

SMGmanagement of Atlanta LLC

Date

Homeowner

Dacula, GA 30019

Re: Your New HOA Community Welcomes You

Dear Homeowner:

Congratulations on the purchase of your new home. On behalf of the Apalachee Plantation HOA, SMGmanagement of Atlanta welcomes you to your new community. I am the property manager directly responsible for your subdivision, and as such, I will do everything that I can to make your relationship with the Homeowner's Association and the neighborhood a positive experience.

You can contact me at helen@smgmgmt.com with any questions regarding management-related issues, deed restrictions, or the process for submitting an application to the design review board for exterior applications, i.e., sheds, fences, patios, decks, and landscaping changes, etc. In addition to the Covenants and By-laws, this information and more can be found on the HOA website www.apalacheeplantation.com. The information required on the enclosed, hard-copy contact information sheet can be also entered via the website under forms.

As a reminder, every homeowner is a member of the HOA and the payment of dues is not "optional." If you ever have any questions or concerns about your HOA dues, please do not hesitate to reach out to me. SMG is required by the covenants to maintain a current contact information sheet on all homeowners. Please complete the enclosed form and return it to me at your earliest convenience. Also enclosed is a list of the most frequently referenced Covenant restrictions, which are monitored during regular community inspections.

SMGmanagement is committed to making this a great place to live, and I, personally, welcome the opportunity to assist you. Please do not hesitate to contact me if you have any questions.

Regards,

Helen Johnson

Helen Johnson

helen@smgmgmt.com

404-372-8856

Enclosures

SMGmanagement of Atlanta LLC

Welcome

Enclosures:

Contact Information Sheet (can be completed online on www.apalacheeplantation.com/forms)

Most Frequently Cited Monthly Covenant Restrictions/Violation

ACC Information & Construction Restrictions

Architecture/Landscape Project Application (can be found on www.apalacheeplantation.com/forms)

No property can be leased without first requesting permission from SMGmanagement Company. There is not a limit on the number of rental houses allowed within the subdivision, but information about the tenant is required. Contact helen@smgmt.com for additional information.

Dues: \$150.00 per year (can pay online at www.apalacheeplantation.com/home)

Due Date for Dues: January 1

HOA Dues Late on: January 31

HOA Late Fee/Interest: \$30.00/10% annual interest

Mandatory Dues Cover:

- Common Area Maintenance, including entrance lighting

- County mandated maintenance of retention ponds

- Common Area Landscaping

- Signage Maintenance

- General Liability Insurance

- Property taxes for all common areas

- Legal fees in connection with dues collection, CPA fees in connection with preparation of the annual tax return, postage, and management fees and administrative costs.

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Apalachee Plantation HOA Covenant Restrictions/Violations

Procedure: 1st Violation notice mailed to homeowner - No fine
2nd Violation notice mailed to homeowner - \$50.00 fine per month until violation corrected. Accumulated fines may result in a lien against the property.

Yards and flower beds should be cut and edged at least every two weeks during the growing season and any weeds removed. Bare dirt areas should be covered with grass, landscaping, mulch, or ground cover and grass clippings should be removed from the street, sidewalk or driveway. Tree branches should not hang low over the sidewalks or extend into the streets. Visit our website (www.apalacheeplantation.com) for Yard of the Month criteria.

Garbage bins may be placed in the open on any day that a pickup is to be made. At all other times such containers must be removed from street and screened from sight.

Vehicles may only be parked in garages, driveways or other areas authorized in writing by the Board. Vehicles shall not be parked on any lawn, yard, or street. Cars cannot block access to their neighbor's driveway or mailbox.

Garage doors shall remain closed at all times, except for necessary use, ingress, and egress.

The exterior of all homes must be maintained in a clean condition. Inspect your home for exterior cleaning needs (pressure washing) in order to comply with the HOA Covenants.

Boats, trailers, campers, motor homes and similar recreational vehicles and equipment shall not be stored on any lot except within an enclosed garage.

Dogs must be on leash at all times while outdoors in unfenced areas and owners must promptly remove animal waste from any property in the Community, including their own.

The above are most frequently cited covenants. Please refer to your Covenant document for a complete listing of restrictions. The Covenants/Declaration/CCRs should have been given to you with your closing documents.

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Architecture/Landscape Project Application

Any structural changes to your home or landscaping require the approval of the ACC. Applications must be submitted in writing with drawings before work is begun. A decision by the ACC will be sent to the homeowner within thirty (30) days or less. ***If work is begun prior to final approval, fines may be imposed or removal of the changes at the owner's expense may be required. Approved fence style for Apalachee Plantation is a 6' wood dog-ear style fence that begins at the rear edges of the house and extends to the rear of the property.***

Subdivision Name: _____

Homeowner: _____ Email: _____

Property Address: _____ Phone: _____

Type of Improvement: _____

Specifications (attach as separate sheet if necessary)

Specify materials, color scheme, and other details affecting the exterior appearance of all proposed structures and alterations to existing structures. Samples of materials and/or color chips should be submitted for clarity.

Attach the following information as it pertains to your project:

- Drawing of improvement (showing size and relation to the existing house)
- Existing improvements (including driveways, walks, decks, trees, bushes, etc.)
- Property lines
- Outside boundary lines of the house on the lot
- Easement boundary lines
- Privacy fences
- Landscaping changes (if applicable)
- Drainage plan changes (e.g. downspouts, contours, etc.)

SUBMIT THE APPLICATION

Send a copy of your Application with plans to SMGmanagement of Atlanta LLC
P. O. Box 76697
Atlanta, GA 30358
Or via email to helen@smgmt.com or by fax to 404.705.9359

COUNTY APPROVAL

If a building permit (or any other approvals) is required, it is the HOMEOWNER'S responsibility to complete all necessary forms and apply for the permit and approvals.

SIGNATURES: *I have read and understand the covenants and deed restrictions of my contract and agree to abide by such covenants and deed restrictions. I understand that no work shall commence without the approval of the ACC.*

Owner: _____ Date: _____

===== Internal Use Only =====

ACC Representative: _____ Approved Denied Date: _____

**P. O. Box 76697, Atlanta, GA 30358
404.372.8856(Phone) | 404.705.9359 (Fax)**

SMGmanagement of Atlanta LLC

Homeowners Contact Information Form

Please complete and return to address below or Go online to www.apalacheeplantation.com and complete the online HOA form

Homeowner's Name (Please Print): _____

Name of Resident 2: _____

Property Address: _____

Mailing Address (if different from above): _____

Home Phone: _____

Mobile Phone: _____

Work Phone: _____

Email Resident 1: _____

Email Resident 2: _____

How do you prefer to be contacted by HOA?	<u> Email </u>	<u> Mail </u>
How do you prefer to receive newsletter?	<u> Email </u>	<u> Mail </u>

Tenant Information

No home can be leased without prior written approval of management company.
Please email helen@smgmgmt.com for lease request form or log onto the website
www.apalacheeplantation.com

Tenant/Resident's Name (Please Print): _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Return completed form to
Helen Johnson
SMGmanagement of Atlanta LLC
P. O. Box 76697
Atlanta, GA 30358
Phone: 404.372.8856
Email: helen@smgmgmt.com
Fax: 404.705.9359

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REQUEST FOR PERMISSION TO LEASE HOME

Name of HOA: _____

Address of Home to be leased: _____

Reason for Request: _____

Owner's Information

Name of Homeowner: _____ Address _____
City/State/Zip _____

Home/Cell Phone _____ Work Phone: _____

Email: _____

Lessee/Occupant Information

Name of each Lessee in Lease Agreement: _____

Home/Cell Phone _____ Work Phone _____

Email _____

Names of all Occupants in the Leased Premises _____

Term of the lease? _____ Start Date: _____ End Date: _____

Has the Tenant been given a copy of the declaration & By-laws? _____

Please provide a copy of executed lease.

Date of Request: _____ Signature of Owner/Agent _____

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Approved by SMGmanagement

Date

Return completed form to:
Helen Johnson
SMGmanagement of Atlanta LLC
P. O. Box 76697
Atlanta, GA 30358
404-372-8856
Helen@smgmt.com

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