

The Barclay Guidelines and Procedures

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A. General

1. Homeowner's are responsible for completing all information and move-in forms and submitting them to the Management Office prior to moving into the building.
2. Each homeowner should furnish Management with the name, address, and telephone number of the person to be notified in the event of an emergency. Neither Management or the Association shall have any legal responsibility to act with respect to this information but will make every effort to do so.
3. Every Owner must submit a copy of their Homeowner's Insurance Policy to the office as stated in the by-laws.
4. Each Owner should furnish Management with a duplicate key to their home. These keys will be kept in a locked box in the office of the front desk and are to be used only in an emergency.
5. Every homeowner 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 any unit Owner 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 of liability.
8. Disorderly conduct and/or verbally abusive behavior toward employees and/or Board members will not be tolerated and will be addressed appropriately.
9. All requests should be directed through the Barclay App, the Management office or the Concierge.
10. Requests for a discussion with Board Members including the topic of discussion must be submitted in writing to Management no later than 72 hours prior to the next scheduled Board meeting. This allows time to research and address each request while allowing the homeowner an opportunity to be heard.
11. Food or beverages shall not be consumed in any of the hallways, lobbies, or other common areas of the building, except for building functions held in the party room, gazebo or pool area.
12. Homeowner's are responsible for the behavior of their guests who visit
13. There is a Call Box on the wall to the right of the main lobby entry. It is programmed with each unit's contact number. If security is absent from their lobby

- station making their rounds a guest can call a homeowner from the call box and they can enter #9 to open the lobby door. This only works when you are contacted from the Call Box, not cell phone to cell phone.
14. Children cannot play on any areas of the parking deck, nor can homeowners use chairs in any area other than the pool deck. Sun tanning is limited to the pool area or your private balcony.
 15. The City of Atlanta Fire Department prohibits the use of gas or charcoal barbecue grills on balconies or anywhere else on the grounds, except at the pool area where a propane grill is available for the use of all residents. Electric grills are the exception and are permitted on your balconies.
 16. All fireworks are prohibited.
 17. Owners and guests are not permitted to tamper with common area air conditioning or fans on the roof or in common areas.
 18. Access to the roof is not permitted for safety and insurance reasons.
 19. Shopping carts are available outside the Garden and Basement Level entrances. Shopping carts need to be returned in a timely manner. Until a cart is returned, it must remain inside the user's home. A cart must not be left unattended in any common area.
 20. Loud noise is never permitted in common areas, Homeowners should be considerate at all times in the use of: musical instruments, radios, amplifiers, dishwashers, dryers and washing machines that may disturb other residents.
 21. Personal parties or events must be confined inside your unit unless arrangements have been made for use of the Party Room. For any large party or event having attendees with over 30 vehicles, the homeowner host needs to provide a parking attendant to park cars on the South side of the building.
 22. The Front Desk will accept Registered mail, Certified mail, packages or other deliveries addressed to homeowners unless specified otherwise by the Owner. When you receive a package you will be notified on the Barclay App and as time permits packages will be delivered M-F outside your unit by the Concierge. The Barclay accepts NO liability for that are lost, stolen or damaged.
 23. No solicitation either outside or within the building is permitted. Anyone attempting to solicit will be fined per occurrence. All letters, mailings, fliers 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 are to be placed on, under or in front of homeowner's doors unless approved by Management. Violators will be fined \$200 for the first violation, \$250 for a second and \$300 for each 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
 24. Appropriate attire must be worn in the Lobby and all other common areas. No robes, swimsuits, sleeping attire or bare feet are permitted.

25. Guests using the pool, tennis court, exercise rooms, gazebo and part room are to be accompanied by an adult homeowner. The use of all amenities is at the user's own risk.
26. Housekeepers are permitted access to clean units Monday through Saturday from 9:00 am. to 5:00 pm. All housekeepers must bring their supplies through the loading dock and not through the Lobby.

B. Hallway Decor

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

C. Monthly Association Fees

1. HOA Fees are due on the first day of the month and are late after the 10th. A 10% fee will be charged on all late payments. Checks are to be made payable to The Barclay Condominium Association. For your convenience you may pay on-line through Condo Cafe. Delinquent fees must be paid within 30 days or privileges to vote, use amenities, receive concierge and maintenance services, including cable & internet, and controlled access to the parking garages will be suspended.

D. Balconies

1. Holes may not be drilled into the cement of your balconies. This action negates the water proofing warranty of the building. All balconies must remain clear of hanging objects and no objects may be placed on the ledge of your balcony.
2. For sanitary purposes bird feeders and birdseed are not to be placed on balconies.
3. When cleaning balconies or windows, do not discard water over the side of the balconies.
4. Hot Tubs and Water-beds are not allowed on balconies or within units.

E. Recreation Rooms

1. The Party Room can be reserved by any Owner on the Barclay App or with the Concierge.
2. The Party Room may also be used for card games or quiet activities, as space is available, without a reservation. However, it is necessary to check with the Concierge or office to ensure that no one has the room reserved for when you want to use it.
3. Remote Controls for the television/audio equipment are kept at the Security Desk. A driver's license needs to be left with the guard until the remotes are returned. Please do not unplug any equipment or use personal items with existing equipment.

4. A refundable deposit of \$200 must be submitted to the Management office to hold a reservation. The cost of any loss, replacement, damage repair or necessary cleaning, including the charge for extra help, will be deducted from this deposit. Any remaining balance will be refunded or any additional expense will be billed to Owner.
5. By order of the Atlanta 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.
6. The Party Room may not be used for any public or political activities.
7. The Exercise Rooms and all other amenities are reserved for Owners and their guests. Employees of homeowners or children under 14 years of age are not allowed to use the Exercise Rooms. Use of the equipment is at user's own risk.

F. Tennis Court

1. Homeowners wishing to play tennis are required to reserve the court at the front desk or on the Barclay App. At the appointed hour of reservation, the key should be signed out with either the Concierge or the Security Guard at the front desk and then checked back in after playing.
2. Reservations start on the hour. The court opens at 7:00 am. and closes at 10:00 pm. Players using the court at night should request the lights be turned off when returning the key.
3. Players taking lessons must also reserve the court.
4. All players must wear tennis shoes.
5. The tennis court is to be used only for playing tennis.
6. Homeowners must accompany guests for tennis privileges to be provided to guest.

G. Pets

1. Pets are only allowed as per Association By-laws.

H. Smoking

1. The Barclay is a smoke-free building. Smoking is not allowed anywhere on the premises, including the pool & tennis areas, except in an Owner's unit with the use of a hepa filtration device. However, please do not smoke in the bathroom because smoke from this area can travel to other units.

I. Refuse Disposal

1. Bottles, newspapers, magazines, glass, or plastic containers of any sort are not to be placed in 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, must be broken down and bagged then 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. Flammable or pressurized materials must not be thrown down the trash chutes. Items should be placed separately on the trash room floor and be marked as such.

J. Storage Rooms

1. Items that are flammable or of a volatile, odorous, or toxic nature can not be placed in or stored in a storage room.
2. Storage areas, and the safeguard thereof, are the full responsibility of the Homeowner. The Association is not responsible for loss or damage to any property.
3. No items are to be left outside of the storage rooms or in walkways.

K. Security

1. A guest list for a large party must be given in advance to the Concierge so he or she will not have to announce the arrival of each expected guest.
2. Homeowners and caregivers should not socialize with the security staff or Concierge causing them distraction from their duties. The Concierge is not permitted to perform any duties of the building Maintenance engineer.
3. Fire exit doors must not be opened other than for an emergency.
4. Key-fobs are used to provide access in and out of the building and parking garges. Only two key-fobs per household are available due to limited space in the operating system. Replacement fobs and batteries can be purchased from the Concierge as they wear. No entry key-fobs are to be given to delivery persons, caregivers, housekeepers, or workmen. They can only obtain access to a unit with prior approval from the Owner. Any homeowner responsible for this will be charged the cost of installing new tumblers in the entry door locks and making new keys or remotes for building occupants.
5. Management is not allowed to admit anyone into a unit without the homeowner's permission except for fire or flooding.
6. Owners must notify the office of any guest who is occupying the homeowner's unit during their absence.
7. Before scheduling any work in a unit, the homeowner's must contact either the Concierge or the Management Office and provide them with the appropriate contractor paper work. All contractors working in the building must sign in daily at the Front Desk. Electricians and plumbers must also provide copies of their license and insurance.
8. The Homeowner's Association fee does not include interior maintenance to individual units. The Maintenance engineer is responsible for maintaining common areas. Should the Maintenance engineer have the time to do so, he can perform light maintenance repairs at an hourly charge plus the cost of parts. Requests can be made on the Barclay App.

9. All work order requests should be made on the Barclay App. Work requests will be handled in the order of receipt and emergency priority.
10. Homeowner's telephone numbers or email addresses will not be given out by Management personnel or building staff without permission from the Owner.
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 attempting to solicit will be fined per occurrence.

L. Parking and Automobiles

1. All visitors must register their vehicle at the front desk and provide the information requested (license number, make of car, and unit they are visiting).
2. Homeowner's should only park their vehicles in the space assigned to their Condominium. If an additional space is needed, please contact the Concierge or Management.
3. Any car stopped under the entrance canopy cannot be left unattended for any period of time.
4. Please observe specified traffic flow directions and posted speed limits throughout the property and garages.
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 are 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 element and assigned spaces are limited common elements to be used for motorized vehicles only. Parking spaces are not to be utilized as storage space.
9. If any items are stored in your parking space, you will be asked to remove them within a specified time period. If you do not comply, the item(s) will be removed by Management.
10. Contractors may not park on the main parking deck at any time and must park in the loading area. Caregivers and employees of any Owner must park along the back wall of the upper parking deck. If no parking is available, they must then park in the overflow area in the lower back.
11. Bike racks are provided on each parking level for bicycles. Bikes must be registered with the Concierge. Bikes may not be brought into the building, put in elevators or brought through hallways or lobby area.
12. Car washing is not permitted on the property unless it is by a professional car washing company that provides their own water.

M. Elevators

1. Move-ins and move-outs need to be scheduled at least 1 week in advance. All paperwork and deposits must be submitted at that time.
2. The Building Concierge must be notified at least 24 hours in advance before furniture or household items may be moved in and out of the building so elevators can be properly padded. Any item too large for easy transport must be moved by professional movers during designated times.
3. Children must be instructed on proper elevator decorum and an adult must always accompany small children. Children are not to play in or around.
4. Do not prop elevator doors open to hold them at a floor. Doing so will cause them to malfunction and could result in charges to Owner.
5. Please report any elevator malfunction to Security at once.

N. Pool Area

1. Pool hours are 9:00 am to 11:00 pm. No lifeguard is provided. Swimming is at your own risk.
2. No diving is permitted.
3. The maximum pool occupancy is 25.
4. No pets are allowed.
5. No glass, ceramic or china is allowed in the pool area. Plastic, metal, paper or non-breakable containers are only items permitted.
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 the homeowner. All minor children age 14-17 must be accompanied by a homeowner when having a guest at the pool.
7. Fulton County regulation only permits children that wear diapers to wear Swim Diapers that are designed for pool use.
8. All guests must be accompanied by a Barclay resident.
9. All common area Barclay property has been designated smoke free including the pool.
10. Disorderly conduct of any kind in the pool or the pool area is not allowed. Any such activity will cause participant(s) to be removed from the area.
11. Employees of homeowners are not permitted to use the pool.
12. Pool furniture cannot be reserved in advance of use.
13. All lounge chairs must be covered with a towel or an equivalent covering prior to use.

14. Please return all pool furniture to it's original placement.
15. Umbrellas must be closed when leaving the pool area to prevent wind damage and costly replacements.
16. No more than four guests are permitted per household due to limited pool occupancy. This includes children.
17. Beverages, snacks, and food in non-breakable containers may be consumed in the pool area, but not within 4 feet of/or in the pool.
18. The community grill is not to be moved. Do not forget to turn off the gas and report if the propane needs to be replaced.
19. Homeowner's are responsible for cleaning up after themselves and their guests, This includes cleaning the grill when used. Failure to do this will result in a fine.
20. Use of pool noodles are permitted however, no floats or personal flotation devices may be used.
21. Caution should be used when walking to and around the pool area. Please dry off when leaving the and wear shoes when re-entering the building.

O. Moving

1. Homeowners and movers must comply with the Moving Guidelines which are located on the Barclay website.

P. Copy Machine

1. Anyone who needs copies should bring their paperwork to the the Concierge. Please complete the form with your requests and leave your paperwork in the designated file. When time permits, the Concierge will make your copies and have them available to pick up later in the day. Copying is left at the discretion of the owner. The charge for copies is 15 cents per page.

Q. Cable and Internet

1. Fiber internet is already activated in your unit when you move-in. Plug your router into the appropriate connection and set your username and password.
2. To receive cable, contact 1-800-Xfinity and set up your service. You can receive up to a maximum of three X-1 cable boxes at no charge. Your X-1 service includes high definition (HD) and is included in your HOA Fee. If you desire additional Premium channels such as HBO, Showtime, Netflix etc. an charge that will be added to your personal account.
3. Both fiber internet and X-1 cable are included in your monthly Association Fee. However, this fee does not include any upgrades or any installation costs if required. Your HOA Fee also does not include any support or IT service from the Barclay staff. If you have any technical issues it is your responsibility to contact Xfinity directly or hire an IT professional.