

The Variations Condominium Association, Inc.

HOA Reference Manual

Important Information

1. **WEB SITE**: The Variations Website is the primary form of community information. Create your logon account at variationscondos.com for access to the latest homeowner's information. If you have problems registering for a new account, please contact the webmaster at variationscondos@gmail.com.
2. **EMERGENCY CONTACT INFORMATION**: Provide the Property Manager with emergency contact information if you have not already done so. You should contact Emily Little with Condominium Concepts Management at **404-917-0600 X 250** or email her at elittle@condominiumconcepts.com. For after-hours maintenance emergency please call **404-362-8062**.
3. **RESOLUTIONS & BYLAWS**: Logon to variationscondos.com for access to the *Resolutions* and *Association Bylaws* documents. Both documents can be found under the **DOCUMENTS** menu item after you successfully log into the web site. These documents address the specific rights, privileges, and restrictions for all residents of The Variations.
4. **HOMEOWNERS ASSOCIATION (HOA) FEE**: The monthly HOA fee is due the 1st and past due after the 10th of each month. See *Resolution 1* in the *Resolutions* for information. These fees must be mailed to our lock-box: *BB&T Assoc. Services, P.O. Box 2914, Largo FL 33779*. You must include your payment coupon, or write your Bill Pay # on the check. You should receive a coupon book shortly in the mail. Alternatively, you can enroll in BB&T's automatic payment program to have your recurring HOA fee automatically deducted from your checking or savings account each month. For more information on all payment options visit BB&T's web site: <http://tinyurl.com/hurkx27>
Note: All other HOA correspondence can be placed in The Variations mailbox located across from the tennis court near the pool entrance.
5. **RESIDENTIAL DIRECTORY**: The latest *Residential Directory* is on the community website (variationscondos.com) and contains important phone numbers such as Comcast Cable, Team Pest Control, PDK aircraft too low or too loud numbers, etc. There is also a *Resident Search* tool on the website to quickly find residents' contact information.
6. **PDK NOISE ISSUES**: The proximity of The Variations to Peachtree DeKalb Airport (PDK) results in a fair amount of aircraft traffic over the community. PDK has a hotline number **770-936-5442**. Residents in this area can call this number to register a complaint if any aircraft flying overhead is *TOO LOUD* or *TOO LOW*. We encourage you to call if you encounter either of these situations.
7. **CITY OF CHAMBLEE**: In November'2013, residents in the Dresden East/Clairmont Road area of unincorporated DeKalb County (of which The Variations is included) voted to become part of the City of Chamblee. If you are new to the area, please review the [Welcome Package A Guide for Newcomers](#) published by the city to learn more about the city's history and its different public service departments.
<http://chambleega.gov/ArchiveCenter/ViewFile/Item/109>.

Services Provided

1. **CABLE SERVICES**: Expanded basic cable service is provided to each home as part of the monthly association fee. If you wish to receive premium channels, need converter box equipment, or need changes made to the location of your interior cable connections, contact Comcast Cable. You will be billed directly for these items. Please reference the *Residential Directory* or web site for the Comcast Cable phone number and location of their local office.
2. **MAILBOX**: Your mailbox key may be duplicated. If you lose your mailbox key, contact the Community Manager for a replacement. If you receive mis-delivered mail, call the owner, deliver it to them, or place it back in the outgoing slot. Contact the Property Manager's office if you have trouble with the lock on your mailbox.
3. **PEST & RODENT CONTROL**: Pest and Rodent Control service is provided as part of the monthly association fee and is available upon request. To schedule an appointment call Team Pest, The Team Pest Control number is **770-985-4444** and is also available in the *Residential Directory* or web site. Periodic treatment is recommended. For pet owners, periodic flea treatment at owner's expense is also suggested.
4. **TERMITE CONTROL**: Termite control service is provided as part of the monthly association fee and is available upon request. Call Team Pest Control for an appointment if you see any signs of termites and notify Emily at the CCM.
5. **TRASH PICKUP**: All trash pickup occurs on Friday. Holidays usually alter this schedule. Refer to the holiday schedule provided each year by [Chamblee Sanitation](#). Trash cans may be placed on the curb for pickup after dark the night before trash day. Pickup time is unpredictable; they have been here as early as 6:30 am. Furniture and appliances are not picked up by Chamblee Sanitation on normal garbage days, however special pick-up of a large item can be arranged through Chamblee Sanitation. See *Resolution 3*, in the *Resolutions* for additional information. <http://www.chambleega.com/index.aspx?NID=271>
6. **LANDSCAPE MAINTENANCE**: Maintenance of the community landscaping is provided as part of the monthly association fee. With approval from The Board, residents may make landscaping enhancements. If you have a particular request, please contact the Landscape Chairperson to make this request. The Landscape Company takes their direction from the Landscape Chairperson and not from each homeowner.

Amenities

1. **CLUBHOUSE:** The clubhouse is available to all residents and can be rented for parties. Only residents can rent the Clubhouse. Currently the Clubhouse rental fee is \$65 with a \$150 damage & cleaning deposit. Renting the clubhouse gives you exclusive use of the clubhouse during the rental period but not exclusive use of the pool. To make a reservation, contact the Property Manager. See *Resolution 2* for additional information.
2. **POOL:** The pool is maintained for swimming from May 1st through October 1st each year. No glass bottles or other breakable items should be brought to the pool area. Pets are not allowed to stay in the pool area. Properly dispose of any trash. All residents are required to carry their recreation tag when using the pool. Guests must be accompanied at all times by a resident with a recreation tag. See *Resolution 2* in the *Resolutions* for more information. Call Emily Little at **404-917-0600 ext.250** or email elittle@condominiumconcepts.com to request a recreation tag. **NOTE:** Limit 2 tags per home.
3. **TENNIS COURTS:** The combinations for the locks on the tennis court gates are **2868** (gate at street / parking end), and **2869** (gate facing 1938 VD). The tennis courts are for the exclusive use of the residents and their guests (a resident must accompany a guest). To ensure exclusive use, please remember to lock the gates if you are the last to leave. See *Resolution 2* in the *Resolutions* for more information.

Rules and Regulations

1. **PETS:** Please adhere to the pet leash and cleanup requirements. All pets must be on leashes. Pet droppings must be picked up and disposed of with your household garbage. No pets are allowed to stay in the pool area. See *Section 10, item (d)*, in the *Association Bylaws* and *Resolution 7* in the *Resolutions* for additional information.
2. **SOLICITING:** The Variations is a privately owned and maintained community including the streets. Soliciting within the community is **NOT** allowed. Please advise any solicitor that comes to your door to leave the community, pointing out there is a **NO SOLICITING** sign at the entrance. Call the police (**911**) if the solicitor fails to leave the community.
3. **TRAFFIC AND PARKING.** Traffic rules regarding speed limits, stop signs, and parking are enforced. You are responsible for informing and ensuring your guests adhere to the traffic and parking rules.

For safety reasons, on street parking is permitted only on the EVEN numbered side of the street. No on street parking is allowed between 1:00 AM and 6:00 AM. For overnight parking needs, contact Emily. See *Section 10, item (g)*, and *Article VIII, section 4* in the *Association Bylaws* and *Resolution 4* in the *Resolutions* for additional information.

Owner Responsibilities

1. **EXTERIOR CHANGES:** The Board must approve any exterior change to your unit in advance of the change being made. This includes items such as decks, patio expansions, venting your range hood to the outside, etc. Submit your request in writing and place it in The Variations box. Contact the Architectural Standards & Buildings Chairperson for information that should be included in your written request. See *Article VI, Section 4* in the *Association Bylaws* and *Resolution 6* in the *Resolutions* for additional information.
2. **FIREPLACE AND FIREWOOD:** Fireplace chimneys should be cleaned every several years if you burn wood. Stored firewood must be neatly maintained and placed away from the building to reduce the risk of termites.
3. **LANDSCAPING:** Landscaping changes by unit owners are permitted once approved by The Board. Contact the Landscape Chairperson for information. Be very cautious when digging in the rear of the units to not damage the underground phone and cable lines (repair is at owner's expense). Newly added plants are the responsibility of the owner to establish and maintain. Plants within privacy fenced patio areas are the responsibility of the owner to maintain. See *Section 10, item (h)* and *Article VI, Section 4* in the *Association Bylaws* and *Resolution 6* in the *Resolutions* document for additional information.
4. **SALE OR LEASE:** Sales contracts must be filed with The Variations office within seven days of executing the contract. Leases must be approved by The Board and include certain provisions. See *Sections 11 and 12* in the *Association Bylaws* for additional information.
5. **WATER CUTOFF VALVE:** Locate your home's water cutoff valve. If you live on Variations Drive (except 1939 through 1949), your cutoff valve is located outside your unit in the front, usually about one to two feet from your outside wall, below ground level, under a 12 x 16-inch plate. If you live on Clairmeade Way, Clairmeade Valley Road, or in 1939 to 1949 Variations Drive, your cutoff valve is located inside the downstairs furnace closet. Most homes on Variations Drive also have interior cutoff valves for the exterior faucets. Freeze damage is the owner's responsibility. Freeze warning notices are posted in the winter when the weather warrants. See *Article VI, Section 54* in the *Association Bylaws* for additional information.
Ensure your personal insurance coverage is adequate.
6. **OUTDOOR WATER USE:** Appropriate watering of plants / grass is encouraged; however, excessive watering is prohibited. Washing your personal vehicle is allowed. All residents must adhere to DeKalb County water use restrictions. Contact the property manager at **404-917-0600 X 250** if you are uncertain of the current DeKalb County water use restrictions. See *Resolution 5* in the *Resolutions* for additional information.
7. **WINDOWS AND DOORS:** All windows, window frames, doors, doorframes, and skylights are the responsibility of the owner to maintain. See *Article VI, Section 5* in the *Association Bylaws* and *Resolution 6* in the *Resolutions* for additional information.
8. **CARPORT AND DRIVEWAY AREAS:** Given the visibility from the street, carport and driveway areas must be kept clean and orderly, and not used as a storage area with the exception of neatly stored firewood and/or sporting equipment (e.g. bicycle, canoe, kayak). Certain items (motorcycles, boats, boat trailers, campers, RVs, etc.) must be parked under your carport roof. Carport areas may be used as a temporary work area for home improvement and hobby projects. See *Resolution 8* in the *Resolutions* for additional information.