



October 1, 2021

Hello Jennifer Oaks Neighbors,

We hope this note finds you and your family well and looking forward to the beautiful fall weather.

As you may have heard and/or noticed, our neighborhood is enjoying outstanding home resale prices. The new and continuing development in downtown Alpharetta and Milton, along with our location and community amenities, make Jennifer Oaks “the place to be.”

The board has been busy working on our community’s behalf to ensure all scopes of responsibility are being overseen, including but not limited to the new pavilion area, front gate, roads, the nature preserve, neighborhood modifications, and oversight of the covenants, landscaping, and maintenance guidelines.

We are excited to see some of the beautiful home improvements happening in our community. To that point, the board has created a document (see attached) called the Jennifer Oaks Standards & Guidelines Quick Reference Guide. As the name states, this is a summary version of the Standards & Guidelines found on the HMS-inc.net website (located under “The Association” ---> “Downloads”). Please always refer to the more comprehensive standards, guidelines, covenants and by-laws for further clarification. This attached document is meant to be a more user-friendly guide to assist everyone with their home maintenance. Please read through this material at your earliest convenience and feel free to reach out to any board member with any questions you may have. This document takes effect on November 1, 2021.

On behalf of the board, thank you for your continuous maintenance and investment in your property and home. We look forward to our community’s continued partnership as a benefit to all.

Sincerely,

The JOHA Board of Directors
D.J. Postles, President
George Mesaros, Vice President
Eric Putrello, Vice President
Bryan Locklear, Treasurer
Debbie Covert, Secretary



Standards & Guidelines Quick Reference Guide

Overview

This document is intended to be a quick reference guide for Jennifer Oaks neighbors. It provides an overview of the Homeowners Association (HOA) standards and guidelines documents and covenants. It includes maintenance and upkeep recommendations from the Jennifer Oaks Board and our management company, HMS, as well as information about HMS visitation, checklists and the enforcement process.

HOA guidelines, standards and covenants are in place to ensure that all neighborhood residents benefit financially and aesthetically from a consistent and maintained community. This quick reference guide is a user-friendly summary of the Jennifer Oaks Design Standards & Neighborhood Guidelines and thus should be referred to for further clarification. Additionally, the Jennifer Oaks Covenants & Bylaws document package should also be referred to for complete information this is the document you received and signed at your legal closing. You can find the complete versions of all the HOA documents on the HMS website: hms-inc.net. This quick reference guide is not a replacement for those documents.

We thank our entire Jennifer Oaks community in advance for reviewing this document and hope it assists in maintaining the guidelines and standards. The Board is excited to work with our community and is available for any further explanation or questions.

Clarity and Transparency

To provide clarity on expectations for monitoring and adhering to HOA standards, the Board has worked with HMS to define an **HMS Visitation Scope**. This scope includes:

- **A Visitation Schedule:** A transparent schedule of HMS visitation date periods, which all homeowners will be aware of so efforts can be made to adhere to standards.
- **A Visitation Checklist:** A clearly defined checklist, which HMS will use during their visits. This checklist includes the most common areas of violation and provides clarity on what HMS will observe and document during their drive-by assessments.
- **Enforcement and Violation Procedures:** Clear procedures and timelines for addressing any violation(s), including fines and fees to reconcile violations if not addressed in a timely manner, in order to become in good standing with the HOA.



Scheduled Visit Dates

HMS is currently contracted to visit the neighborhood on a regular basis, and we have worked with them to refine a regular visitation cadence. HMS will now target the period of mid-month for visits between February and October. A representative from HMS will drive through the neighborhood and assess homes for HOA covenant and standards violations. HMS will then send the list of violations to the Board for review. Although **all** aspects of Landscape, Maintenance and Covenant items will be reviewed by HMS, the Board has asked that the below **“seasonal items”** be specifically checked by HMS.

For calendar year 2021, the new process defined below will begin on November 1st.

General Area of Focus	Targeting Mid-Month	Comments/Emphasis
Maintenance/Covenant – All Items	February	Debris maintenance
Landscaping – All Items	March	Lawn/edging/weed care/remove dead trees/bushes
Maintenance/Covenant– All Items	April	Mold removal: driveways/sidewalks/walkways
Landscaping – All Items	May	Pollen removal/trimming/bushes/beds mulched/flowers/pots
Maintenance/Covenant – All Items	June	Painting/windows/porches/steps/mailbox
Landscaping – All Items	July	Lawn/edging/tree overgrowth or removal
Maintenance/Covenant – All Items	August	Fences/vehicles/structures/signage
Landscaping – All Items	September	Trimming bushes/winter flower beds/remove debris
Maintenance/Covenant – All Items	October	Leaf maintenance

Visits are primarily spring through fall months, as maintenance items can be managed and sourced (finding vendors or contractors) during those months. However, it is expected that homeowners maintain the exterior of their homes throughout the year.

Note that the above calendar and General Areas of Focus are meant to encourage homeowners to be proactive about their maintenance, rather than wait until they receive a letter. This guide and transparency about monthly visit dates are intended to remind homeowners of their responsibility within an HOA community.



Landscape/Maintenance/Covenant Checklist

The Board recommends reviewing the following checklists on this page, and the next page (4) as part of your regular landscaping, maintenance and covenant adherence. It would also be beneficial to review this checklist in advance of the regularly scheduled HMS visits.

Landscaping List

Lawn Care	
Mowing/Fertilizing	Maintain regularly and seasonally, ensuring appropriate height and color.
Edging	All areas around lawn including driveways, sidewalks, curb and beds/islands should be free from overgrowth.
Reseed/Repair	Tend to any dead/barren areas including space from overgrown tree limbs blocking growth.
Weeds	Remove all volunteer or wild growth of weeds or non-landscape quality vegetation from lawns and bed. Natural areas are not allowed to become overgrown with weeds, brush and vines.
Tree Care	
Trimming	Trim lower branches that prevent lawn growth or over sidewalks within the neighborhood.
Overgrown Trees	Remove/replace all trees that prevent grass growth or an inappropriate size for front yard. HOA approval is <u>not</u> required for removing trees or shrubbery in order to promote growth of other trees or shrubbery; however, you may be required to replace the tree(s) by the City Alpharetta arborist to maintain canopy cover requirements. It is your responsibility to contact the City of Alpharetta, otherwise you may be subject to city fines.
Dead Trees	All branches, trunks and stumps removed. HOA approval is <u>not</u> required for removing dead or diseased trees; however, you may be required to replace the tree(s) by the City Alpharetta arborist to maintain canopy cover requirements. It is your responsibility to contact the City of Alpharetta, otherwise you may be subject to city fines.
Blocking/Touching	Trim or remove all branches that touch roof/home or significantly block home front.
Bushes/Shrubs	
Maintain Height	Trim all bushes to an appropriate height/size (below/side of windows). Any bush over 25% dead, please remove. HOA approval <u>not</u> required to remove dead bushes.
Blocking Bushes	Bushes/shrubbery must be trimmed as to not block intersections or create traffic or sight problems for drivers.
Tree/Bush/Flower Beds	
Mulch/Pine straw	All beds must be mulched or contain pine straw and maintained; no weeds.
Tree/Shrubbery Beds	Allowed in center yard if sized correctly with no weeds and include pine straw or mulch.
Flowerpots	No flowerpots are allowed in center yard. Please ensure other flowerpots within your property are of reasonable quantity.
Decorations	HOA approval must be submitted for planters and flower posts only if they are larger than three (3) feet in height, width or depth. They must contain living, healthy plants. Empty planters are not allowed. Front door and entry-area decorations must be in keeping with the style and color of the house.



Maintenance List

Item	Description
Painting	
Color	Approved color and current paint job should be up-to-date and functional/quality on gutters, windows, chimney and doors. Typically paint requires attention every 3-5 years. HOA approval <u>not</u> required when repainting same color.
Caulking	Appropriate caulking color and reapplication should be applied, so there are no gaps or loose edges from trim.
Windows/Doors	
Mold/Mildew	Mold and mildew build up on windows and doors should be removed at least once per year or as necessary.
Rotten Wood	Framing surrounding windows and doors should not have rotten wooden or gaps to show age or wear.
Insulation	Window insulation/stripping should not be visible and loose from inside window or glass door panes.
Broken Windows	Broken windows or door glass should be replaced, and HOA approval <u>is</u> required if the replacement product is not consistent with original construction.
Home Accents/Sideways Driveways & Walkways	
Accents	All brick/stone/rock accents to homes structure should be cleaned of mold/mildew (including retaining walls).
Driveways/Walkways	All driveways, walkways, sidewalks in front of home and adjoining to neighbors should be cleaned of mold/mildew.
Porches and Steps	
Steps	Step structure and formation should be kept intact (attached to home) and safe (no loose bricks or railings).
Porches/Landings	Porches/Landings should be maintained with painted railings and as originally designed. If a modification is being made instead of a repair, HOA approval <u>is</u> required.
Lighting/Decorations	
Light Fixtures	Outdoor light fixtures/lamps (attached to home) should be maintained/painted as required (including lamppost).
Landscape Lighting	Landscape lighting fixtures are allowed, if: not in excess, do not exceed watt limits, remain white/no color.
Seasonal	Seasonal/temporary lighting may not be used on a year-round basis or in excess throughout the year.

Covenant List

Fences	
Fence Structure	Posts/Boards/Gate - no holes, loose boards, or leaning/broken portions.
Paint	Painted/Stained - same color in all areas and cleaned as required.
Vehicle/Parking	
Parking	Limit cars in front of home and for limited time. This would be the area in front of your home and neighbor's homes.
RVs	Sporting/Recreation Vehicles are prohibited in driveways or on street in front of home.
Equipment/Exterior Structures & Containers	
Playgrounds	Playground equipment/structure not allowed in front. Basketball poles/hoop kept on back or side of driveway.
Storage	Storage Equipment/Landscaping Materials/Containers must not be visible from front of house or for extended time.
Other Units	Garbage Cans/Firewood/Grills/Antennas/Solar Collectors/Window Air Conditioning Units - must meet guidelines.
Mailboxes	Mailboxes should be clean and if flowering accents planted alongside, should be trimmed and limited.
Signage/Advertising/Decorations	
Permanent Signage	HOA approval <u>is</u> needed for permanent signs on personal property. Signs must be part of the landscape design.
Temporary Signs	Signs for Real Estate, Yard/Garage Sales, and Graduation must follow rules on size, time frame and quantity.
Decorative Signs	HOA approval <u>is</u> needed for most decorative objects only if they are visible from the street (i.e. birdbaths, benches, chairs, fountains, large flowerpot and yard art)
Other	
Structures	Pools, tennis courts, dog houses, playhouses, and miscellaneous structures must be approved and meet guidelines.
Gardens	Limited in size, kept in a contained area, and may not be visible from the front of the home.
Awnings/Balcony/Deck	Awnings/balconies/decks all must have HOA approval , if not part of existing/original construction.
Construction Requirements	Contractors and construction must meet guidelines for hours, parking, dumpsters, etc. while on property.



Landscaping/Maintenance/Covenant Violations

This section differentiates between the types of violations and examples are included.

- **Landscape Violations:** Defined as those areas related to lawn and yard maintenance. This applies to all areas surrounding the home including front, back and side yards. It is an expected part of homeownership maintenance.
- **Maintenance Violations:** Expectations that include home areas such as exterior painting, window replacement, steps/porches, and mold/mildew washing as required on the home exterior, roofs, fences, sidewalks, walkways, and driveway. You are expected to maintain your home to conform to the level of upkeep that is expected as community standard, per the Design Standards & Guidelines updated October 2020.
- **Covenant Violations:** Items include standards covering mailboxes, vehicle parking, structures, storage units, signage, etc.



Violations and Enforcement

On the next page (page 6), you'll find the procedure for the Jennifer Oaks HOA violation enforcement. It is the homeowner's responsibility to communicate to HMS and the Board any issues, concerns or plans for reconciling violations. Additionally, please notify HMS when any incurred violation is rectified, so that your HOA account can be updated.

- Friendly Reminder Letter
- Warning Letter with Next Steps
- Fining and Fee Assessment Letter with Next Steps
- Lien and Legal Action Letter with Next Steps



Violation and Enforcement Procedures

Below is a description of each of the steps taken by HMS and the Board aligned with our HOA Guidelines and Fine Schedule.

Notice	Purpose of the Notice	Information/Actions in Letter	Next Steps Outlined in This Letter
Friendly Letter – First Notice	This is a letter of violation in writing and will be sent by HMS with the approval of the Board.	Homeowner should contact HMS to define a resolution date if they determine it will be beyond 30 days.	A second notice with a violation citing will be sent if not resolved within 30 days.
Warning Letter – Second Notice (at 30 days)	Minimum 30 days to comply. This is a letter of violation in writing and will be sent by HMS citing there is now a violation. This is because the homeowner did not resolve the violation or did not communicate a resolution date.	The Board will be notified of the missed action or date. Fines for each of the violation will be defined and approved by HMS and the Board.	A third notice with the fines and fees for each violation will be sent if not resolved within the next 30 days.
Fines & Fee Assessment – Third Notice (at 60 days)	Minimum 60 days to comply. This is a formal assessment letter created by HMS. Fines and fees defined in this letter are not negotiable, as the homeowner has been out of compliance for 60 days, nor has communicated with HMS. It will include: Fine amounts for each of the violation(s). <ul style="list-style-type: none"> • Fine starts- \$25/day • Third notice cost: <ul style="list-style-type: none"> ○ Inspection fee - \$75 ○ Certified letter- \$25 	Homeowner has the option to: <ol style="list-style-type: none"> 1) Immediately correct the violations and pay all fines and fees associated with the third notice. 2) Communicate with HMS/Board regarding resolution path/date, recognizing that a \$25 per day fee (per violation) will continue until resolved. 	A fourth notice with a legal warrant and lien on the homeowner's property. All current and daily fines for violations and letter processing fees. Next steps will also define what the homeowners' responsibilities are should legal action be necessary, including all legal costs associated with HMS, the Board and/or the homeowners. The homeowner can appeal and request a hearing via a submitted letter in writing to HMS.
Lien and Legal Action Letter– Fourth Notice (at 90 days)	Minimum 90 days to comply. This is a letter is to notify homeowner of legal action by the Board - Warrant and lien on property.	All current/total fine amounts for each violation(s). <ul style="list-style-type: none"> • Fine - \$25/day • Fourth notice cost: <ul style="list-style-type: none"> ○ Inspection fee - \$75 ○ Certified letter- \$25 	The homeowner can appeal and request a hearing via a submitted letter in writing to HMS. Again, all legal costs incurred are the responsibility of the homeowner.

Please remember to submit an HOA approval form **before** commencing work for any modification that needs HOA approval. You will be fined if the appropriate approval is not obtained. A warning letter will not be sent and the penalty will automatically be assessed. Forms can be found on the HMS website: hms-inc.net.

Thank you for all you do to continue to make Jennifer Oaks an attractive and desirable place to live. The JO Board and HMS are here to serve you.