



Community Rules & Regulations Overview

In the attached document, you will find the Rules & Regulations for Cross Creek. While it is important for all residents of Cross Creek to familiarize themselves with entire Rules & Regulations document, we would like to bring special attention to the items below as they address the majority of violations.

1. All residents or lessees must register with the office. Please bring a copy of your closing statement or lease to verify residency. Please all bring vehicle tag and pet information.
2. Parking strips are required for entry through the resident gate and may be purchased at the office for \$30 each.
3. All pets must also be registered with the office. Pets are ultimately the responsibility of the owner. Dogs must be on a leash at all times. The owner is responsible for picking up after your pet and disposing of the waste in the designated containers or trash. Hiding waste in bushes is prohibited. There is a limit of 3 pets per household.
4. No pets are allowed on the golf course. Only players that have registered with the golf shop and paid greens fees are allowed on the course.
5. Residents are responsible for the actions of their guests.
6. For the safety of all residents, keep the stairways, sidewalks and common areas free of trash and debris. Nothing should be stored in stairways.
7. Smoking in front of condo buildings and rear stairwells is prohibited. Smoking is permitted behind condo buildings, 10 feet from rear stairwell doors. Carefully extinguish all cigarette butts and ashes and dispose of them properly in the trash. No ashtrays are allowed to remain on common property.
8. Trash is picked up on Mondays and Thursdays. Place all trash in bags and place bags in the containers housed in the trash corrals.
9. The dumpster is only to be used only for oversized trash and is not to be used for construction debris, furniture or appliances. These items are your responsibility to dispose off property.
10. The recycling bins are labeled and only those items listed should be placed in the recycling bins.
11. The Board must approve any changes you wish to make to the exterior of your unit, including landscaping and any changes to the structural layout of your unit. Contact the office prior to beginning any project.
12. Outdoor grills and patio furniture stored on common elements must be permitted by the management office.
13. Only registered vehicles are allowed on the property. Guests must park away from the building entrances leaving spaces next to the buildings and front doors for residents.
14. Any resident with more that two vehicles must see the office for additional parking permits. No vehicles may be stored on property.
15. Residents are encouraged to maintain reasonable living noise levels within the boundaries of their unit so as not to disturb neighbors.
16. Lifeguards are not always on duty at the Club House Pool and no lifeguard is ever on duty at the satellite pools. Everyone swims at their own risk and all residents and their guests must follow the detailed pool rules.

All residents and their guests are responsible for knowing all the rules. The Board of directors has the right to levy fines to residents for violations to the rules.



Cross Creek Condominium Association, Inc.

Rules & Regulations

Effective April 2019

The Association's Board of Directors periodically updates and clarifies the Community Rules. The Management Office enforces these Rules with letters and fines.

A condominium lifestyle depends on group effort and cooperation, courtesy and an awareness of the sensitivities of others. Residents should exercise appropriate restraint, moderation, tolerance and taste in their conduct and living habits, especially those that may affect their neighbors.

Whose behavior falls under these rules? All persons on the property: owners, renters, guests and contractors.

How are these rules enforced? Letters to and fines on the unit owner.

If you have a question about any of these rules, or wish to report a complaint or rule violation, you can:

Call 404-351-7600

Visit the Management Office at 1221 Cross Creek Parkway

Email the property management team at crosscreek@hoadv.com

Office hours are 9:00 a.m. - 6:00 p.m., Monday — Friday, except holidays. 10:00 a.m. – 2:00 p.m., 1st Saturday of the Month

After hour calls are answered by an auto-attendant. Emergencies are handled immediately through the after-hours emergency answering service (option 1 in the auto-attendant menu); all other inquiries will be routed to the management voicemail box (option 2) and will be held until the next business day.

Enforcement of Rules and Regulations

The Board of Directors shall have the following sanctions, among others, available for violations and repeated violations of the rules and regulations:

- Ability to impose reasonable fines
- Notification to violating unit owner to have the problem corrected at the owner's expense by a designated time
- Notification to a unit owner that the problem has been corrected with reasonable costs and the correction billed to the violating unit owner
- The removal of pets or vehicles in violation of rules and regulations
- The temporary suspension of the violating unit owner's rights on certain condominium property, or the right of use of the recreational facilities of the condominium property after failure of said owner to cure such violation within ten (10) days after written notice to the unit owner
- **Prohibited Items** - Any prohibited item can be removed, without notice, from any common element by the Association, at any time.
- **Property Inspections** - As part of a scheduled or unscheduled property inspection notices will be issued to alert residents, as much as is feasible, of the impending removal of prohibited items. After such notice items must be removed within a two (2) week period.

After that two (2) week period items will be removed by management, and a fine per item will be assessed for retrieval of the removed items that the owner wishes to claim. If items are stored by the Association, they will be deemed abandoned and will be disposed of after 30 days.

- **Exceptions** – If an exception is granted for any reason it must be in writing from the Board of Directors. If you do not have a written letter from the Board of Directors you **do not** have an exception.
- **Relocation** - It is the 'Unit Owner's responsibility to keep the Management Office advised of his/her current mailing address. Failure to receive mailed correspondence does not excuse the Unit Owner, or his/her guest, or other family members from adherence to all Rules and Regulations.

1. Safety and Sanitation

- a. **Common Areas, Sidewalks, Stairs, Entry Passages and Walkway Objects** - Residents shall not permanently (not longer than 24 hours) place or affix any object on the common areas. Examples include wind chimes, furniture, umbrellas, etc.
- b. **Flower Pots** - Residents are restricted to one flower pot no larger than 15" x 15" x 15" by their front door in shared entryways and two in single entryways. All pots must be leak proof or have a saucer underneath. Flowerpots and hanging basket are prohibited unless on patios and porches, which are limited common elements. All flower pots must contain live, well maintained planting material at all times, or be subject to removal by the Association without notice. In accordance with the State of Georgia Fire Code no object, including flower pots, may be placed to impede exit or entry to the door of any unit.
- c. **Bird Feeders** - One bird feeder per unit is permitted, but only with the written permission of the Buildings and Grounds (B&G) Committee. To request approval, you must fill out a B&G approval request form. All approvals must be in writing.
- d. **Wild Animals** – The feeding of Ducks, Geese and any other wild animal is not allowed on Cross Creek property.
- e. **Bicycles** – All bicycles must be registered with the Cross Creek Management office, and must display Cross Creek tag at all times. Bicycles must be kept in the racks provided by the Association and must be in working condition. If any tires are flat, or in other ways not maintained, the bicycle will be considered abandoned and tagged for removal within 30 days. Bike covers, if used, must be dark green, brown or black in color.
- f. **Firewood** – Firewood must be neatly stacked in approved racks at least ten (10) feet away from the building, and may not exceed frame of the rack. Stacked firewood must not obstruct free access. Rack covers, if used, must be of dark green, brown or black in color. Approved rack size is 4x4x2 per unit, exceptions must be approved by the Buildings and Grounds Committee, in writing. Firewood stored on common property is subject to management approving the location of such firewood rack. No firewood may be stored in any stairwell, at any time.
- g. **Fireplaces and Chimneys** - All unit owners are responsible for maintaining their individual fireplace and chimney on an annual basis. Creosote or other debris can build up in fireplaces and create a potential fire hazard. All fireplaces must meet current fire code. See the Management Office for specifications. No gas or propane fireplaces are permitted at Cross Creek.
- h. **Grills** – Any grill stored outside of an attached patio must have a valid permit issued by the Management Office. Grills must be operated in accordance with local ordinances and regulations. Coals are not to be dumped on the ground. Grills must be covered and stored in the non-grassed area adjacent to the building when not in use, and not against the windows or walls of ground floor units. It is the owner's responsibility to operate the grill in a safe manner (e.g. away from flammable materials on the ground). Grills must be in good appearance, and in good working order. Grill covers are mandatory, must be dark green, brown or black in color, and must be in good condition with no tears, rips or gouges. Bottled gas tanks are not to be used or stored inside a unit, stairwell areas or other enclosed spaces.
- i. **Outdoor Furniture** – Any outdoor furniture stored outside a fenced patio must have a valid permit issued by the management office. Outdoor furniture must be clean and in good appearance.
- j. **Trash** – Trash service is provided twice a week. Trash will be picked up from the designated trash corrals adjacent to each building. Trash shall be placed in securely fastened plastic bags in trash cans within the unit's designated

corral. Boxes, if broken down, will be collected from the trash corrals. A trash dumpster is in place at the top of Acacia. Any trash that will not fit in the corral must be taken to and placed in the dumpster on Acacia. Under no circumstance should any resident place trash at the curb, at your door, or on the street.

- k. **Recycling** – Cross Creek has a recycling center setup at the top of Acacia. Residents shall adhere to the posted recycling guidelines. Contact the Management Office with any questions.
- l. **Other Debris** - Items such as furniture, old appliances, remodeling or construction debris are the responsibility of the resident to remove from the property. **Do not** dump these items on Acacia as the Association is charged for that pickup. Those that violate this rule will be charged back for that expense, plus fines, as appropriate. Contact the Management Office for assistance.
- m. **Freezing Temperatures** – Heat should be left on in your unit at a minimum of 55 degrees Fahrenheit. When temperatures fall below 30 degrees Fahrenheit all pipes on exterior walls must have faucets left at a steady pencil thin stream of cold water. If you are not sure about the location of the pipes in the unit call the Management Office.
- n. **Cleaning and Maintenance** - The Association will clean the common areas on a routine basis. If there is an occurrence where something atypical, e.g. trash, refuse or damage, caused by an owner, resident or their guest, where special cleaning or maintenance is required, the owner will be assessed for the additional costs associated with this occurrence.
- o. **Property on Common Elements** - Any prohibited item can be removed without notice from any common element by Management at any time. The Association is not obligated to store any item, but if stored, they will be deemed abandoned and will be disposed of after 30 days.

2. Aesthetics and Grounds Care

- a. **Signage** –
 - i. Signs advertising a unit "for sale" or "lease/rent" are not permitted on the Property. The Association does not allow real estate signs at the entrances of the Property, streets within the Property or signs posted in the unit windows. Licensed realtors may provide open house signs at the entrance of the Property only, on the day of the event, and with prior registration with the Management Office.
 - ii. All other signs are prohibited including but not limited to advertising a vehicle "for sale". Signs advertising or promoting any activity, such as estate sales, parties, candidates, commercial business or services, are not permitted on the Property or in unit windows or on doors.
 - iii. Signs may be allowed for official Cross Creek Community events only.
- b. **Window Treatments** – In order to maintain a uniform and pleasant exterior appearance; shades, blinds, shutters, drapery lining, and any other window treatment on any door or window visible from the outside must be neutral - white, off-white, cream or beige. Window treatments shall be maintained in good condition/repair as to the appearance from the outside of the unit. Windows with screens are to be maintained and in good repair by the owner, and remain on the windows at all times. Any deviation from this policy must be approved by the Buildings and Grounds Committee prior to installation.
- c. **Solicitation** – Solicitation for commercial purposes is not allowed on the Property.
- d. **Hanging of Items** - Banners, laundry, clothing, rugs, linens, lights, flags (other than the American flag with limited restrictions), towels or items of similar nature shall not be hung on or from any common element.
- e. **Balconies, Patios, Stairwells and Walkways** - Residents shall maintain balconies, patios, windows, and doors in clean, neat, orderly condition and appearance. Balconies, patios, stairwells and walkways may not be used for storage. Writing on sidewalks or walls in any common area with any permanent medium (e.g. - paint, crayons, markers, chalk, etc.) is strictly prohibited.
- f. **Grounds and Landscaping** - Unit owners and/or residents may not alter the grounds or landscaping without prior consultation with the Buildings and Grounds Committee. A Building and Grounds request form must be filled out, and written approval by the Board is required. This rule includes the planting or removal of shrubs, flowers, trees, etc. in the common areas and the placement of bird feeders (for bird feeders see Safety & Sanitation).
- g. **Hoses** - Outdoor water hoses are prohibited.

- h. **Garage/Estate Sales** - Garage sales are prohibited except the bi-annual Cross Creek Resident Yard Sale organized by the Community Events Committee. Estate sales conducted within the confines of a unit are allowed with approval from the Board of Directors. Approval for the estate sale must be in writing from the Board of Directors.

3. Architectural Control

- a. **Exterior Modifications** - Modifications to the exterior appearance of any building requires approval from the Buildings & Grounds Committee. A Building and Grounds Modification Request must be completed, submitted and approved prior to the commencement of any work. In some cases, the person requesting the modification may be required to provide, at their own expense, drawings/plans related to architecture, structure, etc. by a licensed professional. Modifications include, but are not limited to, reflective window sunscreen or foil, balcony awnings or shades, construction of any structure on the common elements, the type, style, and color of entrance doors, storm doors, sunken patio covers, or windows.
- b. **Hot Tubs, Water Beds** - Hot tubs, and water beds are prohibited.
- c. **Interior Floor Plan Modification** - Any modifications to the floor plan, including but not limited to, removal of walls, widening of doorways, etc. requires approval from the Buildings & Grounds Committee. A Building and Grounds Modification Request form must be completed, submitted and approved prior to the commencement of any work. The Board has the right to require an appropriate licensed professional, at the owner's expense, to satisfy any questions.
- d. **Storm Doors** – Replacement of a storm door requires approval. A Buildings & Grounds Modification Request Form must be submitted, and a Buildings and Grounds written approval of the change be obtained. Association approved storm doors are all glass, full view and/or top screen design in the color of bronze only. When installed the storm door must open to the exterior side wall so as not to impede exit and entrance to the unit.
- e. **Antennas and Satellite Dishes** - Antennas and/or satellite dishes larger than 1 meter in diameter are prohibited. Other antennas and satellite dishes may not be installed on a common element and must be installed in accordance with the Telecommunications Act of 1996 as may be amended.
- f. **Air Conditioners and Window Fans** - Air conditioners and window fans may be installed on the side wall of the enclosed porch, patio or deck with written approval from the Management Office. Window fans and/or air conditioners may also be installed on rear windows of units without enclosed porch, patio or deck. Fans and air conditioners are prohibited in front windows. Any damage incurred from the installation or use of a window fan or air conditioner will be the responsibility of the homeowner.

4. Leasing and Usage of Units

- a. **General Provisions** - Owners must notify the Management Office of their intent to lease their unit. No unit shall be leased for transient or hotel purposes (i.e. Airbnb, VRBO, etc.), All leases must be for an initial term of not less than six (6) months, except with written Board approval.
- b. **Business Use** - No condominium unit or any limited common element shall be used for any commercial business, or professional purpose. Any unit owner or occupant residing in a unit may conduct such business activities, within the unit, so long as the business activity is not apparent or detectable by sight, sound, or smell from the exterior of the unit, and the business activity does not involve more persons coming onto the Property. Any business activity must conform to all zoning regulations for the Property.

5. Pets and Other Animals

- a. **Registration of all Pets** – All pets must be registered with the office. A form can be obtained by visiting the office. Pets not registered are subject to fines
- b. **Pet Care and Responsibility of Pet Owners** - Pets are welcome at Cross Creek, and we require pet owners to responsibly care for their pets. The pet owner is ultimately responsible for all actions and behaviors of your pet. Please act neighborly and responsibly, and make this a good experience for all of Cross Creek. Pets and other animals are subject to Section 9.5 of the Declaration.
- c. **Animal feeding** - No feeding of any animal wild or domestic on the common areas.
- d. **Behavior of Pets and Owners** - No pet shall be permitted to run at large at any time. No pet shall be staked out of doors to any tree, shrub, building, railing, lamp post, lawn, fire hydrant, etc., at any time. The owner of any animal will be responsible for any and all activities and damages caused by the animal, including damage to personal or Association property, and personal injury.
- e. **Service Animals** - All animals/pets that are not documented service animals are restricted from pool areas at all times. At no time is a service animal allowed into the pool.
- f. **Pet Waste** – There are several “Doggie Pot” stations located throughout the property. Owners are required to clean up pet waste every single time, even in the ivy.
- g. **Pet Handling** - Pets must be on a hand-held leash, and handled by someone who can control the pet when outside of the owner's unit. This is also a city of Atlanta ordinance.
- h. **Housing of Pets** - No structure for the housing or confinement of any such household pet shall be constructed or maintained upon any portion of the limited common elements or common elements.
- i. **Number of Pets** – Each household may have a reasonable number of household pets. Reasonable would be considered no more than 3 dogs or cats or any combination thereof. Any exceptions must receive written approval by the Board
- j. **Commercial Purposes** - No animal shall be kept for "commercial purposes". The term "commercial purposes" shall include the breeding, boarding, caring, and feeding of any animal.
- k. **Pet Noise** - Continuous barking, whining, and/or howling from pets will be considered a nuisance to neighbors and the peace and quiet of the neighborhood. Any owner that allows its animal to exhibit these behaviors will be fined and the pet potentially removed from the property. Any animal creating an unreasonable amount of noise will be deemed a nuisance to the property and can be removed permanently at the discretion of the Board or Management Office.
- l. **Nuisance Pets** - If it is determined that an animal is a nuisance pet, the Board can require the owner to remove the pet permanently from the Property.

6. Vehicles

- a. **Prohibited Vehicles** - Boats, trailers, campers, go-carts, off-pavement vehicles, vehicles with oversized tires, motor coaches, recreational vehicles, and golf carts are prohibited within the property. Motorcycles, motor scooters, and mopeds are allowed for transportation to/from a unit only. Joy riding within the property is not permitted.
- b. **Commercial Vehicles** - Motor vehicles may be parked during daytime hours in connection with commercial deliveries and services performed at the Property. Commercial vehicles may not be stored or parked overnight on the Property. Light duty company issued vehicles with advertising/graphics must be registered with the management office and covered while parked overnight on property. No overnight parking in the recreation facility and overflow parking lots. Any exceptions must receive written approval by the Management Office.
- c. **Maintenance** - Activities such as vehicle disassembly, or vehicle maintenance repair, except in an emergency situation, are prohibited within the Property. "Emergency" is defined as replacing a flat tire, replacing or recharging a dead battery or pickup by a tow truck. Any other repair/maintenance must be done off the Property. All vehicles within the Property shall be adequately maintained so as to be quiet in operation.

- d. **Speed Limit** - The Speed Limit is fifteen (15) miles per hour throughout the property, except on Cross Creek Parkway, where the speed limit is twenty-five (25) miles per hour.
- e. **Registration** - All vehicles must be registered with the Management Office within ten (10) days of moving onto the Property. To register the vehicle the following information must be provided: the type of vehicle, model, color, and tag number(s). Each resident must notify the Management Office of any changes. All resident vehicles parked on the property must have a Sirit strip. Sirit strips, for automated front gate access, are available at and installed by the Management Office. Sirit strips shall not be provided to residents if the unit's association dues are in arrears.
- f. **Parking** - Vehicles must be parked in designated areas, not on lawns or in landscaping, blocking fire hydrants, or on roadways. Except for the assigned, covered parking spaces, parking is on a first-come basis but prime parking spaces in front of townhouses and flats are restricted to one car per unit. Residents may utilize up to two (2) spaces total, including the covered parking space. Unit residents having more than two vehicles must contact the Management Office for direction as to where additional vehicles are to be parked. No vehicle shall be parked in such a manner as to impede or prevent ready access to another vehicle, or in a manner which blocks sidewalks, stairs, or adjacent parking spaces. Overnight parking in the recreation facility and overflow parking lots is prohibited. Any exceptions must receive written approval by the Management Office.
- g. **Storage** – Vehicles may not be stored on property. A vehicle which remains stationary without leaving the property for fourteen (14) days may be considered a stored vehicle and is subject to being towed. If a resident will be away from the property for more than two (2) weeks, the Management Office should be notified in advance.
- h. **Vehicle Status** - Vehicles parked on the property must display current license registration. No unlicensed or inoperable vehicle shall be left parked on the property for more the fourteen (14) days.
- i. **Towing** - Unauthorized vehicles are subject to being booted or towed from the Property. For the purpose of this rule, an "unauthorized vehicle" shall be defined as any vehicle in violation of any of the parking rules set forth in this section.
- j. **Onsite Pod Storage & Construction Dumpsters** – Storage pods require prior written authorization from the Management Office. Pods and dumpsters must fit within a single 9' x 16' parking space. A refundable deposit of \$100 is required at the time permitting.
- k. **Deliveries:** Tractor trailers are not permitted beyond the Cross Creek gatehouse. Delivery trucks must have a maximum of two axles. Please inform your delivery company of the delivery vehicle restrictions at the time of scheduling.

7. Noise & Behavior

- a. **Reasonable Hours** - Residents are encouraged to maintain reasonable living noise levels within the boundaries of their unit so as not to disturb neighbors. Quiet hours are as follows:
 - i. Sunday – Thurs. 10pm - 8am
 - ii. Fri. – Sat. 11pm – 8am
- b. **Construction** – Hours when audible construction noise is considered permissible are as follows. Exceptions to this rule will require all the neighbors bounding a unit to agree in writing to the Management Office to the variation.
 - i. Monday – Friday from 8am – 6pm
 - ii. Saturday and Sunday from 10am – 4pm
- c. **Smoking:** Smoking in front of condo buildings and rear stairwells is prohibited. Smoking is permitted behind condo buildings, 10 feet from rear stairwell doors. Carefully extinguish all cigarette butts and ashes and dispose of them properly in the trash. No ashtrays are allowed to remain on common property.
- d. **Speakers, Horns, and Noise-Making Devices Operational level** - Outside speakers, horns, or other sound devices are prohibited. Musical instruments, stereos, televisions, radios, etc., must be operated at a volume level which does not disturb residents.
- e. **Firearms and Fireworks** - The unlawful discharge of firearms, including B-B guns, pellet guns, paintball guns, etc. is strictly prohibited. Firework discharge is prohibited in Cross Creek including the golf course, at the pools and tennis

courts. Community fireworks displays for Independence Day and New Year's Eve holidays are the only exceptions to the firework policy and must be approved by management.

- f. **Moving** - Moving in and out of the Property must be confined to the reasonable hours stated above and must not unreasonably disturb neighbors or damage Cross Creek property during the move in or move out. Owners will be responsible for paying for any excessive damage caused by their renters or themselves to Cross Creek property during move in and move out. **Moving trucks must have a maximum of two axles. If using a moving company, please inform them of the moving truck restrictions at the time of scheduling.**
- g. **Complaints** - Residents affected by any disturbance described above should first ask the offending party to stop making the disturbance. If the disturbance persists, the resident or owner must file a formal grievance, in writing, with the Management Office. After office hours, for offenses the resident/owner considers serious they should call the Atlanta Police and be prepared to sign a complaint.

8. Cross Creek Guests

- a. **Vehicle Operation** - Day guests operating vehicles on the Property will be issued a pass each day when entering the Property. This pass must be displayed clearly, face up on the vehicle dash while the vehicle is on the Property. A day guest pass is required for anyone on the Property for seven (7) days or less. The guest must inform the gate attendant of his/her destination. Valid tag number and driver's license are required. The unit number of the destination, and date, is to be filled in on the pass.
- b. **Guest Behavior** - The resident/owner of the unit is responsible for actions of any and all guests.
- c. **Use of Property** - The common and limited common elements of the Property are considered private property and are limited to the use of unit owners or residents and their guests.
- d. **Guest Parking** - Guests must park away from the building entrances leaving spaces next to the buildings and front doors for residents.
- e. **Rules** - It is the unit owner's responsibility to advise his/her family members, any lessee, and all guests of the Rules and Regulations of the Association. Failure to do so does not excuse the unit owner, the lessee, or other family members/guests from action taken by the Board if violations of the Association Rules and Regulations occur.
- f. **Any guest violating the rules may have their permission revoked to be on Cross Creek Property. The Management Office and/or Board of Directors may cause the guest to be removed.**

9. Notifications

- a. **Rule Changes** – Rules are reviewed annually and subject to change.

10. Unit Owners/Lessees/Sub-Lessees

- a. **Registration** - Each unit owner is required to complete any information forms as may be reasonably requested by the Board. Leases are subject to section 9.7 of the Declaration of Condominium.
- b. **Registration requirements**
 - i. Each unit owner, lessee, and sub-lessee shall make and file with the management office, written notification of any change of information not more than ten (10) days after such change.
 - ii. Each unit owner and tenant shall be required to submit the following, as well as any information that may be reasonably requested in the future, by the management office: Name, phone number, and correct mailing address of the unit owner. Names of all residents in the unit, including ages of all inhabitants is required.
 - iii. A copy of the current Rules and Regulations must be received by lessee from the office and signature of receipt is required.
- c. **BuildingLink**: - All Cross Creek residents will be issued sign in credentials to BuildingLink, the Cross Creek resident portal. To access the portal visit <http://www.crosscreekatresidents.com>.
 - i. Through the BuildingLink portal residents can:
 - Register visitors for entry onto the property

- Submit maintenance requests
- Make amenity reservations
- View HOA account balance and information
- View and download association documents
- Post notices to the resident bulletin board
- Receive important management notices updates via text message and email

11.Enforcement Procedures

- a. **Fines** - Pursuant to Section 15.2 of the Declaration, the Board has the express authority to impose fines or other sanctions for the infraction of any Rules or Regulations.
- b. **Grievances** - All grievances must be submitted in writing to the Management Office. The grievance must also be dated and signed. If the grievance is a violation, the Management Office will send a warning letter to the person who violated the rules, and a copy to the owner of the unit if the unit is leased. A copy of the complaint will be on file in the Management Office.
- c. **Penalties** - Penalties will be levied by the Board in accordance with the documented fine procedures which is outlined below. All fines are immediately due and payable, and non-payment shall constitute a lien against the unit of the offending owner or resident host. The Association may pursue court action to enforce these penalties.
- d. **Fine Procedures** - The Board reserves the right, at their discretion, to fine residents that violate The Rules and Regulations. All violations must be resolved within a 24-hour period. Each day a violation continues shall be considered a daily fineable offense. For a continuous violation of a rule, after notification or after the end of a specified grace period, if given, fines will be assessed per the Cross Creek fine schedule.
- e. **Appeal** - Residents who disagree with a Management Office or Board decision may appeal that decision to the Board through written notice to the President. Notice should briefly describe the issue being appealed and the reason that the resident believes the decision was wrong. Pending final decision of the Board, the resident shall abide by the Management Office/Board decision.

12.Swimming Pools

- a. **Use of the pool is strictly at the risk of the members and their guests and all swimmers swim at their own risk with or without a lifeguard present.**
- b. **Hours and Access**
 - i. **Pool open and closing dates** - Pool will be open during each summer season, which shall be announced by management and varies year to year and may be closed for weather, maintenance, or repairs.
 - ii. **Club House Pool Hours** - The Clubhouse Pool hours of operation will be from 9:00 a.m. to 9:00 p.m. daily. Lifeguard schedules and hours will be announced with no lifeguard on duty on Mondays, except for Memorial and Labor Day. No person will be permitted in the pool area other than during these hours of operation. The term "pool area" shall include the area inside the fence which surrounds the pool.
 - iii. **Satellite Pools (Adrian and LaRue) Hours** - The satellite pool hours of operation will be: Sunday – Thurs 9am -9pm ET pm and Friday and Saturday 9am – 10pm. No one will be permitted in the "pool area" other than during these hours of operation. The term "pool area" shall include the area inside the fence which surrounds the pool.
 - iv. **Key Tag and Fobs** - Members and residents must display a Cross Creek key tag and an activated, working fob. Each unit address will receive (2) key tags and must pay for key fobs. Replacement or additional key tags are ten (\$10.00) and replacement fobs are twenty (\$25.00) each.
 - v. **Guests** - A resident who possesses the proper tag and fob must accompany invited guests. Persons without the proper tag and fob may be asked to leave the "pool area." The number of guests shall be limited to a maximum of four (4) persons per unit.

- vi. **Children** - The children of residents, and their guests, ages twelve (12) and under, must be accompanied by an adult eighteen (18) years or older at all times when in the "pool area". All person's **swim at their own risk**. The Association is not responsible for the safety of any person using the satellite pools.
- vii. **Violations** - The Board reserves the right to deny pool privileges to any resident violating the rules and regulations, or whose guest(s) violate the same. Persons breaking these rules will be reported to the Management Office and subject to fines. Parents are responsible for the actions of their children at all times.
- viii. **Proper Conduct**
 - 1. Every person at the pool is encouraged to work together to foster a collaborative and social pool experience for everyone.
 - 2. Smoking and the use of e-cigarettes is prohibited within the gated pool area of the Club House Pool. Smoking is permitted at Satellite Pools as long as smoke is away from other guests.
 - 3. No person shall climb on or jump over the pool fence, gate, or pool house. Everyone is to treat pool furniture with care. There shall be no throwing of furniture in the pool or overturning of the furniture.
 - 4. No loud or objectionable noise is permitted at the pool or in the pool area. Only small mp3s, iPods, or phones using headphones/ear buds may be used.
 - 5. Residents are urged to walk to the pools, as parking is very limited.
 - 6. Pets are not allowed in the pool area, in the pool(s), or the pool house at any time.
 - 7. Posted rules must be observed, as well as all other condominium association rules. Lifeguards, if on duty, will be in complete charge of rules of safety at the pool and their requests must be followed.
 - 8. If the pool is crowded, rafts and floats in the pool will not be permitted. Rafts or floats larger than intended for use by one person are not allowed in the pool. Water guns are permitted in the pool area as long as they are used responsibly. Running, shoving, dunking, or any other boisterous or dangerous conduct is prohibited. No hard sports balls are allowed in the pool area.
 - 9. Chairs and other obstacles must be four (4) feet from the edge of the pool.
 - 10. Life preservers and rescue poles will be used only for their intended purposes.
 - 11. At the Club House Pool, there may be scheduled lap times which will be posted. Pool breaks and adult swim may be called at the discretion of the lifeguard.
 - 12. No glass or breakable containers are permitted in the pool area at any time.
 - 13. Residents and Guests must wear swimming suits or swimming trunks while in the pool. No trousers, slacks, jeans, diapers or cutoffs of any kind will be allowed in the pool. Proper bandages are required for any open wound or soar.
 - 14. Swimming diapers with fitted legs, similar to "Little Swimmers" are required for children three (3) and under or not toilet trained.
 - 15. The pools cannot be reserved for private parties. Private parties may be held in the pool house if a written request, on the form available from the Management Office or via Building Link, is submitted to the Management Office at least seven (7) days before the requested date and is approved by the Management Office. A fee of \$25 is required for residents, plus a \$100 deposit to be returned if the pool house is left in the same condition after the event as before. Non-residents and/or commercial enterprises are charged \$100, plus a \$200 deposit to use a pool house.
 - 16. Vandals and trespassers will be prosecuted.
- ix. **Pool Use is a Privilege** - The Board reserves the right to deactivate any fob for a unit that has an outstanding balance of unpaid assessments, fines, special assessments or any other charges that may be outstanding and delinquent.

13. Golf Course

- a. **Registration and Access** - All players, including residents and all golf members, must register in the Pro Shop and pay applicable greens fees. Those failing to do so may be charged with criminal trespass, a misdemeanor (O.C.G.A. Section 16-1-21). The course is officially closed on days flags are not in place. Contact the Pro Shop at 404 352-5612 for hours of operation and recognized holidays.
- b. **Improper Use** - All runners, joggers, bikers, walkers, and other such non-golfers are prohibited from the course at all times, unless requested by golfers as walking companions, and approved by the Pro Shop personnel for that round only. Only Authorized personnel are permitted to use riding golf carts. Pets are prohibited from the course. Food or beverage cannot be brought on the Property from the outside. No strollers, golf carts, bikes, skateboards, scooters, wagons, etc., are allowed on the golf course at any time.
- c. **Proper Play**
 - i. Play must begin at No. 1 or No. 10 tee at the direction of the Pro Shop Manager.
 - ii. Practice on the course is prohibited. A single player may only play no more than three balls at one time, and only during non-peak times. Otherwise, one ball per player per hole. The course must be played in order.
 - iii. Each player must have a set of clubs and a bag or have permission from Pro Shop Manager otherwise. Rental clubs may be made available at the Pro Shop for a nominal charge for the day.
 - iv. No more than four (4) players may play in one group except at the direction of the Pro Shop Manager.
 - v. Tees must be used on all teeing areas (no exceptions), regardless of the player's ability.
 - vi. Players must repair ball marks on the greens and replace all divots on tees and fairways.
 - vii. No lying of golf clubs, carts, or hand caddies within six (6) feet of the greens or on teeing areas.
 - viii. Any accident or injury must be reported to the Pro Shop.
 - ix. Broken windows or damage to automobiles parked in designated parking lots or to any passing cars is the responsibility of the golfer. Leave your name and phone number at the Pro Shop.
 - x. USGA rules apply except where noted below.
 - xi. Out of Bounds
 - xii. Holes 10 and 11. The roads are out of bounds.
 - xiii. Hole 12. Rail fence on the left side of the hole.
 - xiv. Hole 1. Condominium site level to the right of the fairway.
 - xv. Free Drop - two club lengths from flower beds, no nearer the hole, no penalty.
- d. **Clothing** – Proper golf attire must be worn on the course at all times and management reserves the right to refuse privileges to any player dressed inappropriately.
- e. **Enforcement** - The Board reserves the right to deny play to anyone who does not abide by the aforementioned golf course rules. Repeated violations of the Golf Course rules will be dealt with accordingly.
- f. **Lessons** - A Board-approved Golf Pro may be available for instructions and regular lessons through the Pro Shop. The fees for these services have been approved by the Board and are posted in the Pro Shop.

14. Tennis

- a. **General Guidelines:**
 - i. The tennis courts are for the exclusive use of Cross Creek residents and their guests. No more than 4 players per court are permitted.

- ii. A Cross Creek resident may extend the use of the courts to no more than three (3) guests at one time. The member must be present on the same court when such guests are playing tennis.
- iii. Children under the age of (twelve) 12 must be accompanied by an adult. Parents are strictly responsible for the conduct of their children. Non-playing children are strictly prohibited from courts during play.
- iv. Tennis courts are open from 8 a.m. till dusk on Courts 1 & 2; 7 a.m. to dusk on Courts 3 & 4.
- v. Tennis shoes are mandatory. Proper attire should be worn at all times.
- vi. No food, alcoholic beverages or glass containers are allowed on the courts at any time.
- vii. Courts are to be used for tennis only. Skateboarding, roller-skating, street hockey, bicycling, ball playing, roller-blading, riding toys nor any other non-tennis activities are prohibited.
- viii. No pets allowed.
- ix. Smoking within the court enclosures is not permitted.
- x. All players are asked to keep the courts clean and empty trash from the on court cans as needed and take a look around for anything that might need attention. Please report any problems to the Front Office.
- xi. Proper tennis etiquette will be observed at all times:
- xii. Do not walk behind the other courts while ball is in play.
- xiii. Non-players must stay out of the court areas at all times.
- xiv. Show good sportsmanship at all times.
- xv. Foul language, loud talking or shouting, hitting tennis balls against the fence, throwing of rackets and any other practices that can be considered disrespectful to players are prohibited.
- xvi. Fair use depends on the efforts of all who play. Cross Creek requests your cooperation in observing the following rules when reserving the courts.

b. Reservation Procedure:

- i. Residents can reserve the courts through the BuildingLink website or by calling the Pro Shop at 404 352-5612
- ii. The tennis courts may be reserved by Cross Creek residents for:
- iii. 1-hour periods for singles play
- iv. 1-1/2-hour periods for doubles play
- v. If no player arrives within 10 minutes after the start of the hour reserved, the reservation is void. The court becomes available on a first-come basis for the remainder of the hour.
- vi. Reservations cannot be made more than a week in advance.
- vii. To avoid “no show” court time that could be utilized by others, please “cancel” your reservation as soon as you can so that it may become available to someone else.
- viii. Unreserved courts will be available on a first-come basis.
- ix. Players using unreserved courts while others are waiting are limited to:
- x. 1 hour for singles play
- xi. 1-1/2 hours for doubles play
- xii. The next player(s) waiting will be determined by respective time of arrival at the unreserved courts. Surrender courts immediately upon expiration of time.

- xiii. Management or Board Members may expel any member for violation of any rule or regulation of the Cross Creek Tennis Court Rules, or any conduct which, in the opinion of the Management, is detrimental to the welfare, good order and character of the Cross Creek Neighborhood Association.

Violation Fine Schedule

Amounts reflect minimum fines and penalties. Subject to change by judgment of Board of Directors without notice.

VIOLATION	\$25	\$50	\$75	\$100	\$150	\$250	\$500	10%	Per Day	Cost	Penalty
Residential Violation											
Excessive Noise	1	2	3	4+							
Offensive Odors			1	2	3	4+					
Hazardous Material Violation							1+			Cost to clean-up	
Leasing Violation					\$100 Plus \$25/Day						Termination of lease
Short-Term Rental Violation					\$100 Plus \$25/day						
Building Structure Violation											
Unit Alterations (Internal)							1+			Cost to repair	Stop work until approval
Unit Alterations (External)							1+			Cost to repair	Stop work until approval
Damage or Vandalism							1+			Cost to repair	
Door Alterations									\$25		Change back to original form
Non-compliant Decorations									\$25		Immediate removal
Damage to Other Units							1+			Cost to repair	
Unauthorized Work							1+			Cost to repair any damages	Stop work until approval
Club House/Pool Violation											
Smoking in Restricted Areas				1	2	3+					
Excessive Noise	1	2	3	4+							
Damage or Vandalism							1+			Cost to repair	
Violation of Amenity Rules and Regulations				1	2	3	4+				
After Hours Use							1+				
Inappropriate Behavior				1	2	3	4+				
Glass Items in Gated Pool Area							1+			Cost to clean-up and repair any damages	
Theft of Property				1	2	3	4+			Replacement cost	
Stairwell/Common Area Violation											
Excessive Noise			1	2	3	4+					
Trash			1	2	3	4+					
Damage or Vandalism							1+			Cost to repair	
Unauthorized Notices			1	2	3	4+				Cost to clean-up	
Non-Compliant Item	1	2	3	4+							
Smoking in Restricted Areas	1	2	3	4+							

Violation Fine Schedule

Amounts reflect minimum fines and penalties. Subject to change by judgment of Board of Directors without notice.

VIOLATION	\$25	\$50	\$75	\$100	\$150	\$250	\$500	10%	Per Day	Cost	Penalty
Balcony											
Trash bags			1	2	3	4+					
Violation of Balcony Rules and Regulations									\$25		Immediate removal
Damage or Vandalism							1+			Cost to Repair	
Pet Violation											
Pet Waste				1	2	3	4+			Cost to clean-up	
Pet Endangerment						1	2+				
Pet Use Restrictions				1	2	3	4+				
Non-compliant Pets									\$25		Immediate removal
Pet Damage										Replacement cost	
Security Breach											
Non-compliant Guests						1	2+				
Firearms or Fireworks							1+			Cost to clean-up	
Aggression to Personnel or Residents							1+				
Damage to Security Items							1+			Replacement cost	
Parking Violation											
Unauthorized Parking											Tow
Excessive Fluid Leaks										Cost to clean-up	
Structural Damage				1+						Cost to repair	
Non-compliant Items									\$25		Immediate removal
Damage to Gate				1+						Cost to repair	
Reckless Driving				1	2	3	4+				
Car Washing			1	2	3	4+				Cost to clean-up	
Unregistered Vehicle				1	2	3	4+				Tow if in unauthorized area
Abandoned Vehicle											Tow
Speeding				1	2	3	4+				