

ADAIR ESTATE HOMEOWNERS' ASSOCIATION

SUMMARY OF INFORMATION

FOR PROSPECTIVE PURCHASERS

OVERVIEW - ADAIR ESTATE HOA

The Adair Estate Homeowners Association provides this information for prospective purchasers. Our community of 15 residential property units, each with individual architectural characteristics, shares a common goal of gracious living while respecting the interests and concerns of individual unit owners. Adair Estate is located in the Druid Hills Landmark District of the City of Atlanta. We understand and appreciate the unique and historical nature of this property and are committed to maintaining a high level of quality, aesthetics, and natural beauty for current and future owners of Adair Estate.

The Adair Estate HOA operates as a residential condominium organization in accordance with the laws of the Georgia Condominium Act, O.C.G.A. Sec. 44-3-70 et seq. The governing documents are the Declaration of Condominium and By-Laws, as filed of record at Deed Book 10469, page 43 et seq., DeKalb County, GA. Prior to entering into a contract of purchase, you are urged to review the governing documents with your real estate agent and/or attorney. The following summary is intended to reflect a non-exhaustive overview of the governing documents and to acquaint you with some governance principles. In the event of a conflict between this summary and the documents filed of record, the governing documents will take precedent.

All of the information contained herein about responsibilities and services at Adair Estate, how the HOA currently operates, is subject to change in the future, according to provisions of the Declaration of Condominium and By-Laws.

THE HOA'S RESPONSIBILITIES ARE EXECUTED THROUGH THE FOLLOWING COMMITTEES

- HOA Board of Directors
- Architectural Committee
- Landscape Committee
- Budget Committee
- Maintenance Committee
- Social Committee

The HOA Board, acting as an executive committee, deals with issues arising from time to time in the management of grounds, maintenance of buildings, and financial matters. The committee is elected at the annual general meeting by owners of the units. The Board also reports to the entire community at general meetings called by the Board.

The following are some matters often of concern to prospective purchasers:

SERVICES CURRENTLY PROVIDED TO UNIT OWNERS BY THE HOA:

- Water and sewer
- Trash and recycling pickup
- Painting of unit exteriors on a rotating basis
- Gutter cleaning and maintenance

- Mail service Monday through Friday
- Upkeep of a termite bond for each structure
- Maintenance of the guest suite and fitness center/sauna
- Use of the guest suite upon reservation and fee payment
- Use of the fitness center/sauna
- Druid Hills Security Patrol service

INSURANCE

The HOA provides broad form property insurance coverage for both common areas and individual unit owners. The current policy, written through State Farm, contains a basic deductible of \$2,000 for both the exterior and interior portions of the units. The State Farm agent servicing the policy recommends that unit owners need only purchase personal property coverage, similar to coverage that would be required of apartment dwellers. By limiting unit coverage to personal property, you should find a significant savings from that of typical homeowner's coverage for similarly valued property. A copy of the policy is available from the President of the HOA for your inspection.

UNIT OWNER RESPONSIBILITIES

As is the case with the typical condominium, unit owners are responsible for all utilities other than water, and for repair and maintenance of the interior and exterior portions of their respective units, other than exterior painting. If you purchase a unit that is attached to others, you are responsible for the pro rata portion of the costs of repair and maintenance "according to the benefit received" from the expenditure. If damage is caused by an owner's activities and/or failures of pipes and equipment within the boundaries of an individual unit to other unit owners or to common property, the unit owner will be responsible for the reasonable repair costs. If a unit owner's windows and casements require replacement, it is the sole responsibility of the unit owner.

Accordingly, prospective purchasers should know that they are expected to exercise the same due diligence in maintaining their unit's condition as one would if purchasing an individual home.

THE MANSION

The Mansion contains five unit owners, who are responsible for issues that pertain solely to the Mansion. In addition, common areas in the lobby, guest suite, concierge apartment, and fitness center equal to 15.7% of the total square feet of the Mansion are assigned to the HOA. In 2012, the HOA incurred expenses for reworking the Mansion sprinkler system, which was shared on a pro rata square foot basis by each of the five mansion owners and the HOA members.

ARCHITECTURAL COMMITTEE

Under the HOA's Bylaws (Declaration Sections 2 and 13), the Architectural Control Committee is responsible for reviewing plans when an Adair owner wants to make exterior changes to their unit (including windows and casements), or if interior work would result in changes to a load-bearing wall. In both cases, a proposal must be submitted to the Architectural Committee with the following information:

- Reason for the change (ex. damage caused by faulty construction, water leakage, deterioration of materials).
- A diagram of the proposed change.
- Identification of materials to be used: the general rule is that they should be the same type, color, density, and thickness as currently exists.

The Architectural Committee then reviews the plan and may request additional information. The Committee makes its recommendation to the HOA Executive Committee, which has the final decision.

As needed depending on the project, the owner may also have to apply for a Type I Certificate of Appropriateness or a Type II Certificate of Appropriateness from the City. More information on these documents is available on the Druid Hills Civic Association website in its Historic Preservation section: <https://druidhills.org/page-18135>

[Note: In case of a disaster situation, such as a tree falling on a unit, the owner and the HOA Executive Committee can expedite repairs.]

LANDSCAPING AND LANDSCAPE COMMITTEE

The 5-acre wooded grounds are a "Common Area" and their maintenance is the responsibility of the HOA. Over time, Adair has made improvements, for example by installing an irrigation system in an effort to continue a healthy life for the lawns, plantings and trees.

While a professional landscaping crew undertakes weekly routine maintenance of the property, the advisory Landscaping Committee can make recommendations to the HOA Board and general membership for projects. Lawns and shrubbery plantings, including those around our structures, fall under the maintenance contract.

The Landscape Committee deals with the annual maintenance contract, projects, and tree care. Please relay any questions or requests about maintenance through one of the Landscape Committee members in order to keep communication clear with the landscape crew.

Residents are encouraged to plant flowers and shrubs around their structures, which they maintain independent of the crew. If anyone wants the maintenance crew to do a special flower planting project, this is separate from the HOA contract and will be billed to the individual resident.

BUDGET AND HOMEOWNER FEES

Our current annual budget calls for revenue of \$119,000. Occasionally a special assessment is voted on by members to respond to an unanticipated expense. The monthly HOA fees are based on the square footage of each individual unit, and currently between \$401 and \$782. Our volunteer Officers and Directors handle the finances of the HOA, with regular reporting that is both detailed and transparent. Unit owners are obliged to pay their ongoing monthly obligations on a timely basis.

The Adair Estate differs from some other area condominium associations in that its fees are often lower, primarily because it does not employ a professional management company. The HOA keeps fees low by having HOA volunteers take on responsibilities for oversight of contractors who perform various functions to keep the Adair Estate in good shape (e.g. landscaping, painting, termite inspections). In addition, on occasion when a homeowner has a particular skill, he or she will perform a service instead of the HOA hiring an outside individual or company (e.g. maintaining financial records, providing valuable legal insight, keeping an up-to-date roster of homeowners). The Adair Estate fees cover a number of services for its homeowners, as detailed in the section above.

PETS

Units are limited to 2 dogs or cats (but no pit bulls or other dangerous animals). Owners are required to supervise their pets whenever they are outside and pick up after their pets. Pets should usually be on a leash and may not be left unattended outdoors.

RENTING OR LEASNG OF ALL OR PART OF UNIT

Under the By-Laws, the Adair Estate is a residential condominium organization, and thus renting or leasing a unit is prohibited except under specific conditions listed in the Declaration, Section 15, and following appropriate notice and approval by HOA Board. At no time shall more than 30% of the units (4 units) be rented or leased.

PARKING

All residents are allotted two assigned parking spaces, either in one of the parking arbors or their attached garages, and should park in their assigned parking spaces. Parking along the wide driveway sections in front (on the south side) of the Mansion and Unit 1302 is reserved for guests and service providers. Guests or providers should not park on the lawn anywhere on the property due to the potential for damage to the sprinkler system. Owners must inform their visitors and service providers of these rules. If you plan to have large vehicles on the property servicing your unit, please make your neighbors aware so they can plan accordingly. Care must always be taken to leave ample room for emergency vehicles. Also, please do not block access to individual garages.

MAIL DELIVERY

Mail is delivered by the USPS to the Mansion for the entire community and sorted and is currently delivered to each unit Monday through Friday by our Concierge. FedEx and UPS usually deliver to each unit.

TRASH AND RECYCLING

Your trash and recycling should be deposited in the cans by Tuesday afternoon. The Concierge is responsible for taking trash and recycling cans to the curb for pick-up on Wednesday mornings and returning them following pick-up.

GUEST SUITE

A comfortable guest suite, including a queen-size bed and linens, is available to guests of HOA residents in the lower level of the Mansion next to the workout area. The suite can be reserved for up to three days at a time by emailing our Concierge about availability. Effective February 2022, the Guest Suite Rental Fee is \$50/night, with payment made directly to the HOA Treasurer. In special circumstances, the HOA President may approve a longer stay for three more days for another \$50 per night.

There is no smoking, and no pets are allowed in the guest suite. The fitness center/sauna is also smoke-free, although pets are permitted with the permission of the HOA President. Residents will be charged additional cleaning fees should there be signs of smoking or pets in the guest suite. Upon purchase of your unit, you will receive a key to the fitness center and a key to the guest suite.

SIGNS

Our Bylaws state that "no signs, advertising posters or billboards of any kind shall be erected, placed, or permitted to remain on the Condominium without the prior written consent of the Architectural Committee of the HOA. The HOA Board has the right to erect reasonable and appropriate signs on behalf of the Association.

PAINING ROTATION

The exterior of homes and parking arbors are painted on a 5-year rotating basis, with the cost built into the HOA budget. Individual homeowners are responsible for replacing all broken or rotted wood in preparation for painting (or they may contract individually with the painters for the replacement).

INTERNET / TV SERVICE

Most current owners use either AT&T U-verse or Comcast/Xfinity as their cable/internet provider.

ROSTER

Residents periodically receive a current roster with names, addresses, and contact information as well as a list of HOA officers, Board members and committee members.

NEED ADDITIONAL INFORMATION?

Additional information and updated may be found on the Adair Estates website. <https://adairestates.com>

Unit owners are provided private login credentials to download various HOA documents and other information.