



# Condos of Avondale Newcomers' Information

*Welcome home* to our 204-unit community! We are glad you have chosen to make your home with us. Those of us who have chosen the Condominiums of Avondale Estates feel that we share a hidden jewel in the bustling metropolis of Atlanta. We love it here and are confident that you will too. We are a very neighborly lot, and we want you to take the opportunity to meet new friends and develop community ties. We hope the following information will make your transition easier.

**Web Sites:** There are 2 web sites that contain useful information about our community. The Avondale Estates Condominium Association (AECA) web address is [www.avondaleestatescondos.com](http://www.avondaleestatescondos.com). There you will find important documents, guidelines, meeting schedules, and contact information for AECA board members and committee chairs. New owners will also be invited by our property management company to create an account at [www.heritageproperty.com](http://www.heritageproperty.com). On this site owners can access their AECA account information and AECA governing documents and financial reports, as well as opt in to receive community emails.

**Covenants & By-Laws:** Owners should have been given a copy of the By-Laws and Declaration (Covenants) at closing. Tenants should have received a copy of these documents when they signed a lease. These documents are also available at [www.avondaleestatescondos.com](http://www.avondaleestatescondos.com). The most frequent covenant violations include backing into a parking space, not scooping up pet waste, letting pets out without a leash, and owning/parking a pickup truck that does not have a bed cover. All residents (owners and tenants) are required to abide by the governing documents (covenants). Violations of these covenants should be reported to the Covenants Chair by placing a note in the green mailbox in front of the pool entrance.

**Association Assessments:** The annual association assessment is payable in monthly amounts due by the 10<sup>th</sup> of each month. Heritage Property Management provides coupon books to new owners. You may pay the monthly assessment by check or money order, by setting up an automatic monthly debit from your bank account, or by using the online bill pay feature offered by your bank. Instructions for each of these methods is included in your coupon book and on the Heritage web site. For problems or questions related to assessments, email the AECA First Vice President at [vp@avondaleestatescondos.com](mailto:vp@avondaleestatescondos.com). If you do not have access to email, you may leave a note addressed to the First Vice President in the green mailbox in front of the pool entrance.

**Association Meetings:** An elected board of 5 owners oversees the Avondale Estates Condominium Association (AECA). These board members serve in a volunteer capacity. The board has contracted with Heritage Property Management to provide accounting, maintenance, and other services. The AECA board holds monthly meetings at the Avondale Estates City Hall on the 2<sup>nd</sup> Thursday of the month, as well as Semi-Annual Meetings at the Avondale Lake House in May and November.

**Landscaping:** The Association contracts with a professional landscaping services firm (Brightview) to mow the grass, prune the plants, and generally do all the landscaping upkeep. Please do not ask the landscapers to do things for you. They have a lot to do, and they receive orders directly from the Landscape Chair. For questions and concerns about landscaping, send an email to [landscape@avondaleestatescondos.com](mailto:landscape@avondaleestatescondos.com) or drop a note addressed to the Landscape Chair in the green mailbox in front of the pool entrance.

**Maintenance:** The Maintenance Chair directs exterior maintenance for which AECA is responsible. Unit owners are responsible for maintenance within their units. For non-emergency maintenance requests, email our maintenance coordinator, John Plotkin, at [maintenance@avondaleestatescondos.com](mailto:maintenance@avondaleestatescondos.com), and describe your issue. Be sure to include your phone number in the email so that John can reach you. (You may also place a handwritten note addressed to "Maintenance" in the green mailbox.) For property-threatening emergency maintenance, such as a catastrophic roof leak or an underground plumbing leak that is flooding a unit, call the Heritage Property main number directly at 770-451-8171 and follow the prompts to request emergency maintenance. (For life-threatening emergencies such as a fire, call 911 instead).

**Trash:** Trash pick-up is covered by your City of Avondale Estates property taxes. Trash is picked up on Mondays and Thursdays (except for holidays). The city trash schedule is posted on the city website at [www.avondaleestates.org](http://www.avondaleestates.org). Place all trash in bags and place the bags in a trash can in the latticed area at the nearest end of your building. You will need to provide your own trash can (although the previous owner may have left one) and label it with your unit number. Do not place trash on the curb; the trash collectors will get it from the trash cans. Large items such as appliances, furniture, doors, etc., require prior arrangement with City Hall for pick-up. Call 404-294-5400 to arrange for large item pick-up at no charge.

**Recycling:** Recycling is collected on Wednesdays. All recycling materials must be in a blue or red recycling bin. If you do not have a bin for your unit, you can get a new one at City Hall. Do not put materials for recycling in plastic bags – just place them loosely in your bin. Acceptable materials include all paper products, plastic containers #1 - #7, aluminum, steel cans, plastic bags, and flattened/broken down cardboard items. Items not accepted include glass, items containing food waste (e.g., pizza boxes), and Styrofoam.

**Emergency Contact Information:** The Association needs some basic information about you for emergency use. You will receive an Emergency Contact Information form to provide names of residents and pets, phone numbers, email addresses, motor vehicle descriptions and contact information for persons who could be contacted in case of an emergency. Your contact information is also included in our community directory unless you request that it be unlisted by marking the Do Not List option on the form.

**Association Directory:** Every 2 years AECA publishes a directory of residents, including addresses, email addresses, and phone numbers. (The directory does not include contact information a resident has indicated should not be listed.) An update to the directory is provided in the odd years. The directory also lists current board members and committee chairs and their contact information.

**Architectural Standards:** You must receive prior approval for any remodeling on the outside of your unit. Remodeling includes porch or patio enclosures (glass or screen), window replacements, awnings, motion detectors, security cameras, railings, etc. A copy of the architectural standards document is available at <http://avondaleestatescondos.com/docs.htm>. To request approval for updates, email the Architectural Standards chair at [architecture@avondaleestatescondos.com](mailto:architecture@avondaleestatescondos.com) or, if you do not have access to email, place your request in the green mailbox in front of the pool entrance.

**Gardening:** AECA permits limited gardening immediately adjacent to your unit. Before planting anything, be sure to review the Gardening Guidelines available at <http://avondaleestatescondos.com/docs.htm>. To request a copy of the guidelines or for questions/clarifications, leave a note for the Gardening Liaison in the green mailbox.

**Board Minutes:** The Board keeps minutes from prior years in binders located in the locked storage room in the pool house. Owners may email the board secretary at [secretary@avondaleestatescondos.com](mailto:secretary@avondaleestatescondos.com) to request a time to view minutes from prior years. Minutes from 2014 and later are available online at the Heritage web site at [www.heritageproperty.com](http://www.heritageproperty.com). You will need to create an account to access minutes and other AECA documents.

**Motor Vehicles and Parking:** AECA prohibits commercial vehicles and pick-up trucks without bed covers from parking overnight. All parking must be with the front of the vehicle facing the curb. There are no assigned parking spaces. Residents are limited to 2 vehicles per unit.

**Newsletter:** The AECA Notes newsletter is published and distributed quarterly to update residents about social events, meetings, community activities, etc. Prior copies of the newsletter are available to owners online by logging in to your Heritage account.

**Pool & Tennis Courts:** The pool is open from Memorial Day through Labor Day (or later). Please abide by the posted rules when using the pool. An electronic fob is required to access the pool and tennis courts. If you did not receive a pool fob from the previous owner, email [secretary@avondaleestatescondos.com](mailto:secretary@avondaleestatescondos.com) or leave a note in the green mailbox. Renters need to contact the unit owner about obtaining a pool fob.

**Security:** Avondale Estates is known to be one of the safest communities in Georgia. Even so, it's a good idea to get to know your immediate neighbors so you can look out for one another and provide/receive assistance when there's a need. Be sure to lock your unit and your car(s). The City of Avondale Estates provides police services for our community. In case of emergency, dial 911.