

## The Oaks August 2024 E-Blast

As we enter the dog days of summer, please keep the following Use Rules in mind:

1. Yards and flower beds should be cut & edged every two weeks during the growing season and any weeds removed. This includes the area at the street. Bare dirt areas should be covered with grass, mulch/pine straw (brown or black), or ground cover, and grass clippings should not be left in the street, sidewalk, or driveway. Application of pre-and post-emergent weed control for lawns and flower beds is required.
2. Landscape Beds should be weed free and refreshed twice a year with brown/black mulch or brown pine straw.
3. Berms should be free of weeds and overgrown vegetation.
4. Trash cans must be kept out of sight except on trash pick-up days. Trash cans must be removed from view of street by the morning following trash collection day.
5. Mold removed from the exterior of your home or mailbox.
6. Dogs must be on leash when being walked; owners must immediately remove pet waste from Common Area and other homeowner's yards.
7. No on-street parking for extended periods by homeowners or guests. No overnight on-street parking allowed. Vehicles should be parked only in a homeowner's garage or driveway. Guest cars must face in the direction of traffic & cannot block access to neighbor's driveway or mailbox.
8. Commercial vehicles must be parked out of view of the street, or have their signage covered.
9. Garage doors should be kept closed at all times.
10. All changes to the exterior of your Home or landscape must be approved in advance. **Submit before you commit** to avoid fines or the requirement to remove the modification at your expense. See the attached form.

If you rent your home, please make sure your tenants are aware of these Use Rules.

The HOA Covenants were created to protect the values of the homes in the Charleston Commons subdivision and were not intended to make things difficult for homeowners. We appreciate your adherence to these Covenant restrictions.

If you have any questions, please email [Helen@smgmgmt.com](mailto:Helen@smgmgmt.com)

Charleston Commons HOA  
Board of Directors  
Chris Kelley, President  
Judy Agnew, Secretary  
Jose Perlaza, At Large

**SMGmanagement of Atlanta, LLC**  
Architecture/Landscape Project Application

Any structural changes to the exterior of your home or landscaping require the approval of the HOA. Applications must be submitted in writing with drawings before work is begun. A decision by the HOA will be sent to the homeowner within thirty (30) days of the date of submission of a COMPLETE application. If work is begun prior to final approval, fines may be imposed, including daily fines, or removal of the changes at the owner's expense may be required. **Standard fence design is a 6', wood, dog-ear fence beginning at rear edges of house and extending to rear of property.** Please check with [helen@smgmgmt.com](mailto:helen@smgmgmt.com) to confirm that this is the fence style your HOA requires. Approved changes are valid for a period of six (6) months from date of approval. After that date, new forms must be submitted. Any change impacting a neighbor must have that neighbor's approval in advance of work. Homeowner must be current with HOA assessments for project to be considered. No improvement added to the rear of the property (i.e., shed) should be visible from the street.

Subdivision \_\_\_\_\_ Property Address: \_\_\_\_\_

Homeowner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Modification**

- Fence: Specify materials, style, & attach sketch on plat (fence begins at rear edges of house).
- Roof: Manufacturers Name, Type & Color (Provide sample if possible).
- Paint: Specify mfg. and color; provide paint samples and specify areas.
- Landscaping: Specify materials, height at maturity, attach sketch of location.
- Play equipment: Specify type (play set, trampoline, basketball goal) & attach sketch w/location.
- Structure modification or Addition: Specify materials, include drawing with location.
- Retaining Wall                       Door Replacement                       Window Replacement                       Deck
- Other \_\_\_\_\_

**Specifications (attach as separate sheet if necessary)**

Specify materials, color scheme, and other details affecting the exterior appearance of all proposed structures and alterations to existing structures. Samples of materials and/or color chips should be submitted for clarity. If landscaping, give type of plant with location and size at maturity.

---

**Attach the following information as it pertains to your project:**

- Drawing or plat plan of proposed improvement showing location in relation to house and property lines.
- Drainage plan changes (e.g. downspouts, contours, etc.)

**SUBMIT THE APPLICATION**

Send a copy of your Application with plans to SMGmanagement of Atlanta LLC  
P. O. Box 76697  
Atlanta, GA 30358  
Or via email to [helen@smgmgmt.com](mailto:helen@smgmgmt.com) or by fax to 404.705.9359

**AGENCY APPROVAL**

Contact your City, County, and/or any other applicable government agency regarding required permits or approvals before starting any work on your property involving new construction, alterations, or additions (etc.). Approval of any structure of architectural change by the HOA is not a certification that the architectural change has been made in accordance with governmental rule or regulation or that the structure complies with sound building practice or design.

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

**SIGNATURES: *I have read and understand the covenants and deed restrictions of my HOA and agree to abide by such covenants and deed restrictions. I understand that no work shall commence without the approval of the HOA.***

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

===== Internal Use Only =====

HOA Representative: \_\_\_\_\_ Approved  Denied  Date: \_\_\_\_\_