

Charleston Park Homeowners  
Association (CPHOA)

Charleston Park HOA  
P.O. Box 616  
Acworth, GA 30101

E-mail [cpha48@aol.com](mailto:cpha48@aol.com)

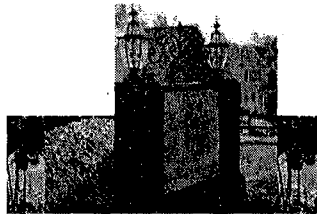
---

## CPHOA RULES AND POLICIES

---

This CPHOA Rules and Policies document was established to consolidate governing documents, guidelines, policies, procedures, and information for homeowners. Each Owner has obligations under this, and the following binding document: Declaration of Covenants, Conditions and Restrictions (CC&Rs).

Charleston Park: A unique neighborhood in Cobb County with charming exteriors, close to Acworth's historic district. The neighborhood is reminiscent of days gone by, with garages in the rear, sidewalks, carriage lamps, a pristine nature park, and walking trail that leads to Kennworth Park & public recreation center.



From the  
CPHOA  
Board:

**Welcome to Charleston Park - Acworth, Georgia.**

- This Document is property of the Charleston Park HOA and is provided to you to help in your understanding of rules and regulations that exist within our community.
  - If you sell your house, please be sure to leave this document for the next homeowner.
-

---

## Index - Chapters

1. Organization
2. Board of Directors - Current Information
3. Rules, Regulations, Guidelines, and Policies
4. Design Review Committee
5. Calendar of Events & CP Community News - (To be developed).
6. Initiatives and Helpful Information
7. Reserved Space: (For information on future website, flyer, etc.)

Forms and Attachments.

### Chapter 1 Organization

**Board of Directors:** The Charleston Park HOA Board is composed of members elected on the annual meeting for homeowners on December 7<sup>th</sup>, 2006.

- 1) President: Paul Neasham.
- 2) Vice-President: Lesley Mantooth.
- 3) Treasurer – Secretary: Stephanie Napper.

The Board members administer the general business in support of the CPHOA, perform duties guided by established obligations & restrictions, and appoint members to the Design Review Committee (DRC). The President and Staff coordinate with homeowners to help in accomplishing special tasks, participate in projects, work in committees, or make arrangements for events.

**Design Review Committee - DRC:**

- 1) Chairman - Coordinator: José Agosto.
- 2) Member: Juanita Evans.
- 3) Member: Megan Torbert.

The DRC has the responsibility of protecting your home's value and desirability of real property by enforcing Architectural Control in coordination with the Board. This means that we must enforce the Covenants, Conditions & Restrictions (CC&Rs) applicable in our subdivision. We promulgate design standards while expecting homeowners to do their share on this task.

To contact either the CPHOA Board of Directors or the DRC please address correspondence to CPHOA / DRC, P.O. Box 616, Acworth, GA 30101 or E-mail: cphaa48@aol.com.

## Chapter 2 Board of Directors – Current Information

The Charleston Park HOA serves as an umbrella homeowners association for 48 homes in Acworth, Georgia. The homeowners accepted transfer of responsibilities to run the HOA from the developer – Donny Brook Homes - in December 2006.

Here at Charleston Park, we want to preserve the charm and enhance the characteristics of this beautiful community. We are very interested in your general impressions and opinions. Our joint efforts from this time forth will be indispensable for the benefit of all homeowners, residents, and guests.

Please note that Chapter Four has an expanded section for the coverage of rules, policies, and guidelines.

The CPHOA Board of Directors generally meets the 2<sup>nd</sup> Monday of every month. Meetings are held at a residence or location determined by the Board President.

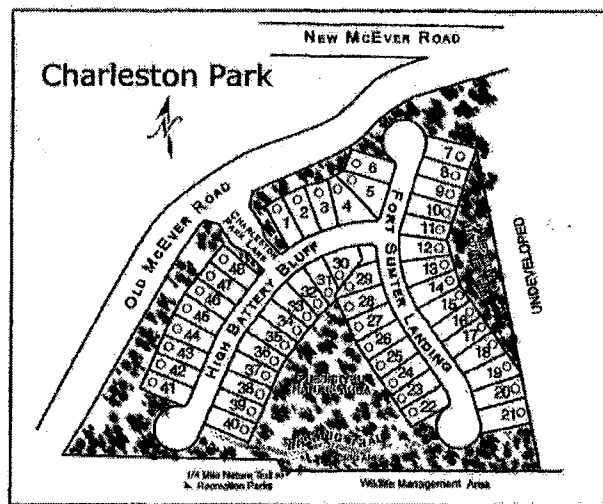
### The CPHOA Board Members for 2006 – 07:

Paul Neasham: Paul was elected President of the Board of Directors in 2006. His ties to the North Georgia area go back to his initial move from Colorado in pursuit of professional interests. He became a full-time resident of Charleston Park in 2005.

Lesley Mantooth: Lesley serves as Board Vice President. He has resided in other areas of Atlanta but moved to Charleston Park as soon as his home was built in 2005.

Stephanie Napper: Stephanie is on her first term as Board Treasurer – Secretary since 2006. In mutual agreement with her husband, she chose Charleston Park to enjoy the picturesque surroundings and excellent family environment. According to her remarks "We need your involvement so that our fine community continues to improve, and meet the expectations of our friends and neighbors".

### Site Plan:



Charleston Park - Acworth, Georgia

## **Chapter 3 Rules, Regulations, Guidelines, and Policies**

A good foundation for any high quality Homeowner's Association is the understanding of Covenants, Conditions and Restrictions (CC&Rs) and the cooperation of property owners. Each property owner should have received a copy of the CC&RS during the purchase of property. If necessary, you may obtain a replacement copy for a small fee. We urge you to review the CC&Rs to gain a full understanding of the community organization and operation.

Pursuant to the CC&Rs, the Association, by a majority vote of the Board, has adopted this document on Rules, Regulations, Guidelines, and Policies, which shall be known as the "Charleston Park HOA Rules and Policies". The CPHOA Rules and Policies do not take the place of the CC&Rs. All owners must comply with all of the provisions of the CC&Rs.

Homeowners are reminded that the CPHOA has a primary proactive role in enhancing value and quality of life. It is also compelled to act on behalf of majority interests when some owner and/or resident do not abide with the approved decision making process established by rules and covenants. To carry on responsibilities, the Board has the right to establish policy, consider recourse on fees, method of collecting assessments, and to utilize legal assistance as needed.

### **Our Mission Statement**

To preserve and enhance residents' lifestyle and owners' property values by providing to our privileged homeowners quality surroundings and services; to responsibly manage a non-profit organization financed through assessments and fees paid by the owners; and to carry out the provisions of the association's CC&Rs.

## **CHARLESTON PARK SPECIFIC RULES AND POLICIES\***

### **INDEX**

- A. Purpose
- B. List of Board of Directors & Terms
- C. Management of HOA
- D. Authority Derived from CC&Rs
- E. Rules and Policies on Specific Areas
  - 1. Policy on Committees
  - 2. Violation(s) of Rules & Covenants
  - 3. Assessments
  - 4. Collection Policy
  - 5. Other

## CHARLESTON PARK SPECIFIC RULES AND POLICIES\*

\* **Purpose.** These Specific Rules and Policies are designed and written to:

- 1) Supplement, amplify and clarify any provision of the CC&Rs regarding architectural control, lot usage, and exterior appearance, as well as rules & policies integrated in other chapters of the "CPHOA Rules and Policies" document;
- 2) Address requirements, powers, and duties incorporated in the By-Laws of Charleston Park HOA;
- 3) Attend to other matters as deemed necessary by the Board.

### List of Board of Directors and Terms

<u>Position &amp; Name</u>	<u>Date Elected or Appointed</u>	<u>Term of Office</u>
<i>President:</i> Paul Neasham	12/07/2006	<u>Two (2) years</u>
<i>Vice President:</i> Lesley Mantooth	12/07/2006	<u>Three (3) years</u>
<i>Treasurer/Secretary:</i> Stephanie Napper	12/07/2006	<u>One (1) year</u>

### Management of HOA

The management of the CPHOA is governed by the By-Laws of Charleston Park HOA, Inc., incorporated on December 29, 2003, under the laws of the State of Georgia, and the Declaration of Covenants, Conditions, and Restrictions (CC&Rs) for Charleston Park Subdivision.

Additional enforcement and implementation guidance is found on the Charleston Park HOA Rules and Regulations as previously described under Purpose.

### Authority Derived from By-laws and CC&Rs

These documents outline information to manage affairs of the CPHOA and state that all properties at Charleston Park shall be held, sold and conveyed subject to the approved easements, restrictions, covenants and conditions. The CC&Rs are applicable and binding on "all parties having any right, title, or interest in the described properties, or any part thereof, their heirs, successors and assigns".

### Rules & Policies on Specific Areas (See Attachments Too)

The CPHOA Board can establish Rules and Policies on specific areas. The Board and DRC enforce the covenants, rules and policies. To carry out additional responsibilities typically assigned, the Board reserves the right to set extra guidelines as needed:

1. Establish policy on committees.
2. Address violations of rules and covenants.
3. Establish assessments: An owner of property within the Charleston Park development has established obligations for property that is subject to assessments. The assessments levied by the Charleston Park Homeowners Association shall be used exclusively for the purpose of maintenance, improvements, necessary administration costs, and promoting the best interests of all owners, lifestyle, health, safety, and welfare of the residents in the development.
4. Payment of assessments: The Charleston Park HOA is a non-profit association. Its economic well-being relies on the timely payment of assessments and other allowable charges. In this regard, the utmost level of cooperation is expected from homeowners.
5. Collection policy: As it is the Board's responsibility, as defined in the By-Laws of the CPHOA and the Declarations, the CPHOA Board can adopt specific policies and procedures to use its best efforts to collect funds and penalties owed to the CPHOA.
6. Manage routine and special cases on behalf of homeowners.
7. Look forward to maintain facilities using a business sense aiming at adding value.
8. Determine and manage budget and any amortization that may befall in support of a future project or emergency in the common areas.

## **Chapter 4 Design Review Committee**

### **Design Review Committee**

#### **Design / Covenants Documents**

The function of the CPHOA Design Review Committee is conducted in close coordination and under oversight of the CPHOA Board of Directors. The CPHOA DRC and homeowners must use the following design / covenants documents to maintain community standards / architectural control.

1. CPHOA Rules and Policies
2. Covenants, Conditions, and Restrictions

#### **Some words on Architectural Control...**

Prior to purchasing our homes, we were advised on the existing subdivision Covenants, Conditions & Restrictions (CC&Rs). Under Article V, Section 2: "The purpose of the DRC is to review and approve any proposed installation, construction or alteration of any Structure on any Lot". The DRC was established consisting of three individuals appointed by the Board of Directors.

In general, you, as a homeowner, have the responsibility of keeping the exterior appearance of your home in excellent condition. For instance, you may not park trailers, boats, or junked vehicles alongside your home. You must receive approval prior to doing any exterior remodeling, painting, re-roofing or major landscaping. If you're not sure what does require approval, please contact the CPHOA / DRC using e-mail or contact telephone.

Each homeowner should complete the following homework: Study the CC&Rs for legal, general and specific guidelines. Your document review should be thorough, not perfunctory. We need your enduring commitment - individually & from each household - to maintain a first class community.

Protecting our home's value by enforcing Architectural Control should be a homeowner's priority. We concede it is difficult to regulate tastes and preferences, thus the function of the DRC may be pesky but still a serious undertaking. All of us share in this responsibility.

We are making an appeal for your help. Published rules and guidelines are necessary; nevertheless, we think that your cooperation and adherence to CC&Rs are perhaps the fundamentals needed for success. Let us work together in preserving the distinctiveness and quality of Charleston Park!

## **DESIGN AND COVENANT INFORMATION & ACTION**

Annually, to prevent being inundated with Design Review Committee Request Forms, the CPHOA / DRC encourages homeowners to plan in advance. Submittals should be completed with the necessary support documentation. It will be unfair to expect approvals on the spot from the CPHOA / DRC staff, or to request that submittals be expedited for approval within a day or two. Please remember the following:

1. Incomplete submittals are returned to the homeowner, delaying the review process.
2. Allow time for DRC site visit for any changes / construction / additions.
3. Most reviews by the DRC can **take 3 to 5 business days at a minimum**; however, the DRC has 30 days to review your request. DRC members review most requests throughout the month and do not wait for a monthly DRC meeting.
4. There are no blanket approvals for any exterior addition or alteration to your home or landscape. You must submit a DRC Request Form for each improvement or change you wish to make. If you have multiple requests, the DRC suggests that you submit a separate Design Review Committee Request Form for each project. Submissions are judged on their individual merit for your particular house and the surrounding neighborhood.
5. Approvals require the signature of at least two (2) DRC members.

## **CHARLESTON PARK SUPPLEMENTARY DESIGN REVIEW GUIDELINES**

### Index

SECTION I	- Charleston Park DRC Case Files
SECTION II	- <u>Specific Board</u> — Approved Rules & Policies
SECTION III	- DRC Form(s)

SECTION IV

- Miscellaneous Information Material

SECTION V

- Community Standards:  
(Areas of Interest with Additional Guidelines)

## CHARLESTON PARK SUPPLEMENTARY DRC GUIDELINES

**SUPPLEMENTARY DRC GUIDELINES:** These extra guidelines have been requested by several homeowners. We place emphasis in the processes of rules implementation and enforcement, without being redundant in reference to what is contained in the CC&Rs. But as stated earlier, we will go nowhere unless we get your cooperation.

SECTION I – Charleston Park DRC Cases: These case files are maintained by the Board - DRC.

SECTION II – Specific Board – Approved Rules & Policies

**To avoid duplication, any** Board – Approved Rules and Policies that apply to architectural control / community standards not included in this chapter are located in Chapter Four.

SECTION III – DRC Form(s)

The form used by the CPHOA/DRC is the Charleston Park Design Review Committee (DRC) Request Form. This form is an attachment to the CPHOA Rules and Policies.

SECTION IV – Miscellaneous Information Material

The initial "Charleston Park HOA Rules and Policies" document has been published in printed format. Any extra material with information for homeowners or related to lifestyle in our community may be added as an attachment. This will permit flexibility to update material without changing the base document.

SECTION V – Community Standards (Areas of Interest with Additional Guidelines):

Before proceeding, homeowners should be informed on the CPHOA interpretation of Community Design Standards. Specifically we must and will adhere to the following:

CC&Rs, Article XI, Section 2 – "Owner shall maintain lot in a manner consistent with the Community Wide Standard and CC&Rs. Community Wide Standard shall mean and refer to the standard of conduct, maintenance, and other activity generally prevailing in the Property".

Community Standards apply throughout the subdivision. However, homeowners should be aware that the City of Acworth and Cobb County have additional



responsibilities regarding streets, sidewalks, and matters concerning quality of life such as animal / pet control, construction codes, public safety, etc.

## **Fences and Decks**

Construction or improvements of decks and fences can be approved if using the same materials (pressure treated lumber) and style as the original decks and wood picket fences installed by the developer. Only clear stains will be used on decks and fences. Comments of neighbors will be considered during Design Review for both decks and fences.

**Fences** can be erected only after submission of design style and details, and receiving written approval by CPHOA / DRC. Fences are subject to the following additional criteria:

1. The purpose of the fence must be clearly stated and must be of a reasonable area with all dimensions shown on plot plan;
2. Height cannot exceed five (5) feet;
3. Fences may not be placed beyond property lot lines or along street frontages;
4. Fenced areas are intended for the backyard only.

**Decks** are subject to these additional guidelines:

1. Homeowners are asked to seek approval prior to commencing any modifications from original standards;
2. Any permanent modifications proposed for the deck will require CPHOA / DRC approval, such as roofs, screens, awnings, deck expansion, and configuration changes.

## **Decorative Outdoor Lighting**

**Exterior Lighting** is permitted for decorative, safety and security purposes.

1. It must be unobtrusive and maintain privacy through the uses of hooded fixtures using clear or white, low-level, low-wattage bulbs and cast light in a downward direction.
2. Approval will not be given for high intensity outdoor lighting such as neon, sodium or mercury vapor types: such are not permitted in Charleston Park.
3. Decorative lighting should maintain the historic look of the house.
4. After market custom (decorative) lighting must be deployed tastefully, to meet the community - wide standard and not to exceed eight (8) lights in the lot frontage.

## **Landscaping Plans, Maintenance and Planting on Flower Beds**

In general, any exterior alteration to a house and/or landscape (front or back) requires the submission of a Design Review Committee Request Form. The following guidelines apply:

1. Landscaping plans should show the type of materials used for landscaping elements.

2. Houses must have shrubs in a bed area adjacent to the front of the unit. Planting of additional flowers and greenery should fall in line with the prevailing community standard.
3. The front yard must be mainly Bermuda grass, not rock.
4. Over planting should be avoided to keep a presentable eye-catching look and pleasant surroundings in the neighborhood.
5. Flowerbeds, shrubs, greenery, and grass areas must be maintained clean, neat, and weed free.
6. When used, any type of gravel is restricted to sides or rear of house only.
7. Homeowners are responsible to keep grass in good maintenance condition, clean and neatly mowed as required by the growing season, so that grass does not exceed five (5) inches in height.
8. Under the CC&Rs, no rubbish or debris of any kind shall be dumped, placed or permitted to accumulate upon any portion of the lot.

### **Use of Pine Straw, Bark, Colored Mulch, and Dark Brown Mulch**

The desired community standard is as follows: Choose one alternative for each residence: (a) use only one type of material of the same color; or (b) use a combination of mulch and pine straw of nearly the same brown / dark brown color; (c) colored mulch, if used, should be uniformly dispensed, and not mixed with other colors and types of mulch material in the same house.

### **Landscape / Yard Decoration & Lot Guidance**

1. Seek approval for any decorative edging / curbing on landscape.
2. No lawn furnishings on front lawn.
3. No above ground pools.
4. No above ground tanks of any kind.
5. Seek DRC approval for tree removal, before requesting other permits.
6. Landscape lighting to maintain the "historic look" of the home. No colored bulbs.
7. Guideline for decorations on house frontage and yard: Specifically, avoid placing single or an assortment of home-and-garden accents. We have small lot sizes and the prevailing community standards aims at preserving a harmonious impression. Any added home and garden "treasures" can quickly alter the desired balance. Among the stock of items, we include a variety of products such as yard art, fountains, sundials, statues, decorative mailboxes, weather vanes, garden tools, wheel barrows, wind chimes, hand-blown gazing balls, stainless steel balls, figures on pedestals, flamingos, deer, burritos, storks, ceramic / plastic animals, flaming rocks with oil that burn when lit, bird feeders, bird baths, stepping stones, and hand painted olive oil bottles. Although these items may be popular and attract attention, a moderate sense in presenting each house will contribute to enhance the whole community. After all, Charleston Park is a great investment for us together as business partners. Each homeowner should be interested in keeping high community standards, beautiful surroundings, and property value.
8. No solar panels permitted on any portion of a roof facing the street. Use this criterion before submitting request for CPHOA / DRC approval: Any solar panel, cell or "green" energy device must be out of view from street side, installed in a manner to make it not too noticeable and erected on platforms constructed on the rear roof area or in a backyard. Any specialized odd contraption placed in a way that would change the

historic theme at Charleston Park should be avoided. Prior consent from neighbors should be solicited.

## **Property Conservation**

Homeowners are responsible for: (1) proper conservation of property; (2) pleasing house image conforming to community standards at Charleston Park; and (3) making arrangements to ensure continuation of maintenance of grass / landscape areas and house exterior, when situations arise due to owner relocation, etc.

## **Grading and Landscaping**

Charleston Park now sits on land where wild turkeys used to roam around. We still have wildlife in bordering reserved land and creek. It is recommended that great care be taken to leave existing terrain undisturbed to minimize erosion potential, or reduce the quality of the habitat. In general, open spaces of individual lots shall remain visually indistinguishable from adjacent common areas. All necessary cut and fill surfaces shall be contoured to blend with natural and undisturbed terrain, and must be seeded or planted to avoid erosion.

## **Drainage**

Projects and / or improvements must comply with easements, zoning and other restrictions. Drainage water from roofs and paving shall be distributed over large areas of ground and / or routed in graveled trenches capped with natural sod. Because of the possibility of soil erosion, concentrations of surface water must be avoided. Drainage shall be directed away from natural slopes, with berms used at edges of slopes to control erosion. Drainage details must be shown on any plot plan submittal. Special care must be taken in steeply sloping lots to prevent destructive erosion. Nothing should hinder the flow of storm water runoff to the street or adjacent drainage.

## **Exterior & Structural Guidance**

1. Need approval for any new paint, shutters, doors, railings, walls, windows, etc.
2. Need approval for window boxes on front of home.
3. No change without approval of house colors or materials modification.
4. No change in house design and structural profile as seen from the street for aesthetic reasons and to preserve community standards.
5. Siding, mailboxes, roof, etc. must be replaced with the same material used by builder.
6. Siding, trim, roof, paint must be kept in good condition.
7. Street numbers not permitted on house, in yard, on curb...only on mailboxes.
8. No stained glass windows.
9. Must seek approval to change outdoor lighting (in yard & on house) - No colored bulbs.
10. No awnings.
11. Must submit approval for storage buildings.
12. No vertical blinds.

13. All window treatments facing street must be white.
14. Any changes made to driveway or sidewalks to be submitted for approval.
15. Submit application for structural additions / modifications.

### **Accessory Structures**

This CPHOA guidance should help homeowners when evaluating alternatives and functional uses of any accessory structure. At Charleston Park, accessory structures are part of a broader definition, but generally mean any thing or device the placement of which upon the lot may affect the appearance of the lot. These include among others any building, trailer, house trailer, storage or yard shed, tool shed, mini-warehouse, playhouse, dog house, garage, porch shed, greenhouse, bath house, coop or cage, covered or uncovered patio, skate board rink, swimming pool, antenna, clothesline, fence, sign, curbing, paving, wall, walkway, exterior light, landscape, hedge, trees, shrubbery, signboard, or any temporary or permanent living quarters or similar improvements made on the lot.

1. CPHOA /DRC written approval in advance is required for any such accessory structure.
2. Except otherwise permitted by CPHOA, no accessory structure shall be erected, placed or maintained on any common area.
3. No accessory structure of a temporary character, such as, but not limited to, a trailer, shack, or tent, shall be placed or used on any lot as a residence or for storage, or as auxiliary building.

### **Property Use and Habitation**

**Residential Use:** Under CC&Rs, each lot shall be restricted for single-family residential use only. A single-family residence is identified as a dwelling for a one-family unit, and having only one kitchen. Remodeling of residential structures must also conform to this provision. Residential second units are not permitted.

Subcontracting or sub-letting a portion of the private property for rental to others (other than as home for single-family dwelling) or for commercial rental is not allowed. No additional structures changing the lot or property are permitted for the purpose of adding space for private, rental, or commercial use, outside the realm of CC&Rs or the terms of this guideline. Failure to comply with such notice shall constitute a breach of this rule and shall be subject to follow up Board/DRC action.

### **Recreational Equipment**

1. No metal playground equipment. Playground equipment to be approved by the DRC and to be placed directly behind home for minimal visibility.
2. No basketball backboards or goals shall be attached to the dwelling or the garage of a residence or the front or side elevation. DRC approval is needed prior to installing any recreational, playground equipment, or basketball goals.

### **Television Antennas, Satellite Dishes, & Amateur Radio Operator Antennas**

Television antennas are permitted and subject to approval, in writing as described in the CC&Rs. Satellite dishes one meter or less in diameter may be installed at the rear of the residence, and may not be mounted on roofs. All satellite dishes are to be mounted in an inconspicuous manner consistent with obtaining a satisfactory signal, and as approved by CPHOA / DRC. No amateur radio antennas allowed, including wall or roof-top mounted repeater towers, roof-mount applications, vertical antennas, guy wires for these antennas, short wave curtain antennas, beam antennas, monopole broadcasting antennas, radio masts, parabolic antennas, and other conspicuous outdoor ham radio equipment on walls, poles, or trees.

## Flags on the Property

The erection of flags is allowed under the following guidelines: the flags shall at all times be maintained in a condition that in the opinion of the Board/DRC is acceptable. Residents are encouraged to use their best judgment and to keep others in consideration when choosing flags for display and when flying their flags. In this regard, it is specifically noted that any of the following is unacceptable:

Dirty or stained flags	Damaged eyelets	Bent or damaged poles
Worn or faded flags	Jointed or frayed ropes	Style reflecting tackiness
Frayed hems	Corroded flagpoles	Outside community-wide standard

The DRC may give notice to any homeowner to remedy any breach in respect of maintenance of flags and flagpoles in terms of this guideline. Failure to comply with such notice shall constitute a contravention of this rule and shall be subject to follow up Board / DRC action. Flags should not be left out indefinitely. Flags are to be attached to homes with professional mounting hardware. No "Stand-Alone" flagpoles of any kind will be approved for front or side yard use. The United States Flag Code may be referred to if displaying the U.S. Flag.

## Garages

A fully-enclosed, two-vehicle garage is required and must be maintained in each house. Garages must be part of the main building or connected to the house by a roof or fence and be constructed of the same material and design as the main house. Garages may not be converted to living space. Use of garages as intended will greatly contribute to reduce the demand for parking outside homeowner's property.

## Parking

Homeowners and guests are guided by the restrictions for recreational vehicles, trailers, etc., on CC&Rs, Article VI, Section 7. Additional CPHOA specific guidance is as follows:

Because of the existing condition of narrow streets at Charleston Park, residents and guests should cooperate in maintaining our streets clear of as many vehicles as possible. This will help in achieving efficient traffic flows and increased safety margins. For example, drivers backing up from driveways may not have sufficient clearance to maneuver; or zigzag traffic could endanger children. Parked vehicles may hinder the path of service vehicles, such as

trucks from utility companies or from the city, postal services, furniture deliveries, large moving vans, tractor-trailers, and others engaged in commercial activities or responding to emergencies.

1. Homeowners and guests are strongly encouraged to park on the cul-de-sac any vehicle not accommodated in the garage or driveway.
2. Any guest that may require long term parking is encouraged to use cul-de-sac.
3. Parking in front of houses should be limited to short intervals or special events.
4. Any vehicle on temporary street parking should face in the direction of traffic, corresponding to the street side where it is parked.
5. No vehicle shall be parked on any lawn, yard, or other area not intended for vehicular use.
6. Commuter size: Homeowners and residents should use as guideline for their personal or commuting vehicles, the size of a normal - size pick up and van, or smaller, as the case may be. However, any larger vehicle but still within these categories (e.g. Ford 250; extended-cab pickup), not kept in the property lot should be parked on the cul-de-sac.
7. For clarity, parking arrangements outside Charleston Park should be made for any vehicle beyond the categories of normal - size pick up and van, such as cargo trucks, flat bed trucks, monster trucks, oversize dragsters / non street-legal race cars, tow vehicles, semi-trailer / big-rig, etc.
8. Any resident that commutes in private company, government, official vehicle, or in his / her rental or commercial vehicle from Charleston Park can utilize such conveyance but must follow guidelines set for parking and vehicle size.
9. Homeowners are responsible to plan accordingly if their situation involves using any rental, private company, government, official, or their own commercial vehicle. If their size exceeds that of an approved size commuting vehicle, such means of transportation must remain parked outside the premises of Charleston Park.
10. No "camping" in vehicles at cul-de-sacs.
11. No parking of disabled vehicles (except emergency momentary repair) is allowed on the cul-de-sacs.
12. Routine vehicle adjustments or equipment repairs such as work done at workshops, hobby shops, or car repair facilities are not allowed at curb areas and cul-de-sac.
13. No parking on cul-de-sacs of recreational vehicles such as motor homes, campers, detached trailers, boats, canoes, jet skis, car / horse trailers.
14. Any small work trailer hitched to an SUV, pick up, etc. should be parked on the cul-de-sac, but not permanently. They should be preferably kept at other locations, outside the subdivision.
15. The CPHOA /DRC encourage homeowners and residents to help in executing these practices. Please remember these parking & traffic constraints when using our streets, before buying vehicles, or if intending to keep a personal or family car "fleet" based at Charleston Park.

## **Pets**

No animals, except household pets, shall be kept on any lot. Pets shall be kept only in the residence or within fenced courtyard area. Residents shall not breed such animals as a hobby or for profit. Owners will be required to clean up after any pet that relieves itself in any area other than their own yard.

1. All dogs must be walked on leash.
2. All dog waste must be removed from common areas and private properties.
3. Animal waste cannot accumulate in homeowner's yard to the point of being unsightly, unsanitary, or offensive to neighbors.
4. Under CC&Rs, "no animal shall be allowed to become a nuisance". The CPHOA reserves the right to consider a "nuisance" any dog that barks excessively which may cause adverse effects on the neighbor's quality of life. Respective homeowner is expected to take positive remedial action.

## **Noises and Nuisances**

These restrictions on noise pertain to sound in the form of noise originating on any lot or common area.

1. At Charleston Park we hear accepted background noise such as city emergency siren, fire trucks, passing trains, and so on. We encourage neighbors to refrain from making any loud or unusual noises between the hours of 9:00 p. m. and the following 8:00 a.m.
2. Musical instruments, radios, televisions, CD players and the like shall be used all times in such a manner as not to unreasonably disturb persons on other lots or in the common areas.
3. No nuisance shall be maintained, and no use thereof shall be made or permitted which may be noxious or detrimental to health or which may become an annoyance or nuisance to the neighborhood.
4. Abstain from generating loud or excessive noise. Before engaging in actions that produce noise, such as using chainsaws, chipping hammers, mechanical repairs and workshop activity, etc. residents must take in consideration any existing governmental / county rules on loud noise.

## **Chapter 5 Calendar of Events & CP Community News**

(TO BE DEVELOPED).

## **Chapter 6 Initiatives and Helpful Information**



**CHARLEY PARK**

Every now & then, the CPHOA will issue a Charlie Park Certificate to the first CP homeowner that gives the correct answer to a question or situation. Most of the stuff will come from our Charleston Park gold volume edition, which by now is one of your all-time "favorite" bed-time reading selections: "THE DECLARATION". To pick around, Charley Park will use the Subdivision's "Declaration" of Covenants, Conditions, and Restrictions.

"The Declaration" does not qualify for the Book Club since is not about love, mystery, or adventure. Some may call it boring; some think of it as "critically important". At any rate, you can win just by being first with the text book answer. Be ready; know your stuff.

This Charley Park Certificate, valued at \$10, may be redeemed for fast food, articles, or other items, as determined for the occasion.

**Procedures:**

1. Look for Charley Park's announcement of the Question / Situation.
2. Homeowners read "The Declaration".
3. The first to provide a correct written answer wins.
4. It's that simple!

**General Questions & Common Information:**

**Q: How are you inspecting properties and common areas?**

A: We have individuals designated by the CPHOA / DRC to conduct workarounds. Homeowners are responsible to inform the CPHOA / DRC on applicable improvements, projects, and initiatives related to community standards. The DRC coordinates for site visits on a case -by-case basis.

**Q: How can each homeowner make a valuable and lasting contribution without being a volunteer member of the Board or DRC?**

A: By studying and following the Charleston Park governing Rules and Policies, along with the Declaration of Covenants, Conditions and Restrictions (CC&Rs).

**Pet Control Information:** This is a reminder that Cobb County Code requires owners to maintain control of their pets at all times. Maintaining control of pets, and that includes pets of all types, includes controlling their noise (e.g., barking), keeping them restrained on the owner's property or on a leash, and cleaning up pet waste. We all must be considerate of our neighbors by keeping our pet's noise to a reasonable level, keeping them on leash when not on our property, not allowing our pets to go well into a neighbor's yard to urinate, and cleaning up all our pet's waste from our neighbor's yard. Any homeowner, resident, or visitor, who has accepted the responsibility for pet ownership, custody, and/or care, has an inherent responsibility to maintain proper and adequate control of their pets. Additional assistance and information is available from Cobb County Animal Control.

**Mailboxes at Charleston Park:** The covenants of the CPHOA require that all mailboxes be alike. Repairs to damaged mailboxes, posts, etc., can be made by the home owner as long as it does not alter the overall appearance, i.e., the mailbox itself with a similar box from a home improvement store and reinstall the original hardware. Replacement of the post and hardware unique to the mailbox system will need to be exact. Contact the CPHOA for additional information or assistance.



**Door to Door Solicitors:** The City of Acworth has rules for solicitors posted in City Ordinances. See City of Acworth Home Page: [www.acworth.org](http://www.acworth.org) – check on center of page, click on Quick Links, click on topic: Permits, Applications, and Ordinances, refer to Ch 22, Article II – Charitable Solicitations and Chapter IV – Peddlers (Hawkers, peddlers, vendors). To expedite search, go to top bar of PDF document, click on PDF Search icon and enter word solicitors.

In a nut shell: All solicitors must obtain a permit valid for 30 days from the City Clerk. Approved soliciting hours: between 9: a.m. and 8 p.m., Monday through Saturday, and 1:00 p.m. and 6:00 p.m. on Sunday. Outside these hours, "It shall be unlawful for any person to engage in the peddling of merchandise, canvassing or soliciting in person at any private residence within the city ...". Each solicitor must have with them at all times a card which identifies who they are and the Company / organization with whom they are affiliated. They must have in their possession a sufficient number of cards with this information to leave one with each resident if requested.

While it is good that Charleston Park has a No Solicitation sign installed at the entryway, the law clearly states that any resident who does not wish to receive solicitations must exhibit, in plain sight at or near the front door, a sign stating "Solicitors, peddlers, salesmen prohibited". This means that the entryway sign is unenforceable by law as the signs must be affixed and visible at the individual residence. Any solicitor who approaches a residence exhibiting a No Solicitation sign with above wording, must turn away and not solicit at that individual residence or else they will be in violation of law. Unfortunately, the law does not allow for an Association to make a blanket prohibition for an entire subdivision (i.e. Entryway signage).

For Your information, refer to Sec. 22-111 Upon Premises Uninvited. "The practice by solicitors, ..., of being in and upon private residences in the city without having been requested or invited to do so by the owners and occupants ... and contrary to a notice having ... the following wording: "Solicitors, peddlers, salesmen prohibited", as displayed or posted upon, at or near the entrance to or upon the grounds of such private residences, for the purpose of soliciting orders for the sale of goods, ... peddling or hawking, is declared to be a nuisance. The Chief of police and the city police department are required and directed to suppress and abate any such nuisance as is described in this Section".

Residents routinely are not sure who is soliciting in their neighborhood. Understanding this, the Acworth Police Department can respond to calls to check these individuals out and ensure adherence to applicable laws. If the non emergency line for Acworth Police Dept. is not available or handy, the person may use 911.

Lastly, it is acceptable to leave the Entryway Signage even though such sign is unenforceable. Past history indicates that these signs may reduce the number of solicitors that enter the subdivision.

## **Chapter 7 Reserved Space: (For information on future website, flyer, etc.)**

## **Forms and Attachments**

(Enclosed at end of this CPHOA governing document).



## Common Neighborhood Code Violations

The Code Compliance Division is dedicated to enhancing the quality of life for the citizens of Acworth by providing effective enforcement of City adopted ordinances, housing codes and zoning ordinances. Citizens are encouraged to participate in keeping Acworth a clean and beautiful place to work and play by obeying codes and reporting possible violations, particularly in these areas:

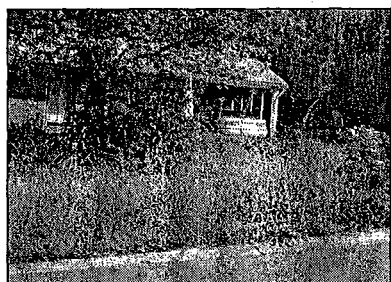


*Parking in the yard*

- ✓ Junk/disabled vehicles
- ✓ Overgrown yards or lots
- ✓ Illegal dumping
- ✓ Dilapidated housing
- ✓ Unsecured swimming pools
- ✓ Parking in the yard



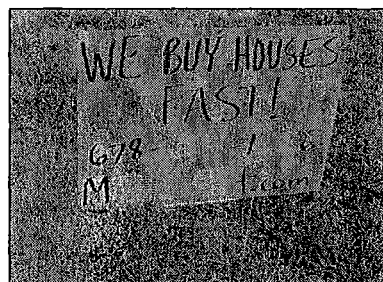
*Disabled vehicle*



*Overgrown yard*



*Dilapidated House*



*Illegal Sign*

### What do we do?

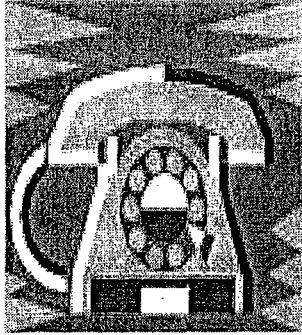
The Code Compliance Division strives to achieve compliance with codes by:

- ✓ Encouraging voluntary compliance with City Codes, Ordinances and State Laws;
- ✓ Educate citizens through neighborhood watch meetings, personal contact or media outlets (newsletters, mailings, internet);
- ✓ Patrol the City on a frequent and regular basis for potential violations;
- ✓ Taking a responsive action to citizen concerns and/or complaints;
- ✓ Coordinate with other departments at the City, County and/or State level;
- ✓ Issue court summons when necessary for non-complying properties.

If you are aware of a possible Code Violation in your neighborhood or to report a possible code violation, contact the Code Compliance Office at (770) 974-3112.

For any Animal Control concern, contact the Cobb County Animal Control Department at (770) 590-5611.

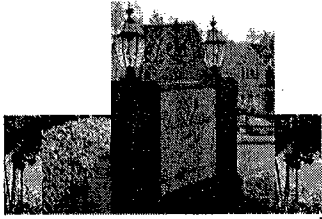




### **COMMUNITY CONTACTS**

Cobb chamber of Commerce	770-980-2000
Cobb County Public Library	770-528-2320
Cobb Department of Transportation	770-528-1600
Acworth Public Library	770-917-5165
Acworth Elementary School	770-975-6600
Bajer Elementary School	770-975-4286
Frey Elementary School	770-975-4164
Lewis Elementary School	770-975-6673
McCall Primary School	770-975-6775
Awtrey Middle School	770-975-4272
Barber Middle School	770-975-6764
North Cobb High School	770-975-4261
North Cobb Christian School	770-975-0252
North Metro Technical School	770-975-4000
Acworth Baseball Association	770-974-6616
Acworth Football/ Cheerleading Association	770-974-2818
North Cobb Recreation Association	770-974-8337
Kennworth Girls Softball	770-426-8337
Cobb Boy Scout	770-974-6573
Girl Scouts of the USA Northwestern Ga. Council	770-527-7500
Acworth Business Association	770-382-2352
The Carrie Dyer Woman's Club	770-974-5474
Society for Historic Preservation	770-975-1930
Allatoona Charities	770-974-9033
North Cobb Civitan Club	770-826-9216
Kennworth Kiwanis Club	770-432-1760





\_\_\_\_\_ Charleston Park \_\_\_\_\_

**DESIGN REVIEW COMMITTEE (DRC)  
REQUEST FORM**

**WHEN DO YOU FILE A REQUEST FOR APPROVAL?**

An application must be submitted for any painting, construction, modification, or addition to the exterior of your building or grounds, be it front or rear of your house.

**WHAT IS THE OBJECT OF THIS FORM?**

The object of requiring a Homeowner to file a request form with the Design Review Committee (DRC) is two-fold: 1) To insure that your planned improvement conforms to the Association's Covenants, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners. 2) To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

Date: \_\_\_\_\_ Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Preferred method of contact: E-mail ☐ Phone ☐ Fax ☐ Mail ☐

Applicant Name:	Home Phone:
Address:	Office Phone:
Email:	Mobile Phone:

\*\*\*\*\*

**Project Description** - Describe the type of alteration you propose to make, including a description of the work, types of materials, colors (must include paint chips), and contractor name and contact information (if applicable). A scale drawing(s) of all improvements must be submitted with the request to show the exact location on the plot plan, elevation (side view), and dimensions.

\_\_\_\_\_

\*\*\*\*\*

**Signatures of adjacent property owners and others who will see the exterior modifications - Their signature does not indicate their approval of the planned project, just their acknowledgement of it. If they have any questions regarding this application or disapprove of any of its components, they are encouraged to discuss their concerns directly with the applicant. Otherwise, they should contact**

the Design Review Committee or the CP HOA Board (preferably in writing) to explain their concerns.

Initials of Neighbors:	Name and Address:
√	√
√	√
√	√

### **Notice to Applicant**

The authority of the Design Review Committee (DRC) is derived from the Declaration of Covenants, Conditions and Restrictions ("CC&Rs"). No work should commence until written approval is received from the CPHOA/DRC.

Applicant acknowledges that all improvements must be constructed in accordance with the design guidelines contained in the CC&Rs in addition to any guidelines or rules adopted by the Association or DRC from time to time. All improvements must be constructed in accordance with the laws, rules, regulations, and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.

Approval of this application does not give Applicant the right to enter upon the property of any other owner or the common area in order to perform the construction contemplated by this application.

Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

√	√
Applicant Signature	Date

### **SUBMIT THIS APPLICATION TO:**

Charleston Park HOA - DRC  
P.O. Box 616  
Acworth, GA 30101

\*\*\*\*\*

*For DRC Use Only:*

Date Application Received:	Primary DRC Member:
----------------------------	---------------------



Date Decision rendered:	Secondary DRC Member(s):
-------------------------	--------------------------

- ☐ Application approved
- ☐ Application approved with the following conditions:

\_\_\_\_\_

- ☐ Application denied with the following comments:

\_\_\_\_\_

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

