction on where to install the equipment per board approval

PARKING POLICY

All residential units have one assigned parking space, whether under the building or in the covered parking in the back of the property. The attached map outlines the reserved parking. Residents are responsible for knowing their spot and must park accordingly.

Each unit will be assigned **only two** parking tags. To receive these tags, owners must come by the Parker & Associates office to register their vehicles. Please bring vehicle make, model, tag number, and a phone number most likely to reach you. **IF LOST, a replacement tag will cost the owner \$50.00.** If a tag reported lost is found on a vehicle parked on the premises, the vehicle will be towed.

Hang tags must always be used when parked on property. Even if you are in your reserved spot, you must have your parking tag clearly visible.

Resident motorcycles may only be parked in the four parking spaces by the dumpster. Motorcycles & Scooters must be registered with the Association in the same fashion as all other vehicles and have its own parking tag. If the needed tag is a third tag (if two other vehicles are affiliated with the unit) the owner must purchase the tag for \$50.00. This is the only case where a third tag may be purchased for a unit. Tag does not need to be displayed on the bike, but must be readily available to show the association if it is requested (i.e, in the unit or with the driver). One motorcycle may also be parked in front of a vehicle that is parked in the unit's assigned space.

Bicycles should be parked at the bicycle rack located on the side of the building .

All owners are allowed two gate openers. Those owners with parking underneath the building were given one clicker free of charge at closing. An additional clicker may be purchased for \$40.00 from Parker & Associates. If a clicker is broken or faulty, it will cost \$40.00 to replace if the broken unit is exchanged at the time of replacement. If a clicker is lost after 2 have been issued, replacement clickers will cost \$50.00. Clickers must be signed out and paid for at Parker & Associates.

TOWING

Any unauthorized car in a reserved spot is subject to being towed at any time. Call Parker & Associates if you have an unauthorized car parked in your reserved spot. **You can only call about your own reserved spot.** For example, unit 55 cannot call about a possible unauthorized car in unit 46's assigned spot, only their own.

One courtesy call will be made to the phone number registered to the violating vehicle. If there is no answer or the car cannot be immediately moved, the vehicle in violation will be towed at the expense of the owner. If there is not a hang tag on the violating vehicle, it will be towed right away.

If an owner needs a car towed from underneath the building where the tow truck would have to get into the gate, the owner who called in the complaint will need to let the tow truck into the gated parking area.

If an owner sees someone park on the property and walk to campus, call Parker & Associates with the make and model of vehicle and the tag number. Parker & Associates will have the car

towed. **Be very certain before you call that the individual does not go into any of the commercial units!**

Any car blocking any other car, the fire lane, entrance or exit at any time is subject to being towed.

*****THIS PARKING POLICY DOES NOT APPLY TO UGA FOOTBALL GAME DAYS! THERE IS A DIFFERENT PARKING POLICY FOR FOOTBALL GAME DAYS**

UGA HOME GAME PARKING

- 1) THE OVERLOOK parking lots will be closed to public beginning at 7 am the day of the game. Only homeowners/guests/residents/commercial owners with reservations and paid patrons will be allowed to park during this time until the end of the game. All vehicles not registered/authorized will be towed according to our parking policy. Parking attendants will be present on the property at this time up until 1 hour after the game. (Clean up will be completed by this time.)
- 2) Signage will be posted at each entrance and along Pope St. the evening before the game informing of the impending closure and towing of unauthorized vehicles if left past 7am the day of the game. All trailers will need to register or be removed prior to this time. (If 2 spaces are used then 2 reservations will need to be purchased.)
- 3) Parking attendants will: register patrons, reserve spaces for pre-registered patrons/guests, assist with directions / guidance to park, police area for trash, collect funds, set future registrations, and remove parking equipment and trash receptacles after game. (Storage on premises in storage rooms.) Attendants will not act as valets or move vehicles.
- 4) Trash receptacles will be placed thru-out parking areas. Reservation cones will be placed for pre-registered patrons/homeowners/guests/residents. Patrons will be parked only on parking pavement (no sidewalk or grass parking will be allowed) Double parking will be allowed only when blocked patrons are aware and agree to blockage. (Possible when group/tailgaters/fans desire block parking.)
- 5) No charcoal grills will be allowed. ***GAS AND ELECTRICAL GRILLS WILL BE ALLOWED.** No fireworks/sparklers will be allowed. Stakes/poles will not be allowed in the ground/pavement. Self supporting (free standing) canopies will be allowed if not affecting traffic flow or adjacent patrons. Tent spaces in parking spaces or on grass areas will be available at \$50/space per game. Fire Dept access will be maintained at all times.
- 6) Homeowners and KB Parker have 1 (one) assigned reservation in the covered parking areas. Homeowners will have first right to a second space (for total of two per entity - 48 total assigned and additional reserved spaces) and must follow registration protocol.
- 7) Registration protocol is as follows: Homeowners wishing to reserve their **SECOND** assigned parking space must contact Parker & Associates (706-546-0600) **NO LATER THAN 12:00 pm** the Thursday before the Saturday home game or it will be forfeited. After this time or if more than two spaces are needed, homeowners may purchase additional spaces at \$50/game/per space by calling Brian Jones at 706-338-9509 before Friday 7pm the week of the game. Purchased parking is first come, first serve. The purchase of a **THIRD** or multiple spaces automatically reserves the **SECOND** space for that game or season for that Homeowner.
- 8) If an owner calls to reserve the second assigned spot, but it remains un-utilized by Half-Time, a charge of \$50.00 will be assessed to the unit **OWNER'S** account. Please inform your residents of this fact if you allow your residents to make the reservations for game day parking.
- 9) Homeowners should park only in the spots inside the parking lot. KB Parker & Associates will use all Pope Street parking for their business vehicles and parking reservations for Game day and are responsible for parking and oversight of these 11 spaces. No Homeowners should be parked on Pope Street after 7 am game day.
- 10) Owner / resident / commercial owner must have Overlook parking tag displayed on the rear view mirror at all times while parking for the games (and any other time on premises) Homeowners / residents / commercial owners will have the right to purchase additional spaces for \$50. Paid parking patrons will be provided a parking pass that will need to be displayed on the dash at all times. This will indicate **PARK AT YOUR OWN RISK**. Rules for parking / tailgaters will be given to all paying patrons.

- 11) Guest reservations / paid patrons will need to provide Vehicle ID, Tag # , Name , Address , contact name , contact phone # (preferably cell #) and condo unit # (when applicable).
- 12) Signage will be placed at entrances stating “The Overlook Condo Association parking attendants or affiliates for The Overlook are not responsible for damage/ vandalism / theft or injury” (unless otherwise covered by insurance or complex signage). Park at your own risk.
- 13) Our goal is to get long term reservations for all games in the future. We will charge \$50 (currency only- no checks/charge cards) per space and split the proceeds between the Overlook Condo Association and the parking attendants. Fees will be adjusted based on supply and demand for future games.

LEASE NOTIFICATION

- At least seven (7) days prior to entering into the lease of a Unit, the Owner shall provide the Board with a copy of the proposed lease agreement. The Board shall approve or disapprove the form of said lease. In the event a lease is disapproved, the Board shall notify the Owner of the requisite action to be taken in order to bring the lease in compliance with the Declaration and any rules and regulations adopted pursuant thereto. All leases must include a copy of the current Rules and Regulations.

SECURITY CODE

Security Codes will be changed each year by Parker and Associates. Owners will be notified when it is time to provide Parker and Associates with a new code, the codes should not be in number sequence. Residents should use caution when giving out these codes and should utilize the dial up system in the elevator lobby for all delivery or service persons.

DOOR MATS

- Each unit should have an Overlook Door Mat in front of their unit; this mat should be kept clean by resident.