# OGLETHORPE CONDOMINIUM ASSOCIATION
# SUMMARY OF RULES IN THE ASSOCIATION DOCUMENTS

*There are three types of rules that apply to this Condominium Association: 1) Laws of the City of Savannah and Chatham County, notably those that have been adopted to protect and enhance the Historic District; 2) Rules of the By-Laws of the Oglethorpe Condominium Association; and 3) Rules adopted by the Board of Directors on behalf of the Oglethorpe Condominium Association. The following rules are those that are in the By-Laws that pertain to* ***common areas.***

- "General common areas" include the land under the building, the roof, supportive walls, utility infrastructure, and similar basic elements. See section 6 (b).

- "Limited common areas" include the portico, stairs, hallways, fixtures, laundry rooms, front door, exterior surface of all doors and windows of each unit, and similar elements. See section 6 (a).

- No alterations may be made in any unit or in the general or common areas without approval by Board of Directors. A copy of plans for improvements shall be filed and made available to all owners. See section 7 (b).

- Decorating of common elements is subject to the review of the Board of Directors. See section 7 (c).

- There shall be no alteration or improvement of the property constituting the common areas without prior approval in writing by the owners of not less that 51% of the common areas. See section 8 (b).

- The common areas shall be used only for the purpose for which they are intended in the furnishing of services and facilities for the use and occupancy of the Units. See section 15 (b).

- No use or practice shall be permitted on the condominium property which is the source of annoyance to Unit Owners or which interferes with the peaceful possession and proper use of the property by its owners. All parts of the property shall be kept in a clean and sanitary condition, and no rubbish, refuse, or garbage allowed to accumulate nor and fire hazard allow to exist. See section 15 (c).

- The Association shall be empowered to impose and assess fines and suspend temporarily the right of use of certain of the common elements in such manner and to such extent as the Association may from time to time determine. Written notice of violations is required, and shall provide not less than 10 days notice for correction. Within 30 days of such a notice, the Association shall serve the alleged violator with written notice of a hearing to be held by the Board of Directors in executive session. See section 21 (d).

# OGLETHORPE SQUARE APARTMENTS, INC.
## A Condominium Association
## Board of Directors
## 216 East State Street
## Savannah, Georgia 31401

February 24, 2001

## Common Area Storage Space

The common areas have several storage areas that were not assigned for use when the units were initially sold. These common areas will remain common areas as defined in the By-Laws of the Association. However, the areas may be allocated for use to individual units by the Board of Directors. This notice by the Board of Directors constitutes the first such assignment. The assignment of space may be changed by the Board of Directors from time to time to meet new common needs of the Association.

| Location | Square Footage | Comment | Assignment* | Instructions to Users |
|---|---|---|---|---|
| 1st Floor main closet | 67 | Dimensions of 16' 2" by 4'2" make a good general storage space. Currently used for storage of maintenance supplies, but mostly open. | Units 1,2,3,4,5,6,7 6 sf each 19 sf open access area | Units may use 6 sf of floor area; stored materials should be stacked neatly along the back wall. |
| 1st Floor small closet | 14 | Door is on a diagonal and swings through much of the closet area. Usable area is about 9 square feet. Currently full of materials left over from building renovation. | Reserved for Condominium Association Use | -- |
| 2nd Floor left closet | 29 | Currently being used for storage of Association supplies. | Units 8,9,10,11,12 | Units may use 6 sf of floor area; units 8 and 9 reserve entitlement to add'l area as made avbl. |
| 2nd Floor center-left closet | 15 | Door on a diagonal, limiting usable space to a little more than half the total area. | Reserved for Condominium Association Use | -- |
| 2nd Floor center-right closet | (15) | Contains hot water heater for laundry facilities. About 4 square feet available for storage of maintenance supplies. | Reserved for Condominium Association Use | -- |
| 3rd Floor fire escape nook | (27) | Area is not secure and may be lost due to replacement of fire escape. Dimensions: 9' x 3'. | May be used for pet carriers and bicycles. | Available on first-come-first-served basis. |
| TOTAL AREA | 125 | Total excludes 3rd Floor nook and hot water heater room. Total usable area is approximately 100 square feet. The Association will reserve 20 Square feet. Each unit is allocated remaining space 7.5% except units 8 and 9 which are allocated 12.5%. | | |

*Formula used to assign space is based on Section 6(c) of the Association By-Laws, which reads: "Each unit owner shall own a proportionate share in the general common areas and in any common surplus of the condominium and shall be liable for a proportionate share of common expenses of the condominium. That share shall be 7-1/2% for all units, except units 2-B (8) and 3-B (9) which shall be 12-1/2%."

# OGLETHORPE CONDOMINIUM ASSOCIATION

# VISION STATEMENT AND GOALS

Many businesses and other types of organizations have a "mission statement" or a "vision statement" accompanied by more specific "goals statements." These statements constitute the framework for the organization's "strategic plan." The Board of Directors proposes adoption of the following vision and goals statements for the Association.

## Vision Statement

**To maintain a quality environment and protect the investment of the Association's owners through diligent maintenance, prompt attention to repairs, and planned improvements that enhance the value of the property.**

## Goal A

To maintain a realistic financial plan that recognizes the need to cover recurring expenses, emergencies and unforeseen expenses, and long-term reinvestment strategies.

## Goal B

To provide for the improvement of the quality of the common areas, including its appearance and the amenities available to the owners and residents of the building.

## Goal C

To establish and maintain ways in which the owners can communicate on a regular basis so as to make coordinated and prudent decisions about their common interests.

VERSION FOR POSTING

# OGLETHORPE CONDOMINIUM ASSOCIATION

## COMMON AREA STANDARDS

Summary of the Condominium Association's official standards:

1. Any modifications to the common areas that may affect general safety and appearance of the building shall be approved by the Board.

2. It is the responsibility of the owner of a unit to provide keys, documents, instructions to tenants, visitors, and service providers.

3. Signs shall not be placed on the building or in any window. For Rent and For Sale signs may be placed in an area designated by the Association.

4. Quiet Hours for the common areas (front porch, balconies, and halls) shall be from 10:00 p.m. to 7:00 a.m. (11:00 p.m. Friday and Saturday). During Quiet Hours noise should be kept to a minimum in order not to disturb residents who may be sleeping, resting, reading, or studying.

5. Leaving litter and trash in the common areas is prohibited. Residents and owners are responsible for cleaning up after parties or activities of visitors who use the common areas.

6. Visitors shall be accompanied by residents or owners when using the porch or balconies. However, guests who are staying one night or more with residents or at the invitation of owners may use common areas.

7. Laundry Rooms shall be kept clean at all times and clothes shall be removed promptly after use. No storage of personal items except for laundry detergent and related items is permitted.

8. Front and rear doors shall remain closed and locked at all times, except for loading and unloading or at times that may be approved by the Board.

## ASSOCIATION STANDARDS

1. Alterations or additions to the Common Areas require the approval of the Board (or in some cases the Association). The Common Areas include the halls, outer side of the doors of each unit, the balconies and porch, and similar areas not individually owned. Replacement of windows, shutters, and other elements that face outside must be coordinated for appearance and consistency with standards of the National Landmark District. The Board shall coordinate such improvements.
2. Interior construction should be approved by the Board for the purpose of determining if it might affect the safety or structural integrity of the entire building.
3. Owners shall be responsible for supplying all relevant documents, such as by-laws, insurance policies, and rules, to renters, realtors, buyers, appraisers, and others who may require them. It shall also be the responsibility of the owner to supply keys, entry instructions to repairmen, installers, inspectors, and others who require access to their unit. Owners shall instruct such people to clean up common areas after completing their activities.
4. For Rent signs are prohibited in any location, including windows of individual units. For Sale signs are prohibited in any location, including windows of individual units, except a designated location. The designated location for a For Sale sign is in the first floor hall window on the east side only. There shall be only one sign at any time located in the window. If more than one unit is for sale, a generic sign shall be place in the window with telephone numbers of sellers or realtors. Signs must not exceed fifteen inches on a side, and must be of a tasteful appearance (brightly contrasting or glowing colors are prohibited).
5. It is the responsibility of the owner of a unit to ensure that renters, long term visitors, and children abide by the Association's rules. The Board may require signed acknowledgement by such users that they have read the rules.
6. Quiet Hours for the common areas shall be from 10:00 p.m. (11:00 Friday and Saturday) to 7:00 a.m., excluding New Year's Eve and St. Patrick's Day, and any other days approved by the Board. The common areas include the balconies and front porch as well as halls and other areas held in common. During Quiet Hours noise should be kept to a minimum in order not to disturb residents who may be sleeping, resting, reading, or studying. There shall be no fine for a first offense; the fine for a second offense shall be $100, and the fine for subsequent offenses shall be $500 for each occurrence.
7. Leaving litter and trash in the common areas is prohibited. Residents and owners are responsible for cleaning up after parties or activities of visitors who use the common areas.
8. Visitors who are staying one night or more with residents or at the invitation of owners may use common areas. Residents and owners should make an effort to advise other residents when they have visitors for security purposes. This may be done by simply introducing them when passing in the halls or at the door. Casual visitors who are not staying over night may not use common areas without the presence of a resident of owner except for the purpose of arriving and departing.
9. Laundry Rooms are to be kept clean at all times and clothes shall be removed promptly after use. There shall be no storage of personal items except for laundry detergent and related items.
10. Front and rear doors shall remain closed and locked at all times, except for loading and unloading or at times that may be approved by the Board.

Adopted by Association at 2002 Annual Meeting