

PACES CONDOMINIUM ASSOCIATION, INC.

HOMEOWNER INFORMATION

MANAGEMENT COMPANY: Community Management Associates
1465 Northside Drive Suite 128
Atlanta, GA 30318
Association Agent: Tonya Cooke
Email: tcooke@cmacommunities.com
(404) 835-9305 direct
CMA Client Services:
(800) 522-6314
www.cmacommunities.com

RESIDENT INFORMATION FORM

New owners are required to return to CMA within 10 days of closing. The form is part of this document.

ASSOCIATION FEES

Vary by unit; due 1st of each month

WEBSITES

www.cmacommunities.com is the management website. It provides information on fees as well as various documents such as insurance, financials, and notices. Register online to access.

CMA also has an app in the Apple App Store:



and Google Play Store:



www.pacesplace.org is the community website. It provides information on the community, events, board minutes and additional documents.

PACES CONDOMINIUM ASSOCIATION, INC.

HOMEOWNER INFORMATION

GATE

Front Entrance Gate Is Closed at All Times.

The management company will provide, at no charge, one programmed handheld gate opener to residents. Additional openers are available for \$25 each and can be obtained through the management company. Please note that newer model vehicles allow for the gate to be programmed into the vehicle's remote system.

Visitors arriving are to call residents on their telephone. Residents should call (404) 816-7525, you will hear two rings and then a beep which indicates the gate will be opening. Please hang up or if on your cell phone make sure you disconnect by pressing the end call button or your red button on an iPhone. The gate code is not to be given to any non-residents including but not limited to, any and all contractors, plumbers, movers, house cleaners or electricians.

When the gate access code is changed, residents will receive notice via email and USPS of new gate code.

DELIVERIES

USPS, UPS and FEDEX will receive notification and have access for deliveries however because drivers may vary during the changes or holidays, please make sure any packages being sent include your phone number.

PARKING

As per our bylaws there shall be no overnight street parking in front of your unit. Please park in your garage, behind your unit or in the numerous parking spots on the green. No more than (3) vehicles per unit may be kept on the premises without consent from the Directors except for guests or service vehicles.

Boats, boat trailers, utility trucks and vans, recreational vehicles and motor homes are prohibited from being parked on the property.

Parking areas are for parking vehicles and may not be used as storage of personal items or for working on any vehicles. No mechanical work on vehicles may be performed on the property. Only minor work, such a flat tire changing, and starter jumps in order to remove vehicle from property.

Any resident whose vehicle is in the violation of any of the above rules or who is parked in an unauthorized space is subject to towing and/or fines associated with the violation.

PACES CONDOMINIUM ASSOCIATION, INC.

HOMEOWNER INFORMATION

SPEED RESTRICTIONS

The posted speed limit is 7 miles per hour.

Please watch your speed while driving into, and around in, the neighborhood. Obviously, from time to time, we have pets on leashes, and children in the streets.

Please, PLEASE SLOW DOWN!

PET RULES

Pets in the common areas must be leashed and under the physical control of a responsible adult person at all times. The only exception is in the dog park where pets are allowed off leash. All other rules apply within the dog park.

Pet owners must immediately clean-up, remove and appropriately dispose of all pet waste. There are designed pet waste bags and trash containers located around our property.

Pet vaccinations required by the City of Atlanta or State of Georgia must be maintained, as well as wearing a collar with the name of its owner and vaccination verification clearly printed thereon.

No pets are allowed in the pool area.

Dangerous dogs (as recognized by the American Kennel Club) may not be brought onto the condominium premises.

Owners of pets habitually disturbing other residents (barking or any behavior that imposes on the personal space of another resident) must remedy the problem or permanently remove the pet from the condominium.

TRASH AND RECYCLING

All rubbish, trash and garbage shall be regularly removed from the Unit and shall not be allowed to accumulate therein. **Trash removal is Thursday. Recycling on Monday.** We encourage you to recycle your newspapers, plastic, and cardboard. The recycling service provider no longer accepts glass or plastic bags.

Do not recycle the following items, please dispose of in trash:

- Glass of any kind
- Styrofoam
- Electronic waste or monitors

PACES CONDOMINIUM ASSOCIATION, INC.

HOMEOWNER INFORMATION

- Motor Oil containers
- Chemical Containers
- Shredded paper
- Plastic bags
- Ceramics or dishes
- Food waste
- Scrap Metal

UTILITIES

Each homeowner has individual gas, water, and electric meters.

Electricity: each homeowner sets up an individual account with Georgia Power. You will be billed directly by Georgia Power.

Gas and water: Homeowners will receive a bill from Utility Pro. This company reads the meters. You may pay through your CMA account or directly with Utility Pro.

All homeowners are billed for common elements' gas, water, and electrical usage, this is also reflected on the Utility Pro bill. This includes community lighting and the pool.

Sanitary sewer billing is also included in the Utility Pro bill.

POOL

Admittance to the pool is limited to Paces Place's residents and their Guests.

No glass or breakable containers are allowed in the pool or surrounding area.

There is no lifeguard on duty. Swim at your own risk.

There is a phone at the pool for emergencies.

The pool will be open between 6 a.m. and 11 p.m. during the summer season. The pool normally opens Memorial Day Weekend and closure is based on the weather but generally around Labor Day.

Babies in diapers must wear swim diapers, rubber pants and swimsuits. If contamination occurs, immediately notify property manager.

PACES CONDOMINIUM ASSOCIATION, INC.

HOMEOWNER INFORMATION

Clean up after yourself. Close umbrellas, put away pool toys and neatly place chairs, tables around pool deck area.

Additional Pool information is posted at pool.

Residents hosting an event at the pool are required to complete a Pool Reservation Application and comply with all Pool Rules and Regulations.

Paces Place Condominium Association and Board of Directors assume no responsibility for loss personal property, health or safety of residents using the pool.

COMMON AREA LANDSCAPE

All common area landscape is maintained by a landscape company hired by Board of Directors. Common area landscape is limited to all areas outside each unit's front doorsteps.

All recommendations/requests for the landscape company should be directed the Landscape Committee.

Any changes to the landscape at the front of the unit, must be presented to the Landscape Committee and Board of Directors for approval. All costs associated with changes to the landscape are the responsibility of the homeowner.

ARCHITECTURAL CONTROLS

All changes to the exterior of the unit must be approved by the Architectural Control Committee (ACC) and Board of Directors in accordance to the laws and are the financial responsibility of the homeowner. This includes but is not limited to color selections, carpentry work, metal work, masonry, window coverings, exterior artwork, potted plants, location of HVAC units or satellite dishes. The regulations are posted on our web site and in more detail in PPCA's bylaws. Contact the management company for a Request Form to submit for any changes. Give details and drawings when possible. Please allow 4 weeks prior to your work beginning for this entire process. Please refer to page 16, # 13 of the Declaration and By-Laws for important information before considering a change. The standard for approval of such changes or improvements shall include, but not be limited to, aesthetic considerations, materials to be used, harmony with the external design of the existing buildings, units and structures, and the location in relation to surroundings and topography. Another important consideration is preserving the property values within the community.

PACES CONDOMINIUM ASSOCIATION, INC.

HOMEOWNER INFORMATION

LEASING POLICY

Units may be leased only in their entirety for a minimum of one (1) year. **No unit or fraction or portion may be leased without prior written approval of the Board of Directors.** More information is included in PPCA's bylaws.

SIGNS

No signs are permitted except as required by legal proceedings.

MAINTENANCE RESPONSIBILITY

The association shall maintain and keep in good repair all Common Area Elements.

Each owner shall have the obligation to maintain and keep in good repair all portions of his or her Unit including any courtyard and garage serving the Unit and any pipes, lines, ducts, conduits, or other apparatus which serve exclusively the Unit, whether or not located within the physical boundaries of the Unit. See PPCA's bylaws for more information.

SALE OF UNITS

Unit owners must give written notice within (10) days after execution of the transfer or sales documents (closing) to the Board of Directors.

Within (10) days after receiving title to a Unit, the purchaser of the Unit shall give written notice to the Board of Directors of his or her ownership of the Unit.

INSURANCE

Insurance fees, including Flood Insurance as required by law, for specific units, are included in monthly dues. Flood Insurance does not include the contents of the unit; only the structure is covered.

Specific information about insurance can be found in PPCA's bylaws and in the policies which are posted on the CMA website. If you require additional information, please contact CMA.

BOARD MEETINGS

Board meetings are held the 3rd Thursday of each month, and everyone is welcome to attend. Notification as to time and location will be noted in minutes and notification emailed prior to meeting. An annual meeting in January is held to elect new board members, review financials, and present an overview of the past year's accomplishments and next year's goals. Everyone is encouraged to attend and vote.

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HOMEOWNER INFORMATION

GENERAL INFORMATION

A hard copy of PPCA's bylaws will be presented at closing. The bylaws and all other information are posted on the websites: cmacommunities.com and pacesplace.org

EMERGENCY CONTACT & HOMEOWNER INFORMATION:

Community Management Association:
1465 Northside Drive, Suite 128
Atlanta, GA 30318

Managing Agent: Tonya Cooke
Email: tcooke@cmacommunities.com
(404) 835-9305 direct

CONTACT INFORMATION FORMS

Please fill out the attached form and return to CMA:

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Community Mgt. Association
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In order to maintain Paces Place Community Association's records, please complete and return this information within 10 days of closing, to the property manager by email, fax, or mail to the address above.

The Information will be used to provide you with timely updates and important information. Please note that preferred correspondence is distributed via email.

Thank you.

The PPCA Board

INDIVIDUAL UNIT INFORMATION

Property Address:	
Owner(s) Name(s):	
Mailing Address: (if non-resident owner)	
Home Phone:	
Work Phone:	
Cell / Mobile Phone(s):	
Email Address(es)	

May your Association publish these telephone numbers and/or email in the Association Directory?

Home Phone	() Yes	() No
Work Phone	() Yes	() No
Cell / Mobile Phone	() Yes	() No
Email(s)	() Yes	() No

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EMERGENCY CONTACT:

Contact Name:	
Contact Phone:	
Contact Alt Phone:	
Contact Email:	

VEHICLES:

Make	Model	Color	Tag	State

TENANT INFORMATION: (Please provide the PPCA and CMA a copy of the lease.)

Tenant(s) Name(s):	
Tenant Home Phone:	
Tenant Work Phone:	
Tenant Cell / Mobile Phone(s):	
Email Address(es):	
Lease Start Date:	
Lease End Date	