

The Barclay Guidelines and Procedures

(Please ensure that you are familiar with these Guidelines and Procedures.)

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A. **General**

1. Residents are responsible for completing all information forms and submitting them to the Management Office prior to moving into the building.
2. Each resident should furnish the management with the name, address, and telephone number of the person to be notified in the event of an emergency. Neither the management nor the Association shall have any legal responsibility to act with respect to this information but will make every effort to do so.
3. Every resident must submit a copy of their Homeowner's Insurance Policy to the office as stated in the by-laws.
4. Each resident should furnish the Management with a duplicate key to their home. These keys will be kept in a locked box in the office of the Building Concierge and are to be used only in an emergency.
5. Every resident must furnish the office with verification of HVAC maintenance bi-annually as well as proof that hoses have been replaced every 5 years. All necessary repairs must be completed within a reasonable time including hose replacement and resealing drain pans. If a new washing machine is purchased, it should have metal hoses to prevent leaks. If possible, please change existing hoses to metal.
6. The Association has the irrevocable right to access each unit for making emergency repairs necessary to prevent damage to the common areas or to another unit.
7. An employee must report a fall by calling 911. Employees are not allowed to pick up a resident who has fallen. Injuries that occur in the common areas must be addressed by calling 911. Employees cannot attend to a resident who is ill. Emergency numbers will be contacted, and if there is no answer, 911 will be called. Barclay employees are not permitted to handle these situations because of liability.
8. Disorderly conduct and/or abusive behavior toward employees and/or Board members will be addressed appropriately.
9. All requests to employees should be directed through the Management office or the Front Desk.
10. Requests for discussion at Board meetings must be placed in writing and submitted to the Board no later than 72 hours prior to the Board meeting. This allows the Board time to research and properly address every request while giving every homeowner an opportunity to be heard.
11. No food or beverage shall be consumed in any of the hallways, lobbies, or other public common areas of the building, except in the party room or pool area unless it is a building function.

12. Children cannot play on any parking deck, nor can residents use lawn chairs in any area other than the pool deck. Sun tanning is limited to your private balcony or the pool area.
13. The use of gas or charcoal barbeque grills is prohibited on the balconies by the Fire Department or anywhere on the grounds, except at the pool area where there is a barbeque grill for the use of all residents. Electric grills are permitted.
14. All fireworks are prohibited.
15. Residents and guests are forbidden to tamper with the air conditioning units or fans on the roof or in the common areas.
16. Access to the roof is forbidden for safety and insurance reasons.
17. Shopping carts will be available outside the Garden and Basement Level entrances. Shopping carts are to be returned in a timely manner. Until a cart is returned, it should remain inside the user's home. A cart is not to be left unattended in any common area.
18. Loud noise is not permitted in the common areas between the hours of 10:00 p.m. and 8:00 a.m. All residents should be considerate at all times, in the use of musical instruments, radios, televisions, amplifiers, dishwashers, dryers and washing machines that may disturb other residents.
19. Resident parties or events should be confined inside the unit. For any party with over 30 vehicles, the resident needs to provide a parking attendant to park cars on the South side of the building. If a resident is having a large party, management will send a letter to all residents asking them to park in their designated parking space, not on the Lobby parking deck.
20. The Front Desk will accept Registered mail, Certified mail, or packages addressed to residents with prior permission from the resident. All packages will be accepted unless otherwise specified by the resident. If you have received a package, a sticker will be placed on your mailbox. The Barclay accepts NO liability for packages that are lost, stolen or damaged.
21. All letters, mailings, flyers or advertisements to Barclay homeowners from an individual or special interest group must be mailed via the U.S. Postal Service. None of the aforementioned is to be placed on, under or in front of homeowners' doors unless directly sanctioned by Management. Violators will be fined \$200 for the first offense, \$250 for a second offense and \$300 per incident of violation thereafter. As stated in the Barclay by-laws, fees not paid within 30 days will result in the suspension of the homeowner's use of amenities and voting rights.
22. Appropriate attire should be worn in the Lobby. No robes, swimsuits, night attire or bare feet are permitted.
23. Guests using the amenities such as the pool, tennis court, exercise rooms, and party room are to be accompanied by a resident adult. The use of all amenities is at the user's own risk.

24. Housekeepers are allowed to clean units Monday through Saturday from 9:00 a.m. to 5:00 p.m. All housekeepers must bring their supplies through the loading dock and not through the Lobby.

B. Hallway Décor

1. Approval by the Decorating Committee should be received before any items can be placed in the hallways. Hallway Décor Guidelines are available on the Barclay website at www.thebarclaycondos.net.

C. Monthly Maintenance Fees

1. Maintenance fees are due on the first of the month and are late after the 10th. There will be a 10% late payment charge. Checks should be payable to The Barclay Condominium Association. Delinquent fees must be paid within 30 days of due date or privileges to vote, use of amenities, concierge, cable, internet, maintenance services and controlled access to the parking garages will be suspended.

D. Balconies

1. No holes may be drilled into the cement of the balconies, since this will negate our warranty on the water proofing of the building. All balconies must remain clear of hanging objects. No objects should be placed on the ledge of the balcony.
2. No bird feeders or birdseed is to be placed on balconies for sanitary purposes.
3. When cleaning balconies or windows, water cannot be discarded off balconies.
4. Hot Tubs and Water-beds are not permitted on balconies or within units.

E. Recreation Rooms

1. The Party Room should be reserved through the Management office. Any resident can use the room. The office should be advised of any ongoing activity.
2. The Party Room may be used for card games, as space is available, without a reservation. However, it is necessary to check with the office to ensure that no one has the room reserved for an occasion or an ongoing activity.
3. A refundable deposit of \$200 and a non-refundable reservation fee of \$100 will be given to the Management office when the Party Room is reserved. The cost of any loss, replacement, damage repair or necessary cleaning, including the charge for extra help, will be paid from this deposit. Any remaining deposit balance will be refunded. Any additional expense will be billed.
4. By order of the Fire Department, the lawful occupancy of the Party Room is limited to 67 persons for dining and/or drinking or 143 persons for use as an auditorium or assembly area.

5. The Party Room may not be used for any political, civic, or religious meetings when the public is invited.
6. The Exercise Room and all other amenities are reserved for residents and their guests. No employee of residents or children under 14 years of age are allowed to use the Exercise Room. Use of the equipment is at the user's own risk.

F. **Tennis Court**

1. Persons wishing to play tennis are required to reserve the court at the front desk. At the appointed hour of reservation, the key should be signed out with the Resident's Concierge or the Building Concierge and checked in after playing.
2. Reservations start on the hour. The court opens at 7:00 a.m. and closes at 10:00 p.m. Players using the court at night should request that the lights be turned off when returning the key.
3. Players taking lessons should also reserve the court.
4. All players must wear tennis shoes.
5. The tennis court is to be used for tennis only.
6. Residents' guests have tennis privileges provided the resident reserves the court.

G. **Pets**

1. No pets are allowed (see By-laws).

H. **Smoking**

1. The Barclay is a smoke-free building. Smoking is not allowed anywhere in the building except in the resident's unit. The pool area is also considered a smoke-free area.

I. **Refuse Disposal**

1. Bottles, newspapers, magazines, glass, or plastic containers of any sort are not to be thrown into the trash chute. There are separate containers for newspapers and recyclables. All other trash should be placed in the chute.
2. Boxes, or large packages, shall be bagged and placed in the trash room or in the dumpster on the ground level.
3. No trash should be left in carts or any common areas.
4. No inflammable or pressurized material shall be thrown down the chutes. Items should be placed separately on the trash room floor and marked as such.

J. **Storage Room**

1. Nothing inflammable or of a volatile, odorous, or toxic nature shall be placed in or stored in a storage room.

2. Storage areas and the safeguard thereof are the full responsibility of the owner. The Association will not be responsible for loss of or damage to any property.
3. No items are to be left outside of the storage rooms or in the walkways.

K. **Security**

1. A guest list for a large party should be given in advance to the Building Concierge so that he/she will not have to announce the arrival of each expected guest.
2. Residents and caregivers shall not spend time conversing with Resident's Concierge or the Building Concierge causing distraction from their duties. The Building Concierge cannot perform the duties of the Resident's Concierge or maintenance Staff.
3. Fire exit doors must not be opened other than for an emergency.
4. No remotes or entry keys are to be given to delivery persons, caregivers, housekeepers, or workmen. They may obtain access to a unit upon prior approval of the resident. The resident responsible for violating this rule shall be charged for the cost of installing new tumblers in the locks of entry doors and the making of new keys or remotes for the building occupants.
5. Management is not permitted to admit anyone to a unit without the resident's permission except in an emergency.
6. Residents must notify the office of any guest who is occupying the resident's condominium during their absence.
7. Before scheduling any work in the unit, it is the homeowner's responsibility to contact the Management Office to provide them with the appropriate contractor paper work. Any contractor working in the building must sign in at the Front Desk with the Building Concierge.
8. The Association does not provide maintenance to the interior of the units. The building engineer's responsibility is to maintain the common areas. Should the building engineer have the time to do so, he can perform light maintenance items at an hourly charge plus the cost for parts.
9. All work order requests should be made through the Management office. Work requests will be handled in the order of receipt and emergency priority.
10. Resident's telephone numbers shall not be given out by any building personnel.
11. All guests, as well as family members, must sign in at the Front Desk.
12. No solicitation either outside or within the building is permitted. Anyone knocking on doors to solicit will be fined \$25 per occurrence.

L. **Parking and Automobiles**

1. All visitors must register vehicle with the Building Concierge and provide the information requested (license number, make of car, and unit they are visiting).
2. Resident's vehicle shall not be parked in a space designated as Guest Parking. All resident vehicles should be parked in the space assigned to a specific Condominium. If an additional space is needed, please see Management.
3. Any car parked under the canopy cannot be left unattended for any period of time.
4. Specified traffic flow/directions in parking areas and posted speed limits should be observed.
5. A car should not be left for more than 8 hours in a handicap spot on the upper deck.
6. Cars cannot be parked on the upper deck for more than 24 hours without authorization.
7. The garages will be used only for parking vehicles. No mechanical work is to be done to any vehicle with the exception of replacing a flat tire, replacing a battery, or jump-starting a battery.
8. The Barclay garages are a common area and assigned spaces are to be used for motorized vehicles only. Parking spaces are not to be utilized as storage spaces.
9. If any items are stored in your parking space, you will be asked to remove them within a specific time period. If there is no compliance, the item(s) will be removed by Management.
10. Contractors may not park on the main parking deck at any time and are to park in the loading area. Caregivers and employees of any resident must park along the back of the main parking deck. If no parking is available, they must park in the overflow area in the lower back.
11. Car washing is not permitted on the property unless it is a professional car wash company that provides their own water.

M. **Elevators**

1. Move-ins and move-outs must be scheduled at least 1 week in advance. All paperwork and deposits must be submitted at the same time.
2. Occupants must notify the Management at least 24 hours in advance before moving furniture or household effects in and out of the building so that elevators may be properly padded. Any item too large for easy transport shall be moved only by professional movers at designated times.
3. Parents are responsible for instructing children on proper elevator decorum. An adult must accompany small children. Children are not to play in or around elevators.

4. Elevator doors are not to be propped open to hold them on a floor.
5. Any elevator malfunction is to be reported at once to Security.
6. Smoking in the elevators is not permitted.

N. **Pool Area**

1. Pool hours are 9:00 am to 11:00 pm. No lifeguard is provided. Swim at your own risk.
2. No diving.
3. Maximum pool load is 25.
4. No pets allowed.
5. Glass bottles, glass containers, and ceramic or china dishware are not allowed in the pool area.
6. Children under 14 years of age are not permitted to use the pool without a parent, guardian, or caretaker of the household being present. All children are the responsibility of their parents or of the aforementioned persons. All minors (age 14-17 years) must be accompanied by an adult when having guests at the pool.
7. According to Fulton County regulations, no diapers are permitted in the pool. Children who are in diapers must wear Swim Diapers that are designed for pools.
8. All guests must be accompanied by a Barclay resident.
9. No smoking. Entire Barclay property is smoke free.
10. Disorderly conduct of any kind in the pool or the pool area is grounds for removal of said person(s) from the area.
11. Employees of residents are not permitted to use the pool.
12. Pool furniture cannot be reserved in advance of use.
13. All chaise lounges must be covered with a beach towel or an equivalent covering prior to use.
14. Return pool furniture to original placement.
15. All umbrellas should be closed when leaving the pool to prevent wind damage and costly replacements.
16. If you have guests at the pool, please keep it to a REASONABLE number. For example, three residents having six guests each will mean no chaises for other residents.
17. Beverages, snacks, and food in non-breakable containers may be consumed in the pool area, but not within 4 feet of the pool or in the pool. Residents are responsible for cleaning up after themselves and their guests or a \$50 fee will be levied.

18. The grill is not to be moved. When a grill user finishes using the grill in the pool area, it is their responsibility to clean the grill and turn off the gas. If our staff has to clean the grill, there will be a charge of \$25.
19. Noodles are acceptable in the pool. However, no floats are permitted. Personal flotation devices may be worn.
20. Caution should be exercised when walking to and around the pool area and the walkway.
21. Please dry off before leaving the pool area.

O. **Moving**

1. Residents and movers must comply with the Moving Guidelines.

P. **Copier and Fax Machines**

1. Anyone who needs copies or a fax should bring their paperwork to the office. There is a form at the copy machine to complete with the request. Please complete the form and leave your paperwork with the office in the designated file. When the machine is available the staff will make your copies or send your fax and have them available for pick up later in the day. Personal faxes or copying are left at the discretion of the owner. The charge per page for an incoming or outgoing fax is \$1.00 per page. The charge for copies is 15 cents per page.