

KEY TO TARA

www.taratownhouses.com

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RULES & REGULATIONS

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ALL HOMEOWNERS ARE RESPONSIBLE FOR READING AND COMPLYING WITH ALL RULES, THE DECLARATION AND THE BY-LAWS OF TARA. THEREFORE, PLEASE READ AND FAMILIARIZE YOURSELF AND YOUR GUESTS WITH THEM. SOME OF THE MORE FREQUENT CONCERNS OF TARA HOMEOWNERS ARE ADDRESSED BELOW AND IN THE FOLLOWING PAGES.

SAFETY & SECURITY

1. Please remember – and advise your family and visitors – that the SPEED LIMIT IN TARA IS 10 MILES PER HOUR. There are narrow places and blind corners to negotiate.
2. The vehicle backing out of the garage has the right of way at Tara.
3. PARKING. Residents should park their vehicles in their garages. Guests and Residents with an extra vehicle must park in the OPEN PARKING SPACES AND NOT ALONG CURBS. Diagram available.
4. Residents should be sure that their guests avoid parking in the roadway next to the yellow curbs. Keeping Tara's roadways clear for emergency vehicles is critical.
5. You are responsible for the security of your unit. Always keep doors and windows locked and keep your security system in working order. Leaving your front and rear entrance lights burning overnight will provide extra security since vandals and burglars are less likely to operate in brightly lit areas. The owner and/or resident assumes all responsibility for any items placed on the common areas or limited common areas. This includes any theft or damage to those items.
6. Practice the rules of Neighborhood Watch. Take notice of autos and persons in the Tara area who do not appear to belong here. Take license numbers, ask strangers why they are here, and if you are concerned, notify the police.
7. No fireworks may be set off at Tara or brought onto the premises.
8. Guest's cars parked overnight should have a note on their dashboard indicating of which unit they are a guest.

GARBAGE/TRASH

1. Round & Round Recycling handles Tara's trash pick-up and recycling.
2. Regular Trash and Recycling are picked up on Fridays. Containers may be put outside Thursday night and must be removed Friday evening.
3. Garbage must be securely packed in plastic bags, tied and placed **INSIDE** covered containers.
4. Items acceptable for recycling include; newspapers (dry), aluminum & metal cans (beverage/food), & plastic (milk, soda, #1 & #2 containers). Containers should be rinsed, and caps, lids & rings discarded. Labels can remain.
5. When replacing items in your unit (water heater, appliances, carpet, sheet rock, etc), you or your contractors are responsible for their prompt REMOVAL FROM TARA PROPERTY. These items will not be picked up as trash from your unit.

BUILDINGS & GROUNDS

1. The common areas belong to all of the homeowners. Please take a minute to pick up paper, cans, etc. If you notice something out of order, repair it or report it.

2. Periodically, look critically at the front entrance, back, and side of your townhouse. Remove all empty planters and artificial and dead potted plants; make a plan for any necessary replacements or repairs to planters, doors, hardware, light fixtures, etc. Remember to keep front door lights on during the evening to give Tara a more inviting appearance to residents and visitors entering the property as well as to provide an extra measure of security.
3. Any CHANGE TO THE OUTSIDE OF A UNIT OR PLACEMENT OF ANY OBJECT IN OR OUTSIDE OF A UNIT WHICH CAN BE SEEN FROM THE OUTSIDE must be approved by the Board. An application form is attached at the end of this document.
4. Any NEW INDIVIDUAL LANDSCAPING must be approved by the Board with input from the professional landscaper/horticulturist and/or arborist. See attached landscaping modification application. Refer to Landscaping Guidelines on page 3. An application form is attached at the end of this document.
5. Commercial signs, including "For Sale" signs, are not allowed at the entrance to Tara or in front, side lawns, back, or windows of unit. "Open House" signs are permitted on the day of the open house only.
6. If you plan to sell your unit, please let your neighbors know since homeowners may have friends who have expressed an interest in living at Tara.
7. SELLING. Notify the management company if you decide to sell your unit. In addition, you will need to provide the buyer with the Association Documents and the Rules & Regulations.
8. LEASING. Except as provided in the Declaration, leasing is prohibited.
9. SALES OF PERSONAL PROPERTY. No public or private sales of personal property within a condominium unit or on limited common elements or common elements shall be permitted that allows more than two vehicles and/or six guests to come onto the condominium property on any one day. This restriction includes all public or private sales commonly referred to as garage sales, carport sales, yard sales, flea market, estate sales, art sales or similar activity. The penalty for violating this provision will be \$2,500 for each day of the sale.

PET RULES & REGULATIONS

1. No owner or occupant shall:
 - (a) keep any pets other than generally recognized household pets on any portion of the Condominium property;
 - (b) keep any pet that is not owned by the owner or occupant or a member of the owner's or occupant's family, provided that an owner or occupant may provide occasional "pet-sitting" for no more than seven days in any 6-month period for a pet owned by a personal friend of the owner or occupant with the prior written approval of the Board of Directors;
 - (c) use a unit or any Condominium property to provide a temporary foster home, temporary shelter or any temporary care or housing for any pet for a period of less than one year, except as permitted by the provisions of subsection (b) above;
 - (d) keep, breed or maintain any pet for any commercial purpose;
 - (e) permit their dog to be outside the owner/occupant's unit unless the dog, at all times while outside the unit, is on a leash and is kept under the physical control of a person capable of controlling the dog;
 - (f) leave any pet on a balcony or patio unaccompanied by a person capable of supervising and controlling the pet;
 - (g) permit their pet to be inside the fenced pool area at any time, provided accompanied service animals are allowed on the pool deck, but not in the water;
 - (h) permit their pet to engage in any aggressive behavior or any behavior that threatens or causes any physical harm to any person or other pet on the Condominium property; or
 - (i) construct or maintain (or have constructed or maintained) any structure for the care, housing, or confinement of any pet on any part of the common elements, including the limited common elements, without the prior written approval of the Board of Directors.

In addition to other enforcement rights and remedies available to the Association, fines for violation of any of the rules in this Section (1) are as follows:

- \$250 per day per pet for the first offense,
 - \$500 per day per pet for the second offense and
 - \$1,000 per day per pet for each additional offense.
2. (a) Owners or occupants must remove feces left upon the common elements by owners' or occupants' pets. When walking dogs, owners and occupants must re-direct dogs away from shrubbery and grass and into pine straw and leaves to prevent costly replacement of plants and grass damaged or killed by dog urine.
 - (b) No owner or occupant may permit their pet to engage in excessive or unreasonable barking or other behavior constituting a disturbance of the peace of any of the Condominium property.

In addition to other enforcement rights and remedies available to the Association, fines for violation of any of the rules in this Section (2) are as follows:

- warning for the first violation,
- \$50 for the second violation, and
- \$100 per occurrence for each additional violation.

GUIDELINES FOR ARCHITECTURAL STANDARDS

1. Awnings

Awnings will be permitted at rear patio doors and balconies if the standards of design and quality match those defined by existing awnings, as specified by the Board of Directors. Color selection must be approved by the Board. (If an awning is removed, the resident will remove all hardware, support elements and resulting stains or wall damage). Existing awnings should be in good repair and cleaned periodically when necessary.

2. Bird – Houses / Feeders / Baths

Bird Houses, Feeders and Baths will be permitted in side and rear areas that are not adjacent to buildings or sidewalks (bird feeders attract rodents). Design and material of these elements are to be approved by the Board of Directors.

3. Door Mats

A single door mat at the front entry to the resident's unit is permitted if of a neutral color (black, earth tones, dark gray, or red to match brick).

4. Hoses, Utility

Hoses may be permanently connected to outside faucets if located at side yards or back areas and stored on reels or caddies. The hose should be in good condition.

5. Lighting and Door Hardware

Residents may replace Front Entry lighting and door hardware without application to the Board if the design, material and quality are in keeping with the original fixture.

6. Balcony Furnishings & Accessories

The Board of Directors does not at this time want to draw guidelines for areas inside balcony railings although their furnishings are visible from outside and therefore within the prohibition of the By-Law. However, the Committee requests residents with balconies that can be viewed from outside the unit to be considerate of their neighbors and the property's Traditional Williamsburg Design Precedent for their outdoor furnishings and accessories and voluntarily submit for review items that might be questionable as to their appropriateness.

7. Planters

Planters fitting the following description may be placed without application to the Board:

- (a) Made from concrete, stone, unglazed clay or wire with moss lining;
- (b) Of a neutral color, e.g., terra cotta, gray, tan or matte black;
- (c) Of classic design;
- (d) Minimum size of 1' square or diameter, maximum of 3';
- (e) Planted at all times with live decorative plant materials and kept well maintained;
- (f) In a reasonable number for the location;
- (g) Located so as to not interfere with landscape maintenance.
- (h) No plastic planters are allowed.

The only exception to the above requirement is, for reason of weight, for hanging baskets suspended from balcony rails, which may be of dark green or black plastic.

8. Planting Areas

The Board has adopted the existing rule that all additions/replacements to landscaping, including individually planted flower beds, must be approved by the Board and Association's professional landscaper/horticulturist. No in-ground planting of annuals, bulbs, or perennials is allowed EXCEPT in planters. This policy is necessary in order to insure a well-maintained uniformity to Tara that can be maintained by Tara's landscaping service.

9. Sculpture

Sculpture shall be traditional in respecting the Williamsburg style of the complex. All sculpture must be submitted for approval by the Board.

10. Security Signs

Although the Board does not prohibit security signs, we do ask residents to consider using a less obtrusive placement and size of the sign and/or a single window sticker, front and back.

11. Site Furnishings

The Board wants to encourage the placement of benches but will require residents to apply for approval of their design and location. Generally speaking, benches of classic design proposed for rear and side areas will be favorably considered. Benches should also be maintained as to appearance such as chipping paint or mildew or mold.

12. Exterior Doors / Storm Doors and Windows

All new or replacement exterior doors and windows, including storm windows and doors, must have Board approval. The exterior paint formula may be obtained from a Board member. Storm doors should match either the trim color of the building or the color of a black door.

13. Balcony Railings

Residents replacing balcony railings must maintain equivalent design, material and quality of the original railing. All replacement designs must be submitted for approval by the Board.

14. Holiday Decorations

Without approval of individual items by the Board, residents may put up the following types of decorations as listed below:

* Halloween: (1) Un-carved pumpkins are allowed from October 1st through Thanksgiving; (2) Carved pumpkins (jack-o-lanterns) are allowed during the week of Halloween only (rotting vegetation attracts pests!); Only naturally grown pumpkins will be permitted. No plastic or artificial pumpkins are permitted.

* Between Thanksgiving and New Year's Day - Wreaths or sprays on doors; Cut evergreen boughs above doors or windows; Candles (natural or electrified) in windows; Non-twinkling white or multi-colored lights in single strands around doors or on a maximum of two bushes flanking doors.

15. Flags

Residents may fly an American flag not to exceed 3' x 5' that is in good condition and in an appropriate holder. No other decorative flags are allowed.

16. Doorbells

Standard doorbells may be replaced with black video doorbells not to exceed 5 inches tall and 2.5 inches wide. The video doorbells must be installed in the location of the existing doorbell.

CONTRACTOR RULES – RENOVATIONS & CONTRACTOR GUIDELINES

1. The “**Application for Building or Landscaping Modification**” must be completely filled out and submitted to the property manager and then approved by the Board of Directors before any work can be done.
2. All proper and applicable permits must be filed with the City of Atlanta, and copies of these filing supplied to the Property Manager.
3. WORK HOURS Contractor may work Monday – Saturday between 8:30 a.m. and 6:00 p.m. Owners may be fined if contractors start work before 8:30 a.m. or continue work past 6:00 p.m. Contractors may not work on Sunday and holidays, included but not limited to: New Years, Memorial Day, Juneteenth, July 4, Labor Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve.
4. All construction debris must be removed by the owner or contractor and taken away from the property daily. If a dumpster is desired, the location and time duration must be approved by the Board.
5. **Balconies. No household items, furniture, construction equipment, or construction debris may be stored on the balcony during construction.**

GUIDELINES FOR LANDSCAPE

The Association is responsible for routine landscape maintenance and for the removal and replacement of all plantings on the entire property except for patios and a few privately planted flower beds. The professional landscaping service and the tree company hired by the Association will remove and replace shrubs, ground covers, turf, and trees that are dead, diseased, overgrown beyond rectification or pose significant maintenance problems. Replacements will be plantings that are suitable for the site, taking into consideration aesthetic, maintenance, and environmental factors as well as the cost of replacement and homeowner considerations.

An irrigation system is in place with a timed schedule of operation. Watering of a unit's front lawn and shrubs is the responsibility of the resident in case of drought conditions or if the auto-water system is not sufficient.

Individual Landscaping

A homeowner is free to re-landscape the common element around his/her own unit at his/her expense; however, the design and materials must be approved by the Board **in advance** acting on the recommendation of the Association's

professional landscaper/horticulturist and/or arborist. Refer to Guidelines for Architectural Standards #8 regarding Planting Areas.

Individual Planting in Planters (front stoop, balcony, paved area behind garage)

Refer to Guidelines for Architectural Standards #7 regarding Planting Areas.

Individual Planting (courtyard patio)

Before any trees are planted the unit owner will need to provide a written report from an arborist that the tree’s root system should not damage the foundation. The Board will then need to approve the tree before it is planted. If later it is determined that the root system is posing a threat to the building foundation, the tree will need to be removed at the owner’s expense. The homeowner will be responsible for keeping all branches trimmed off the building and roof.

Tara Tree Donation Program

Tara residents have an opportunity to donate a tree to our green-challenged property. You may donate the complete installation of a tree, either in your own name or in memory of someone. You may also contribute to the program without donating a whole tree. Any amount is welcome and your generosity will be recognized. The types and locations of trees available for donation are subject to the Association’s Long Range Tree Removal and Replacement Plan.

SCHEDULE OF FINES

Unless otherwise noted in the Rules & Regulations, the fine schedule shall be as follows:

Reoccurring Daily Offences - \$50 per day

Other Offences

1 st Offense	Warning
2 nd Offense	\$50 fine
3 rd Offense	\$100 fine
4 th Offense	\$250 fine

The Board will be happy to review items that do not fall into the above categories.