

Rockcliff Condominium Homeowners' Association
Board of Directors
Policy on Damage Resolution

In an effort to avoid damages and repair costs to your unit and/or your neighbors' units, the Board is making the following recommendations. These should be considered Board policy.

Each unit should be covered by an individual condominium homeowner's insurance policy bought and paid for by the owner. Separate riders are available to cover minor interior damages to covered units as well as damages to neighboring units caused by negligence, intentional or otherwise. These should be purchased from the provider of your choice and in effect at all times.

In order to keep minor damages from happening and/or becoming major damages, each owner should monitor the interior condition of his or her plumbing. This includes refrigerator ice maker lines, washing machine hookups and hoses, water heaters and their supply and delivery lines, bathroom and kitchen sink hoses and supply lines, toilet supply lines, all faucets and shower heads. Any noticeable leaks should be dealt with as soon as possible by a licensed professional.

Unit owners should monitor the condition of all wiring, circuit breakers, switches, outlets, fixtures, heating and cooling systems, and appliances. It is the owner's responsibility to see that these are all in proper working condition, not overloaded and meet all safety standards. All necessary repairs are the responsibility of the owner and should be made by a licensed professional.

The Board requests that any owner planning any mechanical systems renovations (see previous two paragraphs) to notify the Board of any work that will exceed \$2,500 and give assurances that all necessary permits have been obtained and all work will meet or exceed Fulton County Building Code requirements. This is for the protection of the owner, his or her neighbors, and the Condominium Association.

Failure to comply with these recommendations could result in your in-

curing costs for damages caused by negligence and/or poor workmanship. Responsibility for said damages will be assessed on a case-by-case basis, including but not limited to claims made to insurance companies.

The Association has a responsibility to maintain the exterior condition as well as the infrastructure of the complex. Any damage noticed should be brought to the attention of the Board.

Any cosmetic problems within an individual unit, such as cracks in walls, unlevel flooring or any other nonstructural item associated with settling and age, is the unit owner's responsibility to repair. If a problem is such that an owner thinks it is due to a structural defect, the Board should be notified. The Board will then, through its agents, determine if further inspection is needed. If the owner disputes the finding of the Board's agent, he or she can hire an independent structural engineer to inspect and make a finding. If it is determined a structural problem exists, the unit owner will be reimbursed for inspection fees and the Association will make repairs as needed. This may result in a special assessment of all owners to cover deductibles and costs not covered by the Association's insurance policy.

Responsibility for damages that occur between units should be determined by the respective unit owners and/or their insurance companies. The Board should get involved on only those occasions when damages are determined to be the responsibility of the Association, as set forth in the previous paragraph.

**Adopted Aug. 22, 2000
Rockcliff Condominium Homeowners' Association
Board of Directors**

**Rockcliff Condominium Association
1822 North Rock Springs Road N.E. #27
Atlanta, GA 30324**

June 30, 2003

To All Owners:

The purpose of this letter is to bring to your attention the requirements of Section 12 (f) of the Declaration of Condominium for Rockcliff Condominium. The section reads as follows:

Notwithstanding anything in this Declaration to the contrary, unit owners may only make modifications, additions or alterations to the electrical, heating, air conditioning, mechanical, ventilating or any other system in accordance with full and complete plans and specifications that have been previously submitted and approved by the Association in writing.

Examples of items requiring written approval based on *full and complete plans and specifications* submitted to the Board of Directors would be:

- Adding a washer and dryer that require additional plumbing, electrical service and/or dryer ventilation
- Moving a kitchen sink from its original location to a new location
- Adding natural gas lines for a gas stove
- Relocating or adding electrical outlets
- Relocating your air conditioning unit from its original pad to a new location

Written approval is not required when upgrades are planned that do not require modifications, additions or alterations to systems. Examples of items not requiring prior written approval would be:

- Upgrading an existing kitchen sink that remains in the same location
- Removing your existing furnace and replacing it with similar furnace in the same location
- Updating an existing base plug or light switch

Thank you in advance for your full cooperation. Request will be reviewed at scheduled meetings of the board. If you intent to submit a request, please contact one of the board members to determine when the next scheduled meeting will be.

Sincerely,
Board of Directors


Sandra McMillan, President


Nancy Rocquemoire, Secretary

**Rockcliff Condominium Association
1822 North Rock Springs Road NE #27
Atlanta, GA 30324**

Memo

Date: September 11, 2002

To: Owners and Renters

**From: Board of Directors
Rockcliff Condominiums**

Re: Procedures for Satellite Dish Installation

The roofs are common areas. Anyone wishing to make alteration to any common area must ask permission of the Board of Directors. This requirement includes but is not limited to satellite dish installation.

We have had a problem in the past with incorrectly installed dishes that have caused interior leaks. We are currently roofing two buildings at a significant expense. Eventually all buildings will receive a new roof. The roofing material has a twenty-year warranty as long as the roofing system is not compromised. An improperly installed dish will void our warranty. To protect our collective investment, we have established procedures for all satellite dish installation.

Before a dish can be installed you must follow the procedures outlined below. A form to request permission from the Board of Directors to install a dish is attached. The owner must make the request for permission to install a dish since the owner will be held responsible for any damages caused by the dish installation. Renters interested in installing a dish should contact their landlord to complete the attached paperwork.

If you are considering a dish, please review the attached procedures carefully. Submit the enclosed form to the Board of Directors at the above address or give your request to a Board Member. Once your request has been reviewed and approved, a signed copy of the form will be returned to you with the area for installation specified.

Thank you for your cooperation.

Procedures for Satellite Dish Installation

1. The **unit owner** must make a request for dish installation to the Board of Directors (see attached form)
2. A reputable installer with a professional installation company must make the installation (**no do-it-yourself installations are allowed**)
3. The unit owner accepts all responsibility for any damage caused by the dish or dish installation
4. Installation must be made in the area and manner designated by the Board.
5. All dishes must be properly installed and grounded with the name and unit number of the dish owner displayed on the dish
6. Once the dish is installed, the owner must provide to the Board a statement from the installation company that the dish has been installed in the designated area according to accepted industry standards and that the dish is grounded
7. Base brackets once installed cannot be removed
8. If the dish is removed from services or the dish owner moves, the dish must be detached from the base bracket, the base bracket must remain attached and all accompanying wiring must be removed from the roof.
9. Failure to follow these procedures will result in a minimum fine of \$250 being levied on the unit owner by the Board of Directors.

**Rockcliff Condominium Association
1822 North Rock Springs Road NE #27
Atlanta, GA 30324**

Request for Satellite Dish Installation

Person making request: _____

Unit #: _____ Home Phone: _____ Work Phone: _____

Name of Unit Owner: _____

Company Making Installation: _____

As a condition for the installation of the satellite dish for my unit, I agree to all of the following:

I, the unit owner, accept all responsibility for any damage caused by the dish or the installation of the dish.

I agree to have professional installer, working for a reputable satellite dish installation company, install the dish.

I agree to follow all stipulations for the installation of the dish including but not limited to the area and manner of installation.

After installation, I will provide to the Board a statement from the installation company that the dish is install in the designated area according to acceptable industry standards including the grounding of the dish.

If the dish is removed from service, I will remove the dish from the base bracket leaving the base bracket attached. I will remove all related wiring.

If I move, I will remove the dish from the base bracket leaving the base bracket attached. I will remove all related wiring.

Signatures:

Unit
Owner: _____ Unit #: _____

Date: _____

Board Approval: _____

Date: _____

Rockcliff Condominiums Unit #: _____

<p style="text-align: center;">Resident #1</p> <p>Name: _____</p> <p>Home Phone #: _____</p> <p>Work Phone #: _____</p> <p>Cell Phone #: _____</p> <p>E-mail Address: _____</p>	<p style="text-align: center;">Resident #2</p> <p>Name: _____</p> <p>Home Phone #: _____</p> <p>Work Phone #: _____</p> <p>Cell Phone #: _____</p> <p>E-mail Address: _____</p>
<p style="text-align: center;">Auto</p> <p>Make: _____</p> <p>Model: _____</p> <p>Year: _____</p> <p>License #: _____</p>	<p style="text-align: center;">Auto</p> <p>Make: _____</p> <p>Model: _____</p> <p>Year: _____</p> <p>License #: _____</p>
<p style="text-align: center;">Emergency Contact</p> <p>Name: _____</p> <p>Address: _____</p> <p>Home Phone #: _____</p> <p>Work Phone #: _____</p> <p>Cell Phone #: _____</p>	<p style="text-align: center;">Emergency Contact</p> <p>Name: _____</p> <p>Address: _____</p> <p>Home Phone #: _____</p> <p>Work Phone #: _____</p> <p>Cell Phone #: _____</p>

Owner (if different from resident): _____ Phone #: _____

Address: _____