



RE: Welcome to Villas at Downing Creek

Dear New Condo Owner OR Lessee:

First and foremost, welcome and thank you for becoming a member of our beautiful community. As Board members and homeowners ourselves, we recognize that one of the challenges to purchasing a home is having easy access to important information regarding your new community. We have designed this **Welcome Package** for your convenience and hope that it will be useful in your transition to our neighborhood. We have included pertinent contact information, how to place a work order, proper Clubhouse use procedures, and a condensed version of the Villas at Downing Creek By-Laws and Declarations. These governing documents were established to preserve, protect and enhance the property values of the condos within our neighborhood. All homeowners and/or residents are obligated to adhere to the governing documents.

UNDERSTANDING CONDOMINIUM LIVING

As you have no doubt noticed, our community has the look of single-family, detached homes. But in actuality, our neighborhood is classified as a **Condominium**. As such, we are subject to all multi-family dwelling requirements and are regulated not only by our By-Laws and Declaration, but also the Georgia Condominium Act.

As we are classified as a Condominium, the Association is incorporated and established to conduct business of the community. This includes maintenance upkeep, financial health, and the various other business issues encountered by corporations. The Board of Directors is a group of volunteer homeowners elected by the membership to make business decisions on its behalf. They have a duty of loyalty and a duty of care to discharge their duties in good faith and in the best interests of the corporation.

“Condominium living means the maintenance responsibility for homes is a bit different from a typical homeowner’s association. The Condo Association is responsible for maintaining the Common Elements (all areas outside the boundaries of a Unit) and most Limited Common Elements (common elements that are limited to one or more individuals). Limited Common Element areas excluded from Association responsibility are all improvements made to those areas by the Homeowner, and all courtyards and decks that are assigned as Limited Common Elements. It is important to note that although the Association is responsible for the maintenance of most Limited Common Elements, they can assess the cost of that maintenance and repair to the Homeowner. The Homeowner is responsible for maintaining his/her own Unit (basically defined as the interior of the home).”

A total description of Unit Boundaries and other definitions can be found in the **Governing Documents** section of the Villas website at www.homesideproperties.com. Please go to this website and register as soon as possible to stay current with Villas information.

BOARD CONTACT INFORMATION

Ron Graham - President	678-493-9029	jean2ron@windstream.net
Karen Schoen – VP	770-479-7076	kmrschoen@windstream.net
Ken Cesario - Treasurer	770-315-4460	cesario4460@gmail.net
Norm Bland - Director	678-493-3436	noramt55@hotmail.com
Mack Brooks – Director	770-479-9977	No email

INFORMATION ON THE VILLA WEBSITE

1. My Profile
2. Account Information
3. ACC Request
4. Documents:
 - a) Association Finances
 - b) Calendar of Board Meetings
 - c) Governing Documents**
 - d) Leasing Information
 - e) Master Insurance Policy Information
 - f) Member Request Forms
 - g) New Owner Information
 - h) Newsletters**
 - i) Policies, Rules, Regulations (6)
 - j) Resident Directory
 - k) Villas Clubhouse Use Documents**
5. Work Orders
6. Pay Assessments

COMMUNITY MANAGEMENT COMPANY

Homeside Properties has been engaged to assist the Association in conducting business of the corporation. They provide various contracted services to our community including paying bills, preparing financial statements, attending monthly meetings, coordinating maintenance requests, and many other duties as determined and needed by the Board of Directors.

Ronni Alexander is the Community Manager assigned to our property. She will be the first point of contact for issues within our community. Following is the contact information:

Homeside Properties

2555 Westside Parkway, Suite 600

Alpharetta, GA 30004

Phone: 678-297-9566, ext 144 Fax: 678-297-9491

E-mail: Ronni@HomesideProperties.com Website: www.HomesideProperties.com

WORK ORDERS/MAINTENANCE REQUESTS

Our community management company, Homeside Properties coordinates maintenance requests for our neighborhood. If you experience an issue with a common element, please go to your homeowner's account at www.homesideproperties.com to place a work order. For those who do not have access to a computer, paper copies of work order requests are available at the clubhouse.

CONDENSED RULES and REGULATIONS

Parking/Vehicles

Working on vehicles in driveways is prohibited. No overnight street parking or RV parking is allowed. Please keep garage doors closed except when entering or exiting the garage. Vehicles should be kept in the garage unless the Owner has more than two vehicles.

Exterior Modifications

No modifications to the exterior of homes are allowed without approval of the Architectural Control Committee (ACC). This would include ceiling fans on the front porches, storm doors, and outside lighting such as the lights along the walkways.

Signs

No home for sale signs are permitted except the garage window sign approved and provided by the community at cost.

Pets

Dogs are to be kept on leashes at ALL times when outside of the home. Owners are to clean up after their pets immediately and dispose of the waste inside their own homes. Feces are not at any time to be left in common or limited common areas ***which include the areas around the individual owner's home***. No more than two dogs are permitted. No more than a total of three dogs and cats (combined) are permitted. No pit bull dogs, Doberman Pinschers, or Rottweiler's are permitted, nor any other animals determined by the Board to be dangerous.

Landscaping

Plantings made by the developer cannot be removed without permission of the ACC. Original developer installed plantings will be maintained by community landscaper. Plantings not installed by the developer will not be maintained by the community landscaper and must be maintained by the individual homeowner.

Contractors

All vendors and contractors utilized for work to the exterior of homes should be licensed, bonded and insured.

Trash Cans

Trash cans are not to be placed at curbside more than 12 hours before trash pickup time and should be brought in no more than 12 hours after trash is picked up.

Interior Unit Maintenance

- All faucets are to be maintained and checked for leaks. The community is on a shared water system and it is the individual homeowner's responsibility to conserve by maintaining the plumbing in their home.
- Thermostats should be kept no lower than 55 degrees in the heating season to avoid damage to plumbing.
- Homeowners will make their homes available for interior inspections for termite infestations and fire sprinkler system checks once yearly by appointment.

Unit Uses and Restrictions

- Units are to be used for residential purposes only. Businesses are not to be run out of homes.
- Owner/occupants shall not conduct activities within a Unit or outside of a Unit that interferes with or causes disruption to the use or quiet enjoyment of another Unit by its owner/occupants.
- The maximum number of occupants per Unit is two per bedroom. For example, a three bedroom unit should be inhabited by no more than six people.

BENEFITS PROVIDED BY VILLAS CONDO DUES:

- Water for indoor and outdoor use (no individual condo meters).
- Professional management of Villas Condo Association. Services include: dues collections, accounting, budget preparation, community website, etc. The management company provides monthly reports and inspections for covenant violations. The property manager attends monthly board and Town Hall Meetings. They will coordinate specifications and bid preparations and prepare and coordinate work orders at the direction of the board, 24 hour emergency contact number.
- Termite Bond includes exterior quarterly inspections and interior inspections annually.
- Landscape maintenance includes mowing, edging, fertilizing, trimming shrubs, annual mulch application, and outdoor automatic sprinklers,
- Clubhouse use by all residents at no additional charge: exercise room, media room, full kitchen, library and large meeting room.
- Street lights for community.
- Annual indoor fire sprinkler inspections.
- Maintenance of all common areas and assets to include just a few: Clubhouse cleaning and utilities, streets, gutters, gates and fences, street lights, fountain, community tree maintenance, exterior condo maintenance, Clubhouse exercise equipment, library, multimedia room equipment, retention pond, signage, mail box kiosks, etc.
- Villas Master Insurance Policy: property and liability insurance for all units.
- Community Garden for use by Villas residents.
- Reserve Fund: A portion of every monthly dues payment goes toward funding the Villas Reserve Fund. The reserve fund will pay for future repairs and replacements of Villas common assets.
- Electricity use for common areas in community.
- Maintenance of real estate information board for realtor flyers/cards.
- Social and other events sponsored by Villas community residents include:
 - . Monthly potluck dinners
 - . Annual garage sales
 - . Bingo
 - . Card games
 - . Clubhouse lending library
 - . Book Club