

MUSCOGEE CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

NOTE: Please review the following Rules and Regulations for Muscogee Condominium Association, Inc. These Rules are intended to offer quick references for matters of regular interest. HOWEVER, these Rules and Regulations do not take the place of the legal, recorded Declarations and By-Laws of the Association. Those documents cover all legal issues which govern the Association and every owner must have a copy and read them to be sure of their legal obligations to the Association.

1. Copy of Condominium Documents. Prior to closing, the seller of any Condominium unit shall give to their realtor and buyer a copy of these Rules and the Condominium Declaration and Bylaws.
2. Moving and Impact Fee. Upon transfer of title to a buyer, the seller of any Condominium unit shall pay the Association a moving impact fee of \$ 300. All moving shall be through the rear doorways. In addition, the purchaser will pay a move-in fee of an amount equal to two (2) month's association fees.
3. Utilities. Water is paid for by the Association. Electricity and gas for the common areas is also paid for by the Association. Each owner is responsible for electricity and cable for their Condominium unit. No exterior communication dishes can be installed.
5. Heating System. Heating is provided by electric duct heaters located in each Condominium unit. In Condominium units one through twelve there are two heating systems and in Condominium thirteen through seventeen there are three heating systems. To operate the system, the fan and thermostat must be turned on. The fan distributes warm air blown across the electric heat ducts. Each owner is responsible for the operation and maintenance of the systems in their Condominium unit.
6. Cooling System. Air conditioning is provided by a chilled water system. The central cooling system, including three large condensing units, is maintained by the Association. Each Condominium unit contains an individual system which works in conjunction with the central system. Such individual system includes a fan, cooling coils, condensate pan and thermostat. In Condominium units one through twelve there are two cooling systems and in Condominiums thirteen through seventeen there are three cooling systems. To operate the system, the fan and thermostat must be turned on. The fan distributes cool air blown across chilled water which flows from the central system through the individual system. Each owner is responsible for the operation and maintenance of the systems in their Condominium unit. This includes the regular maintenance of the condensate drains to prevent condensate backups.
7. Storage Bins. Storage bins as assigned for each Condominium unit per the Declaration are located above the rear attic stairwells.

8. Parking. Owners and their guests must park in spaces as assigned for each Condominium unit per the Declaration. Cars not parked in assigned spaces may be subject to being towed at the car owner's expense. Guest parking is available on the street and in the two (2) spaces located in the gravel pad in the rear of the property. It is the responsibility of each owner to direct their guests, contractors, etc. to the appropriate parking spaces.
9. Trucks. No trucks over four (4) wheels ("Restricted Trucks") are allowed on the property at any time. It is the responsibility of each homeowner to direct deliveries, contractors, or otherwise those with Restricted Trucks to park on the street and not on the Property. Homeowner will be responsible for any damage caused to property of another homeowner and/or the common property of the Association.

SIGN SAYING - NO TRUCKS ON PROPERTY/PLEASE PARK ON STREET- IS LOCATED AT ENTRANCE TO DRIVEWAY.

EXCEPTION TO ABOVE- Six (6) wheel or smaller grade trucks can use the eastern and western driveways for deliveries and/or move-in/move-out as long as they 1) back in off Muscogee Avenue, 2) the truck(s) are under ten (10) feet in height and under nine (9) feet in width, thus passing under the bay windows above the driveway and around cars (if present) without causing damage, and 3) ONE (1) WEEK'S NOTICE IS GIVEN TO MANAGEMENT COMPANY SO THAT AFFECTED HOMEOWNERS CAN MOVE CARS AND HOMEOWNERS CAN OTHERWISE PLAN.

In all scenarios, Homeowner is responsible for any damage to the building (homeowner units and common areas), landscaping, and cars resulting from unauthorized or authorized trucks associated with that Homeowner.

10. Security. All front and back doors must be kept closed and locked when not in immediate use.
11. Pets. No dog over thirty-five pounds is allowed. Any dispute concerning the weight of a dog shall be determined by a veterinarian's certification of the weight to be paid for by the dog owner. There is a limit of two dogs and/or cats per Condominium unit. Dogs must be kept on a leash at all times and must be taken in and out of the building through the rear doors. Owners are responsible for ensuring their dog does not "go" anywhere on the property.
12. Laundry. The Association provides, operates and maintains two washers and dryers in the basement of each Condominium building. Each user of these appliances is responsible for cleaning the appliances and basement area after each use including cleaning the lint traps and any detergent spills. Any problem with the machines will be reported to management as quickly as possible.
13. Trash Pickup. The Association provides for lined garbage cans located outside the back door of each Condominium unit. The Association also provides for these cans

to be emptied each weekday into the large City containers located in the rear of the property. The Association also provides for the City containers to be moved to the street for pickup by the City sanitation department. Owners and their guests must place all trash in sealed, leak-proof plastic bags before being placed in either the lined garbage cans or the City containers. Items too large for the lined garbage cans must be placed in the larger City containers.

14. Common Area Maintenance. While the Association does provide for periodic cleaning services and maintenance of the common areas, to maintain a clean living environment day to day, owners are responsible for picking up after themselves, guests and pets particularly in the front and rear hallways.
15. Rentals. An owner of a Condominium unit may not rent their unit.
16. Public Events. Any owner desiring to hold a public event (i.e. home tour or fund raiser, etc.) at Muscogee must first receive approval from the Board of Directors prior to committing to host such an event. The Board must be given adequate time to review the event particulars in order to determine if it is suitable for Muscogee.
17. Association Fees. Monthly Association fees as determined by the Board must be paid by the twentieth of the month for which the fee is due. For example, the monthly Association fee for January must be received by January 20. Unless otherwise directed by the Board, all fees shall be paid to the Muscogee Condominium Association and sent to Marquis Management, Inc., P. O. Box 639, Sharpsburg, Georgia 30277. Marquis' phone number is 770-599-6630 and email: Mary@MarquisMgt.com.

Revised last 3/14