

WELCOME MANUAL

**GATHERINGS AT
HERRINGTON**

3211 Orwell Way
Cumming GA 30041

TABLE OF CONTENTS

1. WELCOME HOME

2. OWNER REGISTRATION

- MOVE IN/OUT PROCEDURES
- ACCESS INFORMATION
- OWNER REGISTRATION
- PET AGREEMENT

3. UTILITIES & SERVICES

4. MAINTENANCE SCHEDULE

5. RULES AND REGULATIONS; CCR

6. FREQUENTLY ASKED QUESTIONS



Dear Homeowner:

Welcome home to The Gatherings at Herrington! Fieldstone Realty Partners proudly serves as the Association Management Company for your Condo Owners Association (COA). You will receive a copy of the association's governing documents in the closing of your new home. Please refer to those documents as a manual for living harmoniously in your community. They can also be downloaded from your community website:

www.fieldstonerp.com/gatheringsatherrington/

Please see attached Owner Resident Registration and Pet Registration forms to be filled out and returned to your Association Manager, Christina Tomlinson at Fieldstone Realty Partners at the following email:

christinatomlinson@fieldstonerp.com

ACCOUNT BALANCE/CREDIT: Initial assessments (dues), Capital Contribution and Reserve Fund Contribution payments should have been paid during the closing process. Please refer to the assessment amounts and frequency provided at closing to ensure your assessment payments are made on time. Assessments are not included with Escrow.

BILL PAYMENT SERVICES: You will receive a "Welcome Letter" from Fieldstone Realty Partners about 2-3 weeks after your closing. It will include your account number, which will allow you to access your community's online portal and online bill pay options. www.fieldstonerp.com/resident_login/ (register at that time) to access community Covenants, your account information, pay your assessment online and receive communications and updates from your association.

ACCOUNT QUESTIONS: For all other account related questions, please contact Christina Tomlinson at christinatomlinson@fieldstonerp.com.

We hope you enjoy your new home!

Sincerely,

Christina Tomlinson
Portfolio Community Association Manager
Fieldstone Realty Partners

MOVE-IN/OUT PROCEDURE

PLEASE READ CAREFULLY

You will need to schedule a day to move in or out with the Association Manager to ensure access to the elevator. Please schedule your move-in at least one week in advance, but one month is recommended. The elevator is reserved in 4-hour blocks and two homeowners can move in per day. You can schedule this with your Association Manager at christinatomlinson@fieldstonerp.com. Please include your date and address with your request.

You are required to utilize a professional moving company for insurance purposes. It is the owner's responsibility to notify movers and any other coordinating parties about the date and time.

If you do not schedule your move with the Association Manager, you will not be guaranteed access to the elevator. Also, moving pads will not be set up by the Association Manager which could result in charges due to elevator damage.

Appliances and furniture deliveries that are outside of your actual move-in (i.e., directly from a retailer) are to be delivered using the stairs and do not require a reserved delivery date. These deliveries may not be delivered by use of the elevator. Please be advised that movers should utilize the side doors as entry access to utilize the stairwell or the hallway to the elevator, **not the front lobby entrance.**

Professional moving companies must provide a Certificate of Insurance that includes Workers' Compensation and Employer's Liability and Commercial General Liability of \$1,000,000. This can be sent to christinatomlinson@fieldstonerp.com. For the Certificate Holder the moving company will detail as shown below:

Gatherings at Herrington
C/O Fieldstone Realty Partners
2675 Paces Ferry Road, Ste 125
Atlanta, Ga. 30339

ACCESS INFORMATION

Please review the access information below. As a resident, you will be receiving the following devices for access to the property and your unit:

KEY CARDS = 2

Key fobs give you access to:

- Condo hallways, and exterior doors to your building
- Amenity building, and fitness center
- Remotes for gate system

RESIDENCE FRONT DOOR/GARAGE KEYS

You will receive four keys to your front door. These keys also give you access to your garage. **You will also be given two garage door openers.**

MAILBOX KEYS = 2

KEY CARDS REPLACEMENT

Additional key/Replacement fobs can be purchased for \$50. For the Gate remotes: \$75.

WI-FI ACCESS

Login: Beazer Homeowners **Password:** Gatherings123

OWNER REGISTRATION

Please complete and return to Fieldstone Realty Partners prior to move in.

Owner Information			
Physical Address:		Unit #:	
Mailing Address <i>(If different from unit address):</i>		City, State, Zip:	
Unit Owner Name (1):		Parking #:	
Email Address:		Phone:	
Unit Owner Name (2):		Parking #:	
Email Address:		Phone:	
Parking Information			
Vehicle Make:	Model:	Color:	License Plate:
Vehicle Make:	Model:	Color:	License Plate:
Pet Information			
_____ Dog(s)	_____ Cat(s)	_____ Other:	_____ No Pets
Breed:	Color:	Pet Name:	
Breed:	Color:	Pet Name:	

Please return by email to Christina Tomlinson by email christinatomlinson@fieldstonerp.com

PET AGREEMENT

I, the undersigned, hereby (1) agree to indemnify and hold the Association, its Board of Directors, members, staff and managing agent free and harmless from any loss, claim or liability of any kind or character arising from or by reason of my keeping the above pet within or around The Gatherings community, and (2) certify that I have reviewed and agree to the pet policies as contained in the association governing documents.

Owner's Name (print)

Owner's Signature

Date

Owner's Name (print)

Owner's Signature

Date

IF THIS AGREEMENT IS SUBMITTED BY A LESSEE, THE OWNER(S) OF THE PROPERTY AND LESSEE(S) MUST BOTH SIGN THIS AGREEMENT. LEASING CAP FOR THIS COMMUNITY IS 10%. PLEASE CHECK WITH MANAGEMENT PRIOR TO LEASING. QUALIFIED TENANTS ONLY AS OUTLINED IN THE COVENANTS FOR YOUR COMMUNITY.

Lessee's Name (print)

Lessee's Signature

Date

Lessee's Name (print)

Lessee's Signature

Date

UTILITIES & SERVICES

In order to avoid interruptions in service, please contact the service providers listed below prior to closing.

ELECTRICITY

Sawnee EMC – 770.887.2363

WATER

Metro Metro Metering Solutions – HOA Management will send a report to the billing team and they will back date your first bill to match your Settlement Date. No action from homeowner regarding setting up water.

TELEPHONE

AT&T – 800.331.0500

HOA SERVICES

The following services are included in your monthly HOA dues. You will not receive a bill and do not need to contact any service provider to begin service.

- Access to clubhouse, fitness center and pool
- Valet trash services five days per week

Trash:

Grogan services the dumpsters. Boxes must be broken down. Trash must go in the dumpster and not left on the ground. If the dumpster is full, do not add to the dumpster. Service day is Monday.

Valet Living: Pick-up days are Sunday to Thursday between 7:00 PM and 11:00 PM. Valet Living provides a new 13-gallon trash can to each resident. Tied bags are to be placed within the cans outside your unit after 5:00 PM and they will be picked up for you. Boxes must be broken down and placed behind your trash can. Your trash can must be kept inside your unit at all other times. Do not place your trash in the hallway Friday or Saturday. Your trash must be in tied bags in the cans and not sitting in bags on the ground. Violations could result in fines.

Loose items, items over 50 pounds, and cardboard boxes that have not been broken down, cannot be picked up. If you need to throw trash away on Friday or Saturday, you may take it to the trash room or the dumpster located outside. Trash must be bagged/tied. Loose debris or items may not be left in trash room as the valet will not remove them.

Pest Control

Pest Control for the building exteriors are performed monthly by Team Pest Exterminating.

MAINTENANCE SCHEDULE

ROUTINE MAINTENANCE WEEKLY –

- Perform high/low dusting in all accessible areas
- Remove visible cobwebs
- Wipe light switches, door handles, frames, and doors
- Clean all light fixtures
- Vacuum all carpeted areas (Spot Clean if needed) in all floors
- Dust or wipe wall hangings in all floors
- Make sure the baseboards are clean in all floors
- Brush sofa and chairs (Spot Clean if needed) on all floors
- Vacuum and mop hardwood floors in all floors
- Vacuum and mop garage halls
- Sweep the stairs
- Vacuum and mop the elevator
- Wipe clean elevator interior
- Wipe clean elevator exterior in all floors
- Make sure outside the building is free of trash/debris
- Dust all cleared surfaces including other flat surfaces
- Cleaning glass doors throughout the building
- Emptying and re-line wastepaper baskets and other receptacles in the mailroom
- Vacuum and mop mailroom
- Dust and wipe the mailroom shelves and furniture
- Replace lightbulbs that require replacement
- Clean scuff marks from walls and doors

LANDSCAPING -

- Flowers Replaced – Bi-Annually (May and October)
- Pine Straw Replaced – Bi-Annually (May and October)
- Maintenance and winterization of irrigation system (October)

LONG TERM MAINTENANCE

- Repainting of the halls and stairwells – Every 3 years
- Power Wash entrances – June and November as needed
- Furniture Replacement in lobbies and outside elevators all floors – As needed 10 -20 years
- Electrical Outlets – Annual inspection and maintenance – common areas
- Plumbing – Annual inspection and maintenance – common areas
- Elevator – Annual inspection and required maintenance
- Door locks – Quarterly inspection and preventive
- Furniture Repair - As needed
- Alarm System -As needed
- Inspect gutters, cornices, roofs, roof support systems, trusses, decking, felt and shingles - every 6 months
- Cleaning of exterior window surfaces – every 6 months – June and November
- Painting and caulking of exterior surfaces of the buildings, including cornices, gable vents, columns, porch ceilings, exterior window frames, garage doors, entry doors and frames - every 5 years.

FREQUENTLY ASKED QUESTIONS

Where do I get my mailbox keys?

You should have received your mailbox keys when you moved in and received your other keys. If for some reason you did not, please contact your Beazer Homes Sales Team.

How do I receive packages?

The community has cluster mailboxes located outside. Larger deliveries and boxes will be left in the Mail Room on the first floor for you. The USPS, UPS and Federal Express will have access to the building. Because Amazon uses many different drivers, you, as a homeowner will be responsible for letting them through the secured door. See below:

How do guests get through the secured door?

Attached to each unit number in the call box is your phone number. When guests arrive, they can scroll through the directory on the secure access box and select your unit number. The system will call the attached number so you can confirm it's your guest. Then, dial 9 on your phone and the door should unlock to allow your guest access to the building. If you would like to have your number in the call box, please reach out to your Association Manager.

Will the housekeeping services for the property clean my individual unit?

The housekeeping services provided are for the common areas of the building, the entrance, lobby area, hallways, stairwells, and the elevator. Individual housekeeping services will have to be contracted and paid for by the owners of the unit.

How do I know what's covered under the builder's warranty?

Please review the warranty packet from Beazer that you received. If you have an issue with your unit that you believe is covered by warranty, please call Beazer Customer Care at (888) 623-2937. Beazer.com/warranty is the link to the web site for Customer Care to submit a request.

Who manages the community and how can I reach them?

Your community is managed by Fieldstone Realty Partners. You can reach your Association Manager, Christina Tomlinson at christinatomlinson@fieldstonerp.com.

Where can I find a copy of the association's rules, regulations, policies, etc.?

The majority of this information can be found in the enclosed community manual. All other information can be found online in your community's web portal under the section Documents. Until you receive your Welcome letter, the community documents are located at www.fieldstonerp.com/GatheringsatHerrington. Be on the lookout for your Welcome letter from the management company that will include your account number to where you can register on the portal: www.fieldstonerp.com/resident-login/.

The Declaration of Covenants are the Rules and Regulations for your community. They are in place to protect, preserve and enhance home values. Homeowners agreed to abide by the Covenants when they purchased their home. Example of some rules that you'll find: Only electric grills are allowed on balconies, no changes or personal items to be left in the Common or Limited Common areas, pet owners must pick up after their pet, pets must be leashed when in common areas or condo buildings, do not prop open doors, trash must be discarded in proper containers. For a copy of the covenants: www.fieldstonerp.com/GatheringsatHerrington

Where can I park? Where can my guests park?

You can park in your assigned garage and in your "driveway" if you have an attached driveway. Guests may park in your "driveway" or guest parking in the community. This is not to be considered long term parking without the permission of the Board of Directors.

Who do I call outside of regular office hours?

For emergencies involving fire, crime, or medical attention, please call 911 immediately. For after-hour emergencies not involving fire, crime, or medical attention, please call Fieldstone Realty Partners at 404-920-8621 x 900 follow the prompts and an after-hours representative will be able to assist you.