



**GUIDELINES
FOR
CONDOMINIUM LIVING**

**585 White Circle
Athens, Georgia 30605**

UPDATED 1/29/16

New Residents:

Welcome to the Whitehall Mill community. We are delighted you have made Whitehall Mill your home.

These guidelines were prepared in an effort to provide you with a brief overview of our community rules and some other important information. Please read, keep and refer to as necessary.

The Guidelines are a summary of some of the rules from our Declaration, which are the rules that govern our community; you should have received a copy of the Declaration. The full documents can be seen on the owner portal via www.parkerandassociates.com.

Please reach out to Parker & Associates for any and all issues concerning the property. 706-546-0600. Parker & Associates will reach out to the Board on an owner's behalf.

Existing Residents:

For our residents who have been with us for a while, this document is to update and perhaps simply remind you of the rules and regulations that facilitate a comfortable and respectful condominium community. Please read, keep and refer to as necessary.

Most of the information in this document is taken from the Condominium Declaration and expanded for clarification. The full documents can be seen on the owner portal via www.parkerandassociates.com.

Please reach out to Parker & Associates for any and all issues concerning the property. 706-546-0600. Parker & Associates will reach out to the Board on an owner's behalf.

CONTACTS

Emergency Numbers

Ambulance 911
Police 911
Fire 911
Poison Control..... 800-282-5846

Non-emergency Numbers

Athens Police 706-613-3330
Athens Fire Department 706-613-3360

Board Members

2020

Jake Short: President

Bill Goetz: Vice-president

Jane Taub: Secretary

Brad Hubacher: Treasurer

Jim Foster, Member at Large

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I. INTRODUCTION

Please review and study this document carefully, and keep it for your future reference. They are binding on each Whitehall Mill owner and resident. If you lease or sell your condominium, please provide a copy of these Guidelines to the next owner or your tenant, if applicable.

These Guidelines are derived from the Declaration of Condominium for the Whitehall Mill Condominium which remains the official document. *References to these "Condo Documents" are shown in italics.* In the event of any conflict between those source documents and this summary, the source documents shall control. To the extent this summary extends regulations or prohibitions, these extensions constitute rules adopted by the Board.

Condominiums are different from apartments and single family residences. A condominium is more than a community; it is a legal association of property owners with rights and responsibilities. Because the buildings and grounds are owned in common, all homeowners must cooperate in sharing of the property. This cooperative effort not only creates a more pleasant shared environment, it increases general interest in the property and protects the value of individual condominium units.

An individual can and should be prevented from engaging in activities that will infringe on others' rights. In particular, all homeowners and residents must consider the rights of others to live in reasonable peace and quiet. The quality of the condominium lifestyle takes cooperation and effort; each resident is expected to extend courtesy to others in his or her personal conduct and lifestyle and each resident should expect to receive the same from other residents.

The Guidelines have been established to provide a written "code of conduct" to establish a formal means to achieve these cooperative requirements. The Board of Directors is authorized to establish and impose fines or order other actions to enforce the condominium rules.

Please make every effort to abide by these Guidelines and help us all cooperate in keeping our community the desirable place that made us all choose to live here. If you are aware of rules violations, or problems not covered by these rules, please notify a member of the Board of Directors.

To reiterate: When you buy into a condominium association you have opted for community living; therefore, decisions cannot be made unilaterally nor can rules and regulations of the association be ignored.

II. Important Information

A. *Building Fire Safety Procedures*

1. If you are hearing impaired or have other handicaps which may hinder your ability to exit your unit in case of fire, you are encouraged to advise your neighbors and the Board of your condition.
2. Do not panic.
3. If there is a fire or smoke in your unit:
 - a) Call fire emergency 911.
 - b) Exit your unit and close the doors behind you.
 - c) If possible, knock on your neighbors' doors to alert them.
4. If you see a fire or smoke or smell smoke coming from another unit or common area:
 - a) Call fire emergency 911.
 - b) Feel the door to your unit: (1) if hot to the touch, do not open the door, (2) stuff wet towels around the door to keep smoke out, (3) open balcony doors a few inches to get fresh air for breathing, (4) hang a sheet over the balcony to signal for help, (5) towels and sheets around the door should keep smoke out, however if there is smoke in your unit, lie on the floor and wait for help.
 - c) If the door to your unit is not hot to the touch, exit your unit and close the doors behind you and follow the same procedures as for a fire in the unit.

B. *Security*

1. There are some security cameras which monitor and record activity in public areas. In addition, any observance of unusual or suspicious activity should be reported to the Board with the date and approximate time.
2. Exterior doors shall not be propped open or left open at any time.
3. The Board should be notified of workers hired privately by an owner if they will be on the property for more than a day or if they will be unattended by the owner at any time.
4. The Board is not permitted to admit anyone to a Condominium Unit without the Owner's or occupant's authorization except in an emergency or by order of the Fire Marshall.

5. Owners or occupants must notify the Board of any guests who will occupy their condominium during their absences.

C. *Safety Tips*

1. Keep emergency information and phone numbers by your phone.
2. Security is the responsibility of every resident and one should not allow any unknown person to enter the building. Anyone attempting to do so should be told that the person they are visiting must grant access; only the person they are visiting can grant access. However, do not attempt to challenge or stop a suspicious person or an intruder. Move to a safe place, call 911, and notify the police to come investigate.
3. Use caution and drive slowly to avoid other vehicles and pedestrians.
4. Keep a stocked first aid kit and at least one fire extinguisher per floor for your unit, and check them annually.
5. You must give a key to the Board for emergency purposes. You might also want to give a key to a neighbor – in case you misplace your key or for emergencies while you're away.

III. USE OF INDIVIDUAL RESIDENTIAL CONDOMINIUM UNITS

A. *Balcony Areas*

1. No rugs, garments or other objects shall be dusted, shaken or hung from balconies.
2. Nothing shall be hung from balcony railings which can be seen from the outside of the building.
3. Nothing shall be thrown or placed so that it can fall from the balcony. All movable objects should be removed from balconies during extended absences of the Owner or occupant of an individual residential condominium Unit. Such Owner or occupant will be held liable for any damage or personal injury arising from the fall of an unsecured object.
4. Watering plants, sweeping and mopping balconies, and all other activity on balconies shall be done so as not to interfere with persons residing in lower or adjacent units or common areas.
5. No grills (e.g., charcoal, gas) are permitted in the units, balconies, or decks of the condominium. A grill must be at least 10 feet from a building when in use. Contact the ARC or the Board to determine where you may use a grill.

B. General

1. When playing any musical instruments, radios, stereos, televisions, and other sound-making and noise-producing devices inside and outside of units, Owners and occupants of individual residential condominium units are requested to be sensitive to their neighbors' needs for peace and quiet at all times.
2. To ensure a uniform and pleasant exterior appearance, all shades, drapes, drapery lining and other window treatment on any door or window visible from outside the unit shall be white or off-white in color, or natural wood. Bed sheets are not allowed.
3. All use of common and limited common elements should conform to community-wide standards for neat and tidy appearance. Violations will be documented and owners/occupants may be fined for unsightly or unkempt conditions that are not cleaned up in a timely manner.
4. Be aware of where the water turn-off valves are for your unit and for your building. Each unit should have a notice by their water heater of where their unit turn-off is located (it may not be in the same unit).

IV. COMMON AREAS

- A. No advertising or visual materials may be displayed in the hallways or interior common areas. No soliciting is permitted in or on the common areas. Circulation or delivery of unrequested circulars, advertisements, products or other materials affixed to or placed under the doors of units, placed or in any way affixed to individual residential condominium Owner's or occupant's automobiles or otherwise affixed, distributed or left in the common areas is prohibited. Exceptions to the above may be authorized by the Board of Directors.
- B. Corridors cannot be considered an extension of one's private space. A resident cannot be allowed to take precedence over the interest of other residents. Corridors are primarily for egress and ingress.
- C. Fire Pit Use – because the Fire Department has given us the rules for our fire pit usage (and threatened us with a pretty hefty fine if we don't follow them), there are certain restrictions to use of the fire pit. The department rules are:
- The fire may not be unattended at anytime
 - The fire may be no larger than 2 feet by 3 feet.
 - A bucket of water or other means of extinguishing the fire should be available at all times that the fire is "live"
 - No live embers may be left in the fire pit

To help us ensure these rules are followed, or that any fine is paid by the offending party's unit owner, the Board requires notification at least a day prior to any fire in the fire pit.

And as a general courtesy, do not leave any trash in the area, including, but not limited to, liquor or beer bottles or cans, bottle tops, cigarette butts, food wrappers, and so on.

V. OWNER RESPONSIBILITIES

A. Maintenance -- As an owner, you are responsible for all maintenance and repair for systems and structures that belong to your condominium unit. This includes, but is not limited to:

1. Regular servicing on HVAC units. NOTE: There is an approved list of HVAC vendors who are preapproved to access the roof; all others blah blah
2. Electrical and plumbing repairs
 - a) Plumbing repairs may affect other Units. Although you may use any plumber, the Board recommends LECO Mechanical (706-769-7063) or Carson Plumbing because of their extensive experience with our buildings.
3. Cleaning and repairing all window glass and doors
4. Obtaining condominium homeowner insurance for the contents of your unit, including any improvements you have made. (The association maintains insurance coverage for the condominium structure excluding the betterments and improvements made by an owner. In addition to contents insurance, you may wish to consider obtaining liability insurance for any potential damage you may cause to another unit.

B. *Sale, Lease or Mortgage of a Unit (for more detail see the Whitehall Mill Leasing Policy and/or the Declaration)*

1. Any owner desiring to lease a unit must first obtain permission to lease from the Association's Board of Directors before leasing his or her unit.
 - a. An owner is expected to own a unit for at least a year before it will be approved for leasing. However, an approved lease that is active at the time of sale may be continued until the end of the lease.
 - b. Prior to approval of a lease, the owner will provide current insurance to the Board.
 - c. Prior to the beginning of the lease, the owner will provide a copy of the lease and contact information for the tenants to the Board.
 - d. Generally, leases for a period shorter than a year are not allowed.

2. The leasing of any unit does not relieve the owner of any obligations under the Declaration of Condominium including, but not limited to the payment of assessments and fines assessed for violations of rules and regulations incurred by the occupant of the leased unit.

3. Realtors can be given access via lockboxes upon informing the Board of the anticipated use of such entry. Please submit your notice to the Board at least five days before the lockbox is put in place. This is for the safety of all residents so that we may be aware of the increased traffic and visitors.

C. *Notice of Transfer*

1. At least 7 days prior to the closing of the transfer of title or the initial date of occupancy under terms of lease, the owner must give written notice to the Board of his or her intention to transfer or lease the unit, including the name of and contact information for the new owner or occupant.

2. A copy of these rules and regulations will be provided to each new occupant by the Board. The seller or lessor will provide a copy of the Whitehall Mill Declaration and Bylaws to each new occupant.

3. Sale, lease or mortgage of an individual residential condominium Unit by an Owner is subject to the provisions of the Declaration, Bylaws and these Guidelines.

4. Individual residential condominium Units shall be used, leased or sold for residential or business purposes only as defined in the Declaration of Condominium, Bylaws and these Guidelines.

5. It is the Owner's responsibility to inform lessee of lessee's required compliance with the Declaration, Bylaws and Rules and Regulations of the Association. Copies of the Declaration, Bylaws and these Rules and regulations shall be furnished to the lessee by the Owner of an individual residential condominium Unit.

C. Refuse Disposal

1. All bottles, glass containers, trash and garbage must be placed in plastic bags, closed and secured at the top, prior to disposal in any trash chute or dumpster.
2. Flammable materials or construction materials shall not be placed under any circumstances in any dumpster.
3. No furniture, mattresses, construction materials, items that do not fit in the dumpster, etc., may be placed in or beside the dumpsters. These materials must be taken to a dump.
4. A recycle dumpster is provided in the parking lot of Building 5. See the recycle poster at the end of this document for the materials that may be recycled.

D. Animals (please refer to the Whitehall Mill Dog-Cat Policy and the Whitehall Mill Declaration and Bylaws)

E. Automobiles and Parking

1. Vehicles belonging to residents shall display a Whitehall sticker on the back window on the driver's side. Visitors' vehicles shall display a Guest Pass on the dashboard. Any vehicle without a sticker or a Guest Pass on the dashboard is subject to towing.
2. All vehicles shall be driven carefully at speeds less than five (5) miles per hour while in the community.
3. Disabled and stored vehicles are prohibited from being kept in the parking areas. A vehicle shall be considered "disabled" if it does not have a current license tag or is obviously inoperable. If you have a vehicle which will be unused for more than a month, notify the Board.
4. Only automobiles, motorcycles, and regularly used wheelchairs may be kept in designated parking spots. Other items are subject to removal and fines.
5. Automobiles leaking oil or other fluids must be repaired.

F. Moving and Deliveries

1. Any building entrance door may be propped open ONLY as movers are loading/unloading from the unit; the door should be closed until the movers return to the site.
2. Items may not be placed against the walls of the corridors or common areas. Items should be taken directly to or from the truck to the destination condominium.

3. All boxes must be broken down and placed into the dumpster. Please do not discard boxes or other moving materials into the common areas. Residents are encouraged to take broken down boxes to the recycling bin or trash dumpster.

G. Interpretation

1. In the event of a dispute in the interpretation of these Guidelines, the determination of the Board of Directors regarding such interpretation shall be final and binding.

H. Fines

1. Those Owners, lessees and occupants who violate any rule or regulation set forth herein shall be subject to fines as determined by the Board. After notification to the violator of any rule or regulation set forth herein, and such violation continues, the Board may assess a fine for each day of the continuing violation. In the event that such fines are not promptly paid, the Board may take appropriate action to collect such fines.

RECYCLABLE ITEMS



Plastic Food Trays and Cups



Plastic Bottles and Jugs



Wide-Mouth Plastic Containers #1-#7



Rigid Plastics



Empty Aerosol Cans Lids Removed



Milk & Juice Cartons & Juice Boxes



Aluminum Cans, Foil & Trays



Glass Bottles & Jars Lids Removed



Cereal & Food Boxes Flattened



Cardboard & Pizza Boxes Flattened



Magazines, Phone Books & Catalogs



Paperback Books



Metal Food Cans



Junk Mail, Mixed Paper, Paper Bags & Newspaper

Items that **ARE NOT** accepted for recycling:



NO Plastic Bags
NO Shredded Paper
NO Pots & Pans
NO Glassware
NO Paper Plates or Cups
NO Napkins or Paper Towels
NO Plastic Cutlery
NO Food
NO Clamshells or Styrofoam
NO Batteries or Light Bulbs
NO Wire Hangers
NO Ceramics



- Empty and rinse all containers.
- Plastic caps and lids are recyclable.
- These guidelines apply to all recycling collection containers except bag customers in the downtown district.
- SAVE and POST this information.



iam eco
acc recycling division

For more information call
(706) 613-3512 or go to
www.athensclarkecounty.com/recycling
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