

Studioplex Lofts



Loft Owner Guide

Index

- 1) **Welcome Letter** – page 3
- 2) **Introductory Letter** – page 4
- 3) **Move-In Information** – page 5 – page 8
 - a) Move-in guidelines – page 5 – page 6
 - b) Insurance “Attachment A” – page 7
 - c) Checklist of items to complete before and after move-in – page 8
- 4) **Loft Owner Information Sheet** – page 9
----Please return to the Property Manager upon completion.
- 5) **Description of Services** – page 10
- 6) **Role of the Loft Owner, Board of Directors, and Management Company** – page 11 – page 12
- 7) **Hurricane Season notification** – page 13
- 8) **Appliance Recommendations** – page 14



WELCOME TO STUDIOPLEX!

Your address will be:

659 Auburn Avenue

Then your unit number

Atlanta, GA 30312

Code to Fitness Center: **142**

Code to Community Room: **24&3 (2 and 4 at the same time then 3)**

Option #1

Studioplex

C/O: Condominium Concepts Management, Inc.

P.O. Box 537056

Atlanta, GA 30353-7056

Option #2

www.condominiumconcepts.com

Option #3

Set-up ACH Debit so that

Your payments are deducted

each month prior to the 5th.

Email:

ach@condominiumconcepts.com

The Property Management Office is located offsite in Atlanta, Georgia and is open Monday through Friday from 9:00 AM to 5:00 PM. Times are subjected to change, please make an appointment with the manager before coming to the office. Your Manager is Kim Roberts. The contact number is 404-917-0600 ext. 253, and email address is kroberts@condominiumconcepts.com. Contact Kim with any questions.

You will need to get a mailbox key from the local post office station. The following is a list of local utility providers' phone numbers for your use:

Electric	Georgia Power	888-660-5890
Telephone	AT&T; Comcast	888-757-6500 (AT&T); 800-266-2278 (Comcast)
Cable	AT&T; Comcast	888-757-6500 (AT&T); 800-266-2278 (Comcast)
Internet	AT&T; Comcast iComm	888-757-6500 (AT&T); 800-266-2278 (Comcast) 404-492-5802 (iComm)
Water/Sewer bill separate from HOA Dues	APEX	Automatically Setup or call 1-866-281-3977 Owners pay APEX water

Please contact management before you schedule your cable, phone or internet provider. You and your provider must coordinate a schedule Monday through Friday with management to come to the property to setup your service.



Dear New Loft Owner,

Congratulations on the purchase of your new loft at Studioplex! We recognize the trust you have placed in our hands and appreciate being chosen as your new condominium community.

Condominium Management:

Studioplex is professionally managed by Condominium Concepts Management, Inc., and we manage your Condominium Owners' Association.

Move-ins:

Move-in dates and times should be scheduled prior to moving in. Please contact Kim at kroberts@condominiumconcepts.com with any questions for scheduling or access. Please feel free to utilize this email address to communicate your move-in date and time.

Remember! Please do NOT place boxes in or around the dumpster enclosure. Our trash vendor will NOT haul them away during trash pick-up. We suggest that your moving company take as many boxes with them as possible. Boxes must be broken down and CAN BE RECYCLED! There are recycling bins at the dumpster area, so as long as your boxes fit one of these bins, you may place it inside the recycling bins labeled B Green Recycling.

If you run into any problems or need assistance during your move-in, please do not hesitate to contact Kim Roberts.

Property Management Office Number: 404-917-0600 ext 253

Fax Number: 404-531-0395

After Hour Emergencies: 404-362-8062 – Be sure to inform them that you are a resident of Studioplex Condominium Association. They will forward the call to the appropriate person.

If medical help or law enforcement will need to be present, call 9-1-1 first and then notify the after hour emergency department. The City's emergency services can be on-site most expediently and are best equipped to handle situations involving safety.

Good luck with your move-in and welcome loft! We look forward to meeting you!

Move-in Guidelines

1. The building drive entrance cannot be blocked at any time. **DO NOT PARK** in the front entry circle, or in front of entry/exit gates.
2. Please submit the name of the moving company, telephone number, name and number of the moving company's onsite supervisor or lead person and number of trucks expected to arrive to in advance of move date. Movers are welcomed and encouraged to conduct a site visit prior to the move. This can be scheduled with management
3. The moving company **must submit a certificate of insurance prior to the move** and must comply with all moving rules and regulations. At a minimum, the moving company must carry the insurance coverage listed in attachment A, Insurance Coverage.
4. Smoking is not permitted inside the building common areas.
5. Moving company personnel are only allowed on two floors of the building - the entry level and buyer's unit floor. Access to the amenity areas is prohibited.
6. Moving company personnel must be easily identifiable by wearing company shirts and/or name badges.
7. Moving trucks may pull-in and back up to loading dock for 2nd floor move-ins; however, any damages will be billed back to the moving company and the loft owner.
8. The buyer, moving company supervisor, or lead person and property management representative will conduct a pre-move walk-through just prior to any moving activity to identify existing damage in common areas and corridors and to insure that areas to be used for transporting items are protected.
9. Likewise, the buyer, moving company supervisor, or lead person and property management representative will need to identify any damages to the common area after the move-in takes place. They will need to conduct a post-move walk-through of the common areas and corridors.
10. The moving company must use rubber wheeled dollies when moving equipment and furniture into the loft.
11. Please have movers remove furniture padding after the items are inside the unit. No padding should be left in the hallways.
12. Hallways may not be blocked with furniture or boxes at any time.
13. Property employees are not allowed to assist with move-ins.

Elevator Operation

1. The doors of the elevator should not be forced to remain open for prolonged periods. Doors must not be blocked open by furniture or objects. This can cause the elevator to malfunction. In the event that the owner and/or moving contractor causes a malfunction of the elevator or necessitates an out-of-contract service/maintenance call for the elevator, the moving contractor and/or owner will be financially responsible for such service call and/or required repairs.
2. The elevator is outfitted with freight finishes; cab should be left clean and free from debris after your move.

Clean-up and Repairs

1. Your moving company must remove all protective coverings from the glass, doors, elevators, corridors, floors, stairwells, and any other places where the mover has placed such coverings. Tape marks, if any, must be cleaned off completely.
2. Your moving company must vacuum, sweep, and damp -mop all common area floors wherever necessary to restore them to their original conditions of cleanliness and appearance.
3. Common area restrooms must be left in clean condition.
4. Your moving company must remove from the property all trash or refuse generated as a result of the move-in. Trash and refuse must be removed by the end of move-in day. Empty moving boxes must not be left by the dumpster.



Following is a courtesy listing of moving companies who handle local and/or out of state moves. This is not an endorsement for any particular moving company.

Vendors for Local Moves

Peachtree Movers
Owner – Mr. Jim McKinney – 770.560.9694 (c)
1695 Marietta Boulevard, Atlanta, Georgia 30318
404.355.8877 (o)
Web site – www.peachtreemovers.com

Bulldog Movers
Owner – Mr. Erik Christensen – 770.318.3772
5080 Highlands Parkway, Smyrna, Georgia 30082
770.333.8100
Web site – www.bulldogmovers.net

Buckhead Movers
2282 Defoor Hills Road, Atlanta, Georgia 30318
404.603.0234
Web site – www.buckheadmovers.com

Classic Design
125 Ottley Drive, Atlanta, Georgia 30324
404.733.6200
Web site – www.classicdesignservices.com



Attachment A

Insurance Coverage

- Workmen's Compensation in statutory limit for the State of Georgia, with employees liability limit of \$100,000; bodily injury, personal injury, and property damage liability insurance in Comprehensive General Liability form; and a certificate evidencing the same must be furnished to Property Management personnel *before moving any items into the Building*.
- Comprehensive General Liability insurance policy inclusive of coverage for hazards of Premises, operation, elevators, products and completed operations including personal injury coverage and contractual liability coverage designating the assumptions of moving. Such insurance shall be in limits no less than \$2,000,000 per person bodily and personal injury; and \$2,000,000 per occurrence in aggregate or property damage. Property damage insurance shall be in broad form, including completed operations.
- The limits set forth above are the minimums. If the moving company carries higher coverage's, claims may be filed for those higher amounts.
- **If a loft owner fails to submit insurance certificate, that loft owner accepts full liability for any and all damages caused during the move.**
- You must secure and present to Property Management personnel a certificate reflecting the above coverage's prior to the move-in. The certificate must name the following parties as additional insured's: Studioplex Condominium Association, Inc. 659 Auburn Avenue, NE, Atlanta, GA 30312.

Things to do before the move:

- Contact Georgia Power and establish service 1-888-660-5890. Your new address will be:
 - o 659 Auburn Avenue, NE
 - o Loft #
 - o Atlanta, GA 30312

Notify the following of your new address:

- Place of Employment
- Insurance Companies
- Credit Card Companies
- Social Security Administration
- Health and Benefits Plans
- Investment Accounts
- Magazine Subscriptions
- Family and Friends
- Professional Organizations
- Post Office – *a change of address post card can be located at your nearest postal office. You can also go on line at www.usps.com to save time.*

After the move:

Find a secure place to store all of the following:

- Loft Warranty Information
- Loft Insurance Information (Per your governing condominium documents, loft insurance is required. You must provide a copy of your declarations page to the property management office)
- Closing Documents

Other things to consider:

- Change the address on your driver's license or apply for a new one if moving from another state. Visit dmv.org to find the nearest location and information to successfully complete. You may be able to online order (without visiting a DMV office) a new drivers license with the new address if you meet certain criteria.
- Register your vehicles if moving from another state.
- Register to vote if moving to a new jurisdiction.
- Fill out and mail-in all manufacturers' warranty information cards for all of your new appliances.
- Purchase a fire extinguisher for the kitchen.
- Store all touch-up paint in a common location, **but not near your water heater or furnace** (this includes latex paints).
- Locate main water shut-off valve. It is inside your utility closet with a red knob.** In the event of a fast leak, you will want to already know where the shut-off is located and turn the knob to the off position.
- Locate electrical service panel (normally in the kitchen area) and breaker shut-off switches (in the panel).
- Familiarize yourself with the operation of all appliances and equipment.
- Install floor protector pads on the bottom of all furniture legs where needed.
- Put together a first aid kit.
- Put together a power outage/emergency kit.
- Introduce yourself to your new neighbors and enjoy!



Studioplex Lofts
Loft Owner Information Sheet

Please complete this form and send to the Property Management office
(Please return sheet to kroberts@condominiumconcepts.com)

Unit Number: _____ **Name(s)** _____

Contact Information

Preferred Mailing Address: _____

Residence Phone _____
Day Phone Number _____
Mobile Phone _____

Vehicle Information:

Tag #: _____ Year: _____

State: _____ Color: _____

Make: _____ Model: _____

Insurance Information:

Who is your insurance carrier? _____
Agent's Name: _____
Mailing Address: _____
Telephone Number: _____
Fax Number: _____
Email Addresses: _____

Emergency Information

Emergency Contact #1 _____
Telephone Number: _____

Emergency Contact #2 _____
Telephone Number: _____



Description of Services

Unit Maintenance Services:

Studioplex maintenance employees are on staff to perform building and property maintenance. **Maintenance inside your loft is your responsibility which includes all windows and doors, patio and your HVAC unit.** The staff is available to review questions you may have. Maintenance requests can be made at the Management Office. The requests are completed during normal business hours. Appointments may not be scheduled as these tasks are completed within daily duties.

Contractors:

Loft Owners who engage contractors to provide services should inform them of parking arrangements for vans and other work vehicles. The Management staff will also be able to contact your contractor for you to explain procedures as well. Contractors may not park at the loading dock without prior approval. Please advise contractors to register at the Management Office upon arrival at the building.

Prior to performing any renovations or alterations in your unit, you **MUST** consult your condominium documents, Studioplex Condominium Association Declaration, Section 13: Architectural Controls, and follow the approval requirements BEFORE scheduling work. Please contact property management once you have prepared the required documents. Note that all contractors must provide management with a certificate of liability insurance prior to the commencement of work.

Reserved Parking:

Each unit has a reserved parking space. Please make sure you are parking in that designated space. If someone who is not authorized is in your space please contact management to boot/tow the car at this number 404-362-8062. Please state your property and name when the operator answers the line. Owners have the option to place a "Reserved Parking" sign in front of their space. Please contact Sign wise to pay for that service. john@signwisesigns.com Or upload the template on the HOA owner website.

Leasing:

As part of a mixed-use campus, the Studioplex community continues to lease the Pavilion, the Galleries, and other spaces on the property. Please contact the sales office if you need any assistance regarding leasing status. If you are thinking about leasing your unit, please contact the management office to ensure that your lease will not violate the leasing cap.

Vendor Guideline Form:

The following guidelines are mandatory for all vendors/contractors performing work in the community. All vendors/contractors are required to adhere to these guidelines at all times. Failure to do so may result in immediate expulsion from the community. Furthermore, those vendors/contractors found violating these guidelines would not be allowed to perform future work in the community. **Remember, any modifications made to a unit must first have Board Approval.**

1. **NO SMOKING ALLOWED IN THE COMMON AREAS.** Smoking is permitted outside the buildings.
2. **ALL COMBUSTIBLE MATERIALS** must be removed from the building and disposed of offsite at the end of every day.
3. **EVERY CONTRACTOR** must keep a fire extinguisher in the unit until all work is completed.
4. All equipment must be unplugged at the end of every workday.
5. The Association or Management will not be responsible for any lost or stolen items left in the units over night.
6. **All work may only be performed between the hours of 9am-5pm Monday-Friday. No Work will be permitted on Saturday Or Sunday. Please be sure to notify the management office of your contractor's schedule one week before the work begins**
so that your neighbors maybe notified.
7. **ALL CONSTRUCTION DEBRIS** must be disposed of **OFF-SITE** at the vendor's/contractor's expense. No materials are to be placed in the common area trash dumpsters. The unit owner will be financially responsible for the removal of these items if left on site. The COA reserves the right to remove them and pass the expense of such removal through to the unit owner.
8. **DO NOT CLEAN MATERIALS** at exterior building faucets.
9. **DO NOT PROP OPEN ANY COMMON AREA DOORS, GATES OR ENTRANCES.**
10. Board may require that all contractors have insurance information on file with management.
11. **UNLESS, THE LOFTOWNER HAS GIVEN THEIR PARKING SPACE NUMBER TO THEIR VENDORS, ALL VENDORS MUST PARK IN VISITOR AS THESE SPACES ARE NOT NUMBERED**

Should any damages be caused by negligence of your contractor, it will ultimately be your responsibility to ensure that they pay for all repairs and/or losses.

The Vendor/contractor does hereby agree to all terms above and will govern his /her employees accordingly. It is strongly advised that you select a contractor who has Liability Coverage and Workers Compensation coverage. You may turn this paperwork into the management office to be placed in your file.



Role of the Loft Owner, Board of Directors, and Management Company

In a Condominium setting, it seems there is always confusion as to who owns the responsibility for events, which occur during daily operations. In an effort to clarify these questions we have provided a brief summary of when, where, what, why and how to handle the unexpected challenges. For more detailed answers, please consult your governing condominium documents or contact the property manager:

What is the Role of a Loft owner?

As a loft owner, it is your responsibility to maintain your property at the highest possible level of repair, be courteous of your neighbors, adhere to the community bylaws, advise Management of all maintenance issues/liability issues/bylaw violations and be an active participant in your Association, and **paying assessments in a timely manner by the 10th of each month**. Most importantly, read your condominium documents.

What is the Role of the Board?

The Board of Directors is the governing agent for the Association as a whole and therefore must act in accordance to the recorded condominium documents and bylaws. It is not the responsibility of the Board of Directors to manage the community. Issues, which arise, should be addressed with the Property Manager. In the event a loft owner wishes to address a Board member, this should be done in writing and given to the property manager or you may email the Studioplex Board of Directors at board@studioplexlofts.com.

What is the Role of Property Management?

It is the responsibility of the Property Manager to handle the daily operations of the community. However, it should be noted that Condominium living is very different, and as such, owners must keep the following items in mind,

- The property management strives to respond to each request made by loft owners, and for special requests, approval must be obtained from the Board President. Please keep this in mind when requesting items such as, replacing common area furnishings, landscaping upgrades, exterior/interior painting, elevator upgrades etc. It is suggested these types of requests be put in writing and forwarded to the Property Manager to be addressed with the Board.
- The Management Company is responsible for initiating all common area maintenance/repairs/upkeep. The Property Manager will walk the community weekly and direct maintenance personnel to address preventive maintenance and repair issues. Loft owners who notice deficiencies should notify the Property Manager of issues that come to their attention so that they will be addressed.

In the event an issue occurs which is beyond the control of Management such as city/county water line breaks, power outages, parking violations, security issues, please understand that your Property Manager is at the mercy of these entities and will make every attempt to expedite corrections, but ultimately, they have no direct control on how quickly such situations are remedied. The Property Manager will make every effort to keep all loft owners informed of the progress of the needed repairs.

- Management is responsible for handling the financial affairs of the Association. This includes ensuring that all payables are handled in a timely manner, researching invoices to ensure their accuracy, collecting all monthly Association dues, preparing monthly financial statements, preparing and submitting to the Board an annual operating budget and maintaining records for future reference.
- Management is responsible for keeping the Board of Directors informed of all issues that arise and act in a manner as directed by the Board.
- Management is responsible for enforcing compliance with the community bylaws, notifying the Board of covenant violations and taking action as deemed appropriate by the Board. This may include covenant violation notices to the loft owners as well as assessments of fines.
- Management is responsible for obtaining bids for capital repairs and submitting them to the Board for approval.
- Management is responsible for preparing and delivering all loft owner notifications.
- Property Manager is available to answer any question you may have. However, many questions can be answered by referencing the condominium documents.
- It is the responsibility of the Management to notify the Board President in the event a situation arises, which requires Management to gain entrance to a particular unit, and the loft owner is out of reach. Upon the approval of the Board President, the



- Management may enter a unit to address what they deem to be an emergency situation. This may include but not be limited to; water leaks, fire, or suspected death of a loft owner.
- It is the responsibility of the Management to respond to all Life Safety/Property Damage emergencies. However, loft owners must call 911 first. Please refer the section below, “**Who to call**”.

WHO TO CALL:

Fire/Death:

In the event there is a fire/death in your loft, please call **9-1-1 first**, and then contact the management office. If the emergency occurs after hours, please call **404-362-8062** and notify the operator that you are a resident at Studioplex Condominiums.

Personal Attack/Break in/Vehicle Theft:

All criminal activity should be reported to **9-1-1** immediately and then contact the management office. If the emergency occurs after hours, please call **404-362-8062** and notify the operator that you are a resident at Studioplex Condominiums.

Water/Sewage Back up/Floods:

Contact the Management office, they will direct our maintenance personal to assess the problem and they will either repair the problem or contact the proper authority if necessary. If it is a common area issue, Management will be responsible for coordinating repairs. **If it is not a common area issue, Management can contact contractors for you; however, loft owners are responsible for taking care of the cost for services rendered. Georgia insurance law follows the “affected unit” rather than the “unit of origin,” so “fault” may play no part in determining the financially responsible party. Please consult your individual insurance agent for more information.**

After Hour Emergencies:

The following items are considered after hour emergencies, which the management team will respond. Please note that lock-outs are not an after hour emergency.

- Air Conditioning out in hot weather (Common Area Only—Fitness Center or Community Room. Individual HVAC units are the unit owner’s responsibility)
- Broken Pipes/Leaks
- Burglaries
- Electrical short or failure (Common Area Only—Hallways, Parking Lot, Fitness Center, and/or Community Room)
- Property Damage (Common Area Only—Hallways, Parking Lot, Fitness Center, and/or Community Room)
- Access Gates Inoperable

Violation of Bylaws:

Please contact your Property Manager and the situation will be investigated and addressed in accordance with the condominium documents.

Noise Complaints:

Per the Condominium Documents every loft owner is entitled to “quiet enjoyment” of their loft.

In an attempt to maintain harmony in the Community it is suggested that on the first occasion loft owners attempt to work out the problem between themselves, on the second occasion you may contact your Property Manager who will send a noise complaint letter (*your name will not be disclosed*), and if these attempts fail **call 9-1-1**.

Note: In the event law enforcement is called, and a noise problem is noted there can be a fine charged against the violator.

If you are planning a party, notify your neighbors and ask that they let you know if the noise gets out of hand. This will potentially keep problems from occurring.

By working together, the Board of Directors, Loft Owners, and Management team will make Studioplex a wonderful place to call loft!!!!



Emergency Notice to Loft Owners

DURING HURRICANE SEASON

Dear Studioplex Loft Owners:

Now that the hurricane season is upon us, we at Studioplex are concerned about your safety and well-being.

IN THE EVENT THE CONDOMINIUM RESIDENCE IS IN AN EVACUATION AREA, RESIDENTS SHOULD STAY TUNED TO LOCAL NEWS CHANNELS AND COMPLY WITH ALL MANDATORY EVACUATION ORDERS. ANYONE REMAINING ON PROPERTY DURING A MANDATORY EVACUATION DOES SO AT HIS OR HER OWN RISK.

When the National Hurricane Center issues a Hurricane Warning advisory, the following procedures should be taken to ensure your safety and the safety of others.

1. All plants, furniture and other items from your patio must be removed and moved indoors. This is MANDATORY. Any items left on the balcony will be removed by maintenance.
2. Remain calm and keep listening to local news for weather conditions, evacuation routes and nearest shelter locations.
3. Purchase in advance, bottled water; ice and non-perishable items, such as canned food, packaged food, paper and personal products, and manual can opener.
4. Do not leave pets unattended at the property. There are shelters and kennels that will board your pet in case of evacuation.
5. Obtain necessary prescriptions and medications and keep with you in the event of evacuation.
6. Keep flashlights and battery operated radio/TV handy with extra batteries.
7. Clean and fill bathtub with water.
8. Automatic Teller Machines will not be working in case of power outage. You'll want to make arrangements for cash needs.
9. In the event of power failure, turn off all appliances and keep refrigerator door closed. (Food will stay cool for 24 hours.)
10. Fill your vehicles gas tank before storm arrives.
11. Avoid downed power lines and report them to your local electric company as soon as possible.
12. Take refuge in a small interior room during the storm.
13. Keep all windows and doors closed through the storm. Do not crack a window or door during the storm. Draw your verticals and drapery materials over the windows to protect from the possibility of shattering glass.
14. Take your automobile and personal property insurance policies with you. Remember that our insurance covers ONLY the building structure and not the contents or personal belongings.

Lastly, we want to extend our appreciation to you for your cooperation. Your safety is our primary concern. Our staff will be available on an emergency basis only prior to any mandatory evacuations if you should need any assistance.



Welcome to your new loft at Studioplex. While a loft style of living gives you total freedom to express yourself through your space, we would like to assist you with a few friendly suggestions that will help keep your loft in excellent condition.

- Please take the time to read the owners' manuals for all of your GE appliances. Following these instructions will lead you to years of reliable service.
- Your concrete floors will require cleaning and occasional re-sealing. The frequency with which you will have to re-seal depends on traffic. You can purchase "Step 3-Zep" type floor sealant at Loft Depot or your preferred local loft improvement store.
- Your custom cabinets exteriors (i.e. doors, drawer faces, cabinet body exterior) are high-quality stain-grain wood panels; similar to high-quality wood furniture. It is best to follow procedures to clean them similar to furniture, with a clean, dry soft cloth and small amount of furniture polish/cleaner. Do not use an abrasive surface or abrasive cleaning product, as it will permanently scratch the surface.
- It is not recommended to use harsh bathroom cleaners or degreasers on your natural stone countertops. Oil-based stains can be removed with a small amount of acetone or mineral spirits, typically a sponge and cloth will rub off any residues (from cooking or other) and the polished finish will hold up to most common use (avoid leaving hot or grease-soaked papers like fresh pizza boxes on them for extended periods of time).
- Please use the appropriate wattage bulbs for your light fixtures and feel free to follow the light bulb manufacturer's instructions.
- Typical to a split-system HVAC, if the air conditioning is left running continuously for an extended period, the coolant pipes will freeze, inhibiting its efficiency and occasionally requiring that the unit be totally turned off. To avoid this, do not run the A/C at maximum power for an extended period. Instead, it is recommended that you allow your unit to cool down 4-5 degrees followed by a break at each step; and please ensure all doors and windows are closed while your unit is on.

Thank you for purchasing at Studioplex, and we wish you many years of comfortable and inspired living.