

# GLENRIDGE WOODS HOA, INC. CONSTRUCTION GUIDELINES

## PRELIMINARY ACTIONS

- 1) Before beginning construction, visit with your neighbors to inform them what you are planning and to address any concerns they might have.
- 2) Submit planned projects to the **Board of Directors before beginning construction**. Information provided should include the following:
  - 1) Blue prints or a rendering **of plans**
  - 2) A statement indicating whether a dumpster or portable toilet will be necessary and for how long
  - 3) **Estimated length of time construction will take**
  - 4) **Name and contact information of contractor**
- 3) Discuss the GLENRIDGE WOODS construction guidelines with your contractor to ensure that he/she understands the specific requirements for working in the community (**See below**)
- 4). **Obtain any required Building Permits from the City of Atlanta.**

## GENERAL POLICIES

- 1) No dumpsters are permitted in the street. **They must be underneath the deck behind the garage.**
- 2) Portable toilet, if required, should be in the least conspicuous place
- 3) Materials should be protected to prevent rain from carrying debris into the streets, neighbors' yards, or the sewer system.
- 4) If a rainstorm or windstorm carries debris into the street, the site must be restored to its previous condition immediately,
- 5) **No construction before 7:00 am or later than 6:00 p.m. is allowed Monday through Friday. Weekend construction is not permitted.**
- 6) Construction trucks, not directly in use, must be parked in one of the visitor parking areas. In cases where the contractor needs access to his vehicle throughout the day, the homeowner(s) cars should be parked in one of the above-mentioned sites so the workmen can park in the drive/garage **where they are not to obstruct any neighbor's**

entrance to or exit from his own garage.

7. There is to be no debris from construction or unsightly items left overnight in front of the unit, on the deck, or behind the unit at any time.

8. Storage of unsightly items on the exterior of any unit is not permitted at any time.

## COMPLETION TARGETS

After **thirty (30) days**, the project should be "closed in"; i.e., roof, **deck**, windows and doors installed so that any remaining work can be done inside.

Homeowners needing revised completion timetables should update the **Board of Directors** for approval of the revised completion timeline,

**I understand that failure to comply with these procedures will result in inconvenience to my neighbors and could result in fines for the homeowner.**

\_\_\_\_\_  
(owner's signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(contractor's signature)

\_\_\_\_\_  
(phone)

\_\_\_\_\_  
(email)

\_\_\_\_\_  
(date)