

WESLEY LAKES
COMMUNITY ASSOCIATION
(WLCA)

HANDBOOK

McDonough, GA

www.wesleylakes.org

Table of Contents

WELCOME NEW WLCA MEMBERS	3
USEFUL PHONE NUMBERS	4
AMENITY CENTERS	5
COMMUNITY INFORMATION.....	7
Moving Sales or Garage Sales:	7
Social Activities:.....	7
Trash Collection:	7
Fishing:	8
Community Communications:	8
MODIFICATIONS TO EXISTING PROPERTY	8
ARCHITECTURAL STANDARDS	8
Storage sheds:.....	9
Recreational equipment:.....	9
Basketball goals:.....	9
Room additions, screened patio, enclosures, greenhouses, gazebo, attached shed, other structures of this type or major landscape modifications:	9
Fences:.....	10
FREQUENTLY ASKED QUESTIONS.....	10
GLOSSARY OF TERMS	12
FORMS	13

WELCOME NEW WLCA MEMBERS

Congratulations on your recent move into the Wesley Lakes community. We know questions may arise regarding WLCA and in an effort to answer those questions we distribute this handbook to new residents and update it annually. We also distribute quarterly newsletters to all residents and hold quarterly resident meetings.

This handbook is an abbreviated version of our "Declaration of Covenants, Conditions, and Restrictions for Wesley Lakes". Refer to the website for an extended version.

What is WLCA? WLCA is a Georgia non-profit community association that exists for our benefit. WLCA has the legal authority and the responsibility to maintain common grounds and ensure community-wide standards within our community. Control of WLCA was transitioned from the developer, BES, to the homeowners in September of 1999. Wesley Lakes consists of three neighborhoods: Oxford Downs, The Moorings, and The Landings.

State law provides the basis for the creation of community associations. The Georgia Property Owners Association Act governs the community association. The Initial Use, Restriction and Rules of WLCA, in addition to the city laws and ordinances, are applicable unless they conflict with the law. The Board of Directors shall have all of the powers and duties necessary for the administration of the association's affairs and for performing all responsibilities and exercising all rights of the association as set forth in the Declaration, by-laws, the articles and as provided by law. The Board is responsible for levying and collecting assessments from the owners. Providing for the operation, care, upkeep, and maintenance of the area of common responsibility.

Your WLCA board members are:

President

Vice President Lawrence Bryant wlcabryant@gmail.com

Treasurer

Secretary

USEFUL PHONE NUMBERS

Utilities

Bell South Telephone:	770-780-2355
Charter Communications (cable):	770-389-9999
Central Georgia EMC:	770-775-7857
Georgia Power (electric):	888-660-5890
Natural Gas Providers	for detailed information about natural gas providers, visit web site: www.psc.state.ga.us
Henry County Water/Sewer:	770-957-6659

Government Services

Emergencies:	911
Animal Control:	770-954-2100
Chamber of Commerce:	770-957-5786
City Hall:	770-957-3915
City Library:	770-954-2806
Driver's License:	770-954-2065
Recycling Information:	770-957-8073
Trash Pick Up:	770-957-3915
Vehicle Registration:	770-954-2471
Voter Registration:	770-954-2021

Education

Board of Education:	770-957-6601
Henry County Middle:	770-957-3945
Henry County High:	770-957-3943
Wesley Lakes Elementary:	770-914-1889

AMENITY CENTERS

WLCA has two amenity centers: "Oxford Downs" on Burleyson Drive and "Wesley Lakes Community Center" on the corner of Cameron Road and Wesley Lakes Boulevard.

- Oxford Downs Amenity Center
- Clubhouse (can be reserved for private parties, includes use of the pool during the season)
- Pool (can be reserved during the season for private parties, includes use of the clubhouse)
- Two fenced tennis courts (can not be reserved)
- Men's and women's restrooms

Wesley Lakes Community Center

- Clubhouse (can be reserved for private parties)
- Pool (cannot be reserved)
- Two fenced tennis courts (cannot be reserved)
- Children's playground (open from dawn to dusk)
- Gazebo (open from dawn to dusk, catch and release fishing is permitted)

Men's and women's restrooms

The pools are open from May to September. We try to open the pools May 1 st and keep them open until the end of September. An Amenity Monitor may request to see your amenity pass to ensure authorized use of the pool, tennis courts, playground and gazebo.

Residents are required to carry their amenity passes when using the amenities. No pets are permitted inside clubhouses, in pool areas or on tennis courts. The Board reserves the right to deny amenity center privileges to any resident whose membership dues are delinquent or to any resident who has violated any rules and regulations. Members may not bring non-member residents or members whose privileges are denied as guests.

The rental fee for the Oxford Downs Amenity Center or the Wesley Lakes Community Center clubhouse is \$50. A No security deposit of \$100 is required for clubhouse rentals, and however, fines will be applied to those individuals who do not leave the clubhouse as it was at the time of rental due to cleaning or repair needs. There is also a \$50 fine if clubhouse key is lost.

Lake and gazebo Information:

- Resident must accompany their guests
- Residents are responsible for any damage or disturbance created by themselves or their guests
- The gazebo is available for use from dawn to dusk year round
- All plant life and wildlife and their dwellings will not be violated, harmed or destroyed
- Fishing is permitted from the gazebo and water's edge along Cameron Rd, not on private resident's property. The fishing is catch and release.
- No boating on lake
- No glass or breakable containers are permitted in the gazebo
- No swimming or wading in the lake is permitted
- No climbing on the gazebo is permitted

Pool information:

- Pool hours: 7:00am to 10:00pm during pool season
- Residents may bring up to four guests to the pool « Resident must accompany their guests
- Residents are responsible for any damage or disturbance created by themselves or their guests
- All children under 14 years of age must be accompanied by an adult (18 years of age or older)
- Residents should close umbrellas after use and should ensure that any trash is placed in the proper receptacle
- No lifeguard is on duty, SWIM AT YOUR OWN RISK
- No non-battery operated appliances are permitted
- No glass or breakable containers are permitted. Please conceal any alcoholic beverages in plastic containers
- No diving
- No cut-off shorts are permitted
- Children who are not potty-trained should wear leak-proof plastic pants (no disposable diapers)
- Children under the age of four must wear a floating device
- Life preservers and rescue poles should only be used for purpose intended
- Additional rules may apply as mandated by federal, state or local agencies.

Tennis court information:

- Tennis court hours: 7:00am to 10:00pm year round
- Residents may bring up to four guests on the tennis courts
- Residents must accompany their guests
- Residents are responsible for any damage or disturbance created by themselves or their guests
- Attire: proper footwear must be worn (no other footwear such as cleats, rollerblades or skates are permitted). Shirts must be worn.
- No glass or breakable containers are permitted on the tennis courts
- No bicycles, tricycles, scooters, etc. are permitted on the tennis courts

Private party restrictions:

- Clubhouse rentals require a scheduled pre-walkthrough (up to 48 hours in advance of event) and a post walkthrough (up to 24 hours after event)
- At the time of pre-walkthrough; a rental agreement will be signed by the resident, their drivers license must be shown and rental fee is to be paid. Oxford (during pool season \$75, off season \$50), Cameron Road (\$50, pool cannot be reserved) and a \$100 security deposit. The rental agreement is a contract agreeing to abide by the rules set forth by the WLCA. One of the rules is cleaning up after the event including the restrooms.
- Reservations can be made no more than 30 days in advance on a first come-first serve basis and no less than 7 days in advance. To make a reservation, please contact Community Management Associates at 404-352-5470.
- Association dues and any fines must be current to reserve amenity centers
- There is a four hour limit on the Oxford Downs pool which can not begin any later than 6:00pm
- Due to the limited time the pool is open each year, we limit the number of private pool parties to three parties a season per household
- No holidays can be reserved
- If private party will have children attending, there must be one adult present for every four children under the age of 18 years of age
- If private party will be using the Oxford Downs pool, the guest limit is 25 and the resident must be present at all times
- Clubhouses are smoke-free environments

COMMUNITY INFORMATION

Moving Sales or Garage Sales:

Only community-wide garage sales are permitted. We schedule two sales per year, one in the Spring and one in the Fall. Residents who wish to participate in the sale need a permit from the city (approx. \$15). A moving sale may be authorized by the Board if the house is for sale and is under contract.

Social Activities:

Social events are viewed as an important aspect of building a sense of community and are encouraged. An annual Easter Egg Hunt, Fishing Tournament, Teen Social, Fall Block Party and Halloween Party are typically held. If you would like to assist in these or have ideas about other social activities, please contact Community Management Associates.

Trash Collection:

Trash is collected by the City of McDonough on Wednesdays beginning at 7am. Between trash pick-ups, trash cans should be kept out-of-view (inside garage, inside fenced yard, behind A/C unit, or on side of house behind dense foliage). On Fridays, bagged leaf and grass clippings are collected. Grass clippings or other yard debris should not be dumped on common grounds, vacant lots or swept down street gutters.

Fishing:

Fishing is permitted from the gazebo and dam only, not at the water's edge nor from resident's property, and only by WLCA members. The fishing is catch and release.

Community Communications:

Distributing a quarterly newsletter was established to increase a sense of unity in our association. Submissions for the newsletter should be sent to the Community Management Associates property manager or from the email link at the WLCA website.

MODIFICATIONS TO EXISTING PROPERTY

Residents must refer to these guidelines before any attempt to modify their homes. The Architectural Review Committee (ARC) has the authority to ask that you restore property to its original condition if approval is not made prior to modification.

Proposed structures and improvements must be submitted in writing to the ARC for review and approval/disapproval at least thirty days before the beginning of the proposed modification.

The following is a condensed list of the most common items that must be approved by the ARC:

- Fences or major modifications to landscaping
- Storage buildings/sheds (attached or unattached)
- Dog houses
- Basketball goals, swing sets/play gyms, trampolines
- Decks, patios, patio slabs, enclosures of any kind, gazebos
- Change in color scheme

*** Modification forms can be found on the Wesley Lakes website. ***

Modifications completed prior to April 15, 1997, are considered approved but should be kept in good repair and screened from view of the street and other owner's properties.

In the event of the sale of the property, the ARC will re-evaluate the modifications to determine approval/disapproval prior to the closing and transfer of the warranty deed. AH units must be in complete compliance with the "Declaration of Covenants, Conditions, and Restrictions for Wesley Lakes" before the sale or transfer of title or leasing of such unit.

For more specific information and a complete list of modifications, please refer to the "Declaration of Covenants, Conditions, and Restrictions for Wesley Lakes".

ARCHITECTURAL STANDARDS

All modifications to existing property must be approved in writing prior to commencement of construction. Specifications, materials and renderings must be included with the request for approval. A commencement and completion date must be included. All construction must be completed within thirty days unless specifically noted otherwise.

In the event of the sale of the property, the ARC will re-evaluate the modifications to determine approval/disapproval prior to the closing and transfer of the warranty deed. All units must be in

complete compliance with the "Declaration of Covenants, Conditions, and Restrictions for Wesley Lakes" before the sale or transfer of title or leasing of such unit.

***** Architectural forms can be found on the Wesley Lakes website. *****

These are intended as guidelines. The ARC will consider individual requests.

Storage sheds:

- Rendering of structure and material(s) list
- Building permit obtained from the City of McDonough to be included with this ARC (this is only required if shed will have electricity or if shed will be on a concrete slab)
- Dimensions no larger than 10' x 12'
- Roof pitch 5/12 - no barn style roofs
- Slab or wood platform; platform must be raised 6-8" above the ground
- Roof shingles to match the unit
- Placement of structure must be obscured from view from the street elevation
- Structure must be kept in good condition
- Structure must be completed in a timely manner

Recreational equipment:

- Swing sets & play sets - properly landscaped and/or behind a privacy fence
- Trampolines - due to safety concerns, must be secured behind a privacy fence
- Hot tubs - securely locked, properly landscaped and/or behind a privacy fence
- All play equipment must be placed in back yard
- Rendering/photo of play equipment
- Play equipment to be kept in good condition
- Play equipment to be completed in a timely manner
- When selling, leasing or transferring the title of the unit, removal of the play equipment may be required

Basketball goals:

- Goals must be portable or attached to a pole in the ground
- No goals shall be attached to the unit
- Goals must be thirty (30) feet from the street
- When selling, leasing or transferring the title of the unit, removal of the goal may be required

Room additions, screened patio, enclosures, greenhouses, gazebo, attached shed, other structures of this type or major landscape modifications:

- Rendering of the structure/modification and material(s) list
- Building permit obtained from the City of McDonough (as needed)
- Dimensions of the structure
- Roof must be shingled to match unit
- Siding and color must match unit
- Slab or wood platform. Platform must be raised 6-8" above ground

- Gutters to match unit
- Structure should be obscured from view at street elevation

Fences:

- Height of fence to exceed 4.5 feet but not exceed 6 feet
- No chain link fences are permitted
- Finished side of fence exposed to adjacent properties. Unfinished side facing owner's unit
- No broken slats or falling sections. Fence must be kept in good condition
- Treatment of wood or the use of other materials to maintain finished neat appearance
- Fence in rear of property only. Fence to begin and terminate at rear corners of unit
- Inform neighboring homeowners of plans, to prevent unforeseen disputes over boundaries/property lines/easements/etc
- Ensure no underground utilities are present
- Fence must be completed in a timely manner

FREQUENTLY ASKED QUESTIONS

What are covenants and why do we need them?

Covenants are conditions or restrictions which were established to maintain our most valued assets, our homes. We are legally bound by these covenants. Any planned modification (painting, fences, sheds, play equipment, etc.) must receive approval from the Architectural Review Committee (ARC) before construction can begin. WLCA has the authority to have any unauthorized structure removed. To obtain an approval, an Architectural Review Committee form should be completed and submitted. In addition to covenants, being within the city limits of McDonough means we must also abide by city ordinances.

Why pay dues and how much are they?

For maintenance, operation and expense of common grounds and amenity upkeep. \$420 per year.

Are boats allowed on the lake?

No. Boats are not permitted on the lake.

Can I park my car on the street overnight?

No. Any vehicle parked on the street overnight is in violation of WLCA covenants. Additionally, no commercial trucks, equipment, mobile homes, campers, boats, trailers, stored vehicles or inoperable vehicles are permitted in community. No vehicles should be parked on the grass at anytime.

Are there any special rules about dogs?

All pets (cats and dogs) should be leashed and are required to have current vaccinations. Dogs should not be allowed to excessively bark. Loose pets should be reported to Animal Control at 770.954.2100.

May I convert my garage into a finished space?

Garages are not permitted to be converted into living space.

Is every resident a member of WLCA?

At the time the WLCA was created, a few Oxford Downs residents chose not to become members. These residents do not pay annual dues, therefore, are not permitted to use our amenity centers. These few residents can join the WLCA at anytime but cannot revert back to a non-member status.

Every resident purchasing a home since the WLCA was created is automatically a WLCA member and must pay annual dues, it is not optional.

Where should I keep my trash can?

Trash cans should be kept out-of-view (inside garage, inside fenced yard, behind A/C unit, or on side of house behind dense foliage).

What is planned for the land at our entrance on Jonesboro Road?

The smaller portion of land to the west of our entrance has been re-zoned for an office park. The zoning for the large portion of land (over 30 acres) to the east of our entrance is being litigated. We continue our opposition to the rezoning efforts.

What happens if I am in violation of WLCA covenants?

It is our belief that most violations are unintentional and are due to a misunderstanding or lack of knowledge concerning the situation. WLCA agrees to encourage an amicable resolution of disputes involving the properties without the emotional and financial cost of litigation. If a violation is not corrected, WLCA has the legal right to impose a fine. WLCA also has the legal right to place a lien on the property in order to collect fines. Notification of violations will most likely be by letter sent via U.S. mail. Fines will begin on second violation.

GLOSSARY OF TERMS

APPEAL - Request for the transference of a case to a higher court for rehearing.

ARC - Architectural Review Committee, the ARC is responsible for administration of the design guidelines and review of all applications for construction or modification under the ARC standards as defined by the Covenants Association.

BOARD - A body responsible for the administration of the association, selected as provided in the by-laws and generally serving the same role as the Board of Directors under Georgia Corporate Law.

CONSENSUS - General agreement or concord: harmony, majority of opinion.

COVENANT COMMITTEE - A committee consisting of at least three and no more than seven members, acting in accordance with the provisions of the declaration and bylaws.

FINE - Sum of money paid as a penalty.

HEARING - An appearance before investigating committee.

LIEN - A legal claim on another's property as security for the payment of a just debt.

NEGOTIATION - To discuss with a view to reaching an agreement.

NUISANCES - An act, thing or person causing trouble, annoyance.

RENDERING - To submit, or give: represent artistically, show picture.

SANCTION - Permission from a person or group of authority: a penalty to ensure compliance.

VIOLATION - Breaks a law or rule: disrupt or disturb a person's privacy.

FORMS

The following forms are attached for your convenience.

Basketball Hoop

Fence

Modification of Property

Oxford Downs Clubhouse Rental

Recreational Equipment

Shed

Violation Referral

Wesley Lakes Clubhouse Rental