



Rules and Regulations

Wren's Cross of Atlanta Condominium
Association

Updated in January 2025

(replaces all the previous versions)

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1 – General Information

Wren's Cross (WC) is a condominium community, i.e., a form of property ownership in which people own their individual units but share an undivided ownership interest in common elements. It is situated on a park-like area and consists of 91 units of single floor ranch style homes, as well as two- and three-story townhouses in fifteen (15) buildings.

Wren's Cross homeowners share a pool, a tennis court, a clubhouse and other common areas including landscaped areas, streets and parking lots. Unlike apartment renters, **condominium owners are directly responsible for maintenance of their unit and patios.**

Wrens Cross of Atlanta Condominium Association (Association) is the organization responsible for administering the condominium through its **Board of Directors (BOD)**¹ and according to its governing documents, including the Declaration, By-Laws and Rules and Regulations. The Association is responsible for:

- 1) operating commonly owned facilities and property such as the swimming pool, tennis court, clubhouse, roads and green areas (referred to as "Common Elements" in the Declaration);
- 2) funding community services (water, sewer, and sanitation);
- 3) adopting and enforcing Rules and Regulations to preserve community standards, protect and enhance property values;

All homeowners by virtue of their ownership are members of the Association, which meets annually (commonly in December) to elect new members for BOD to serve two (2)-year terms; each unit is entitled to one equally weighted vote.

BOD members are homeowners who volunteer to serve on the Board with no pay. The principal BOD officers include the President, Vice-President, Secretary, and Treasurer elected by and amongst BOD members at large. During the year, BOD regularly meets to conduct the Association's business and oversee a property management company.

The schedule for BOD meetings open to the community can be found on the WC website at <http://wrencross.com/residents/meetings/>

The property management company² is hired by the Association to conduct its day-to-day operations. It is responsible for:

- 1) collecting and disbursing of funds;
- 2) maintaining records and accounts;
- 3) handling maintenance requests;

¹ In addition to BOD, the Association includes special committees made up of homeowners to facilitate various projects throughout the community. Homeowners are encouraged to volunteer for service on committees and BOD.

² For contact information of the current property management company, see WC website at [Management Company – Wren's Cross Condominium Association](#)

- 4) attending annual meetings and emergency meetings if requested by BOD;
- 5) rule enforcement;
- 6) distributing community-wide correspondence;
- 7) insurance management;
- 8) lease management³.

³ Currently, a third party vendor oversees WC rentals; no lease shorter than one (1) year is permitted under Chapter 11 of the WC Declaration (see the Governing Documents section).

2 – Governing Documents, Rules & Regulations, Enforcement⁴

The Association's governing documents provide legal framework for the community to operate. Particularly, they:

- 1) define and protect the rights and obligations of the Association's members;
- 2) protect and enhance property values;
- 3) establish processes for funding and governing the Association's operations.

These documents can be found on our website at <http://wrencross.com/residents/community-documents/>.

Declaration

The Declaration defines the property, boundaries of each unit, common elements and limited common elements. It includes provisions for applying undivided interests in the common elements as well as votes and common expenses attributable to the owners.

By-Laws

The By-Laws provide for the self-government of the corporation registered as Wren's Cross of Atlanta Condominium Association, Inc., by outlining framework for conducting its business, including criteria for membership, voting, meetings for the Association and BOD, descriptions of the BOD powers and duties, rulemaking and enforcement provisions.

Rules and Regulations

Rules and Regulations provide for detailed procedures supporting the principles outlined by the Declaration and By-Laws.⁵

Rule Making and Amending

The Wren's Cross Declaration of Condominium can be amended if approved by the vote of 75% of the total eligible votes; whereas the Wren's Cross By-Laws can be amended if approved by 2/3 of the total eligible votes. BOD adopts and amends Rules and Regulations as authorized by the Declaration and By-Laws.⁶

Enforcement

The property management company assists BOD with the enforcement of the governing documents. The governing documents provide for pertinent procedures.⁷

⁴ Owners can download all of the documents from WC website or reach out to the property management company.

⁵ See [Appendix A](#) for details.

⁶ If you have suggestions for changes in any of the governing documents, please send your suggestions and rationale in writing to BOD.

⁷ See [Appendix B](#) for details.

3 – Maintenance⁸

Article VI, Section 5 of the By-Laws defines boundaries between maintenance responsibilities by individual owners and those by the Association as a whole.⁹

The following is a general list of the maintenance responsibilities for the Unit owners and the Association. The Declaration and By-Laws will control if a conflict arises regarding this list.

Owner Maintenance Responsibility

1. All portions of the Unit interior;
2. All glass surfaces;
3. Doors and doorways;
4. Window frames and door frames (including thresholds);
5. Patio;
6. Air conditioning compressor;
7. Floors and foundation;
8. Attachments to exterior walls (such as lights, etc.);
9. Walls shared with other owners to the center line of the wall (i.e., owners that share a wall are responsible for their half of the wall from the center line);
10. Utility lines, pipes, wires and other equipment from the point they enter through exterior wall of the Unit.

The Association's Maintenance Responsibility

1. All exterior surfaces;
2. Common areas;
3. Sidewalks and roads;
4. Parking lot;
5. Landscaping around buildings, except for planting areas assigned to a Unit;
6. Roofs¹⁰;
7. Balconies;
8. Utility lines, pipes and wires from the point they exit exterior wall of a Unit;
9. Limited common elements, except for patio and planting areas assigned to a Unit;

⁸ See [Appendix C](#) for details outlining other maintenance areas.

⁹ Even if homeowners are not responsible for the maintenance, it is their responsibility to report problems to BOD or property manager as soon as they are noticed. Typically, the sooner a problem is detected and corrected, the less incidental damage is done and the less it costs to fix.

¹⁰ See line item 8 on page 10 (Architectural Controls) for satellite dish installation restrictions.

10. Patio fences and retaining walls.

If a unit contains an addition or alteration to the original plan – whether a current or a former owner made the alteration – the current owner is responsible for all pertinent maintenance; e.g., (including but not limited to) chimneys, and landscape additions.

The cost of any incidental damage to common elements or any portion of the building caused by an owner while making repairs or alterations is the owner's responsibility¹¹.

Maintenance requests and follow-up correspondence should be directed to the property manager (preferably via the work order dashboard of the property management company's web portal).

A maintenance emergency is a real or perceived situation that cannot wait until the next normal business day, i.e., potentially causing damage or injury to property or persons. An owner or a renter reporting an emergency should describe the exact nature of the problem, location and contact number¹².

Access to the inside of a unit may be required for emergencies, security and/or safety reasons, which may include for the Association to fulfill its maintenance responsibilities. In such situations, an owner and/or a renter is required to allow the Association reasonable access to their Unit to assess and address the issue. **If the owner refuses the Association access or does not provide the dates when the unit is accessible, then the Association may fine the owner as delineated in the Violations and Fines section. Likewise, the Association reserves the right to pursue a legal action to obtain access to the unit.**

Termite Bond

If a termite related problem is detected – whether on the interior or exterior of the building – an owner must contact the property manager. The Association has a treatment/repair bond with a designated vendor. This means that the vendor is required to retreat and repair termite damage at no additional charge in the case of infestation.

¹¹ For example, the damage caused by wooden decks installed over patios, interior home redesign, etc.

¹² Since the Association incurs additional charges for calls on the weekend and/or after hours, an owner capriciously reporting a problem may be charged back for the additional expense incurred by the Association unnecessarily.

Appendix A

Article VII and Article VIII of the **Bylaws** empower BOD to adopt and enforce the following procedures.

Dues and Assessments

- 1) Monthly homeowner dues are due by the 1st of each month;
- 2) A 10% late fee will be assessed after the 15th of the month and each month the account is in arrears;
- 3) Property management company is authorized to send a delinquency notice on behalf of the Association when an owner's account becomes 30 days delinquent;
- 4) Pursuant to Georgia law, interest will be charged on all delinquent account balances;
- 5) The property management company will make every effort to obtain payments of the Association dues, fees, fines, etc., on behalf of the Association in a timely manner. Accounts past 90 days delinquent or in excess of \$1,000 will be turned over to an attorney and/or collection agency, while the owner's voting rights and use of recreational facilities will be suspended. In line with the Association's By-Laws, BOD and property management company will make every attempt to collect the amount due having exhausted every effort to work with the said owner on settling the delinquency. Any resident who has fallen behind is encouraged to reach out to the property manager or BOD to find a feasible solution;
- 6) A specific assessment can be established against (a) Unit(s) within the terms of the By-Laws.

Exterior Appearance and Use of Common Elements

The Association and residents are responsible for maintaining a consistent, orderly, and clean appearance to the property, including the buildings, common elements, or limited common elements.

In addition to the Use Restrictions outlined in Article VIII of the By-Laws, the following rules apply to all owners, residents and guests:

- 1) No personal property may be placed upon, kept on, stored on, maintained on, or removed from any part of the common elements by a homeowner or tenant (clothing, bedding, mops, rugs, appliances, furniture or other types of household items shall not be placed or stored outside units and patios);
- 2) No improvements, alterations, or modifications of any- kind shall be made to the common elements, except those in compliance with the exceptions provided in the governing documents or as approved in writing by BOD;
- 3) There shall be no obstruction of the common elements;
- 4) The Association shall not be liable for any damage or injury resulting from use of common elements unless such damage or injury is caused by willful acts or gross

negligence of the Association, its agents or employees;

- 5) Bicycles shall only be used on paved surfaces of common elements. Reckless operation of bicycles that may result in damage to people or property is not permitted. Bicycle riders shall abide by the safety laws required by the State of Georgia;
- 6) Minibikes, dirt bikes, go-carts, or ramps of any kind are not allowed on common elements;
- 7) Skateboarding, rollerblading, roller-skating, or any similar activity is only permitted on paved surfaces away from buildings, residences, or vehicles so as not to cause harm to property or passersby. Ramps of any kind are not allowed on common elements;
- 8) Only homeowners, tenants and their guests are permitted to use the pool (guests must be accompanied by WC residents at all times);
- 9) It is the responsibility of the homeowner or tenant to clean up the common element(s) after use. That includes putting all trash in containers and leaving the area as clean as you found it;
- 10) Washing and repair work on motor vehicles or other mechanical devices which tend to cause disorderly, unsightly, or unkempt conditions shall not be pursued or undertaken on any part of WC premises;**
- 11) Homeowners and tenants should be in compliance with the City of Dunwoody Code of Ordinances regarding noise; the link is as follows: [Chapter 18 - NOISE | Code of Ordinances | Dunwoody, GA | Municode Library](#)

Rubbish, Trash, and Garbage

- 1) Garbage pick-up is covered by the Association's annual assessments. Recycling is up to each homeowner and is free for all DeKalb County residents;
- 2) The regular trash and recycling collection day is Tuesday. If a legal holiday falls on or before our collection day, trash will generally be picked up one business day later. For the current holiday listing please visit the DeKalb County Sanitation website: <https://www.dekalbcountyga.gov/sanitation/about-sanitation>;
- 3) All rubbish, trash, and garbage shall be regularly removed from the unit and limited common elements and shall not be allowed to accumulate therein. Residents should take responsibility of their shared common elements in front of and behind their building and parking area to maintain the cleanliness;
- 4) Rubbish, trash, garbage, and recyclables may only be placed in green rolling trash containers and blue rolling recycling containers provided by DeKalb County. **These containers must be placed out for collection no earlier than after noon before the collection day. Containers must be returned to your unit no later than noon of the day following pickup. Failure to do so will result in a fine;**
- 5) Newspapers and boxes set out for recycling should be secured to prevent them from being scattered by the wind;

- 6) **Bulky items include all large trash items that cannot fit in garbage roll carts. All bulky items are collected by special collection vehicles and must be scheduled for pickup through DeKalb County by calling 404-294-2900. Please email the Board when placing such an item out at the curb as it can take several days for the county to retrieve it;**
- 7) Yard trimmings and other foliage pick up are on Tuesday and must be disposed of in approved yard waste bags. For a complete list of requirements regarding yard waste, please check the DeKalb County Sanitation website (listed above).

Animals & Pets

No owner shall permit a pet to be outside his unit without a leash and/or cause any animal nuisances pursuant to the Code of Ordinances of the City of Dunwoody¹³.

Architectural Controls

- 1) **No structure of a temporary character, trailer, tent, shack, carport, shed, barn, garage, fence, or other outbuilding shall be erected by any owner or occupant on or adhered to any portion of the condominium unit at any time, neither temporarily nor permanently, without written consent of BOD¹⁴;**
- 2) No exterior changes of any kind are allowed without written permission from the Board. This is including but not limited to additions, alterations, construction, painting, replacement of any window or storm door. In addition, it is not allowed to place or post any object in any windows (with the exception of For Sale or For Rent signs) or doorway, or on any common element, without written consent of BOD;
- 3) All window blinds and window treatments that can be seen from outside the unit must be white or other neutral color; all windows, window frames, and screens must be kept in good repair;
- 4) Details and/or plans concerning any alteration to the exterior of any unit must be submitted in writing to BOD prior to any work being done or any change made. BOD will receive and either approve or disapprove the proposal in writing. This rule includes, but is not limited to, exterior doors, windows, storm doors, chimneys, or any work that may alter the integrity and/or general appearance of the exterior including the roof;
- 5) BOD may withhold approval for any reason (including purely aesthetic considerations) and shall be entitled to stop any construction that is not in compliance with approved plans. Any work done in violation of these guidelines shall be deemed to be nonconforming and a violation of the governing documents;
- 6) If work is found to be nonconforming, upon written notice from BOD, an owner shall, at his or her own expense remove such construction, alteration or other work, and shall restore the property to substantially the same condition as existed prior to the

¹³ See Article VIII, Section 2, Paragraph (a) of the By-Laws and [§ 6-32. Animal nuisances., Article II. OFFENSES AND MISCELLANEOUS PROVISIONS, Chapter 6. ANIMALS, Code of Ordinances, Dunwoody.](#)

¹⁴ Architectural Control Modification Form requesting BOD's review can be found here: [ARC-Request-Form_2025-Homeowner.pdf](#)

construction, alteration, or other work;

- 7) If an owner fails to restore work done in violation of these rules and regulations, within the time limit placed by BOD, the Association may levy a fine, file a lawsuit to compel the owner's compliance with the governing documents, or both. The owner will be responsible for all attorneys' fees incurred by the Association to enforce the governing documents;
- 8) Any communication, telephone or video cable or satellite dish shall be placed where it can be least observed from the common areas and in accordance with the Federal Communication Commission rules. Additionally, satellite dishes and other wirings should not be placed on the roof or shingles but attached to fascia board instead. All wiring must be hidden from view and, under no circumstances, shall holes be drilled into the siding material or shingles;
- 9) Prior to any improvements, installation of plants, plant replacement, or plant removal on Common Elements or Limited Common Elements, homeowners must have an approval in writing from BOD and/or the Landscape Committee. The requests or proposal for changes to landscaping on Common Elements must be made in writing and submitted to BOD. Owners considering such a change are encouraged to discuss their ideas and plans with the Landscape Committee prior to making application;
- 10) No signs, including For Sale and For Rent, Garage Sale, political campaign and/or advertising posters and billboards are permitted in or on the common elements and limited common elements. Real estate signs may only be placed in a window within the Unit;
- 11) BOD shall have the right to erect reasonable and appropriate signs (e.g., freeze warning, or meeting notice, etc.) on behalf of the Association.

Weapons and Fireworks

The discharge of weapons and fireworks is prohibited on WC Association's property.

Parking

Because parking around the buildings is limited, residents are allowed two (2) vehicles per Unit to be parked in front of their respective building. Any additional vehicles (including guests' vehicles) must park in the designated overflow/visitor parking spaces.

Disabled and stored vehicles are prohibited from being parked anywhere on the WC Association's property¹⁵.

Parking is permitted only in designated parking spaces. No vehicle shall be parked in a fire lane, on any unpaved (grassy) area, blocking another vehicle, obstructing the flow of traffic or otherwise in a manner that creates a hazardous condition.

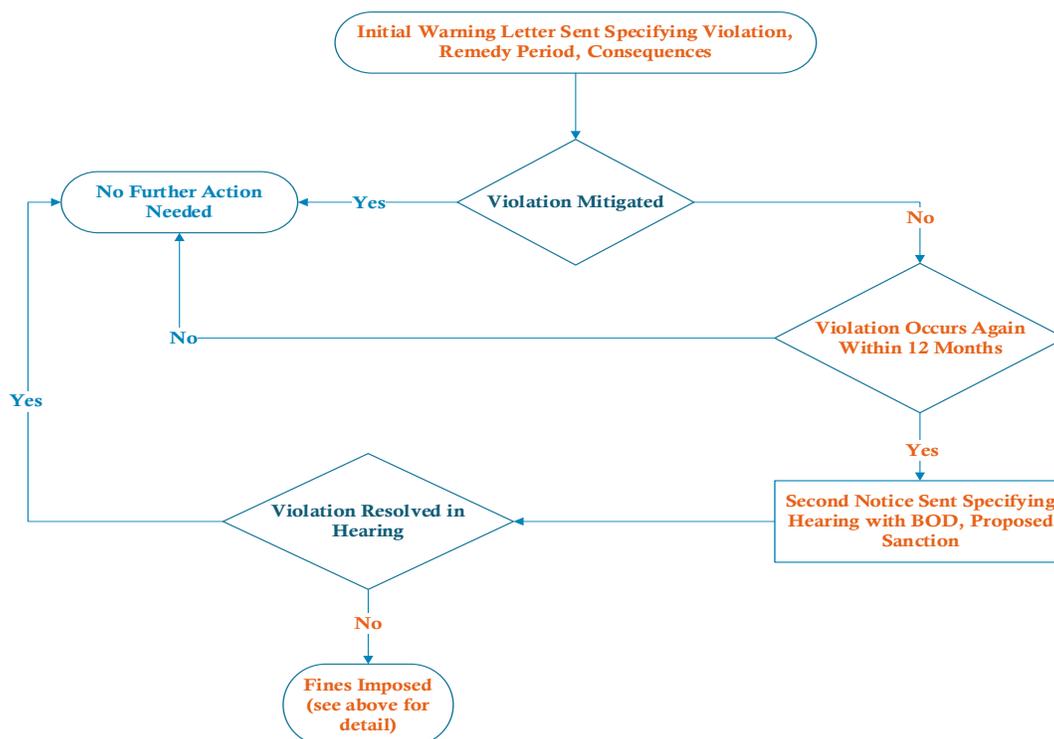
¹⁵ A vehicle shall be considered 'disabled' if it does not have a current license tag or is obviously inoperable. A vehicle shall be considered 'stored' if it remains on the Association's property without being driven for fourteen (14) consecutive days or longer.

Currently, parking on WC property is based on the honor system. However, should persistent issues arise, BOD may impose additional measures to curb violations (such as mandatory hang tags, etc.).

Appendix B

The procedure for violation notices and fining is set forth in Article VIII, Section 3 of the By-Laws and is as follows:

- 1) Violators will be sent an initial warning letter advising the owner of the violation, a specific time period for the owner to remedy the violation and consequences of the failure to do so.
- 2) If the owner fails to mitigate the violation or the violation occurs again within twelve (12) months, the violator will be sent a second notice of hearing with the BOD and identifying the proposed sanction. The hearing will afford the violator the opportunity to be heard.
- 3) After the hearing and upon decision of the BOD, fines may be imposed as follows:
 1. \$25 for 1st offense of single violation
 2. \$50 for 2nd offense of single violation
 3. \$100 per violation for additional offenses of single violation
 4. \$25 per day fine for continuing violation (until violation is cured)
 5. BOD reserves the right to increase the amount of fines in the event of a violation that BOD in its discretion determines to be an egregious violation and warrants a higher fine due to the nature of the violation.
- 4) ***If (a) violation(s) is (are) committed by tenants or guests, owners are held responsible for the actions of those living in or visiting their units.***



Appendix C

Pool

The Association contracts with a company to maintain the pool. The pool company monitors and manages the chemicals and cleans the pool. Service frequency is generally twice a week when the pool is open and once a month when it is not. The pool company reports to the property manager. If you have questions about the pool or need to report a maintenance issue, contact the property manager or email BOD.

Landscape

The landscape maintenance company is responsible for cutting grass and shrubbery, picking up trash, blowing off curbs, walks, streets and the tennis court, as well as providing and applying fertilizer, herbicides and insecticides for turf and shrubbery. Service is provided weekly. If you have questions or concerns about the landscape, please contact the property manager or BOD.