

# GUESTS

## INTRODUCTION TO PEACHTREE TOWERS CONDOMINIUMS

At first glance it may appear that Peachtree Towers is a hotel. However, this is not the case. Peachtree Towers is a residential condominium building. Individual owners have the privilege of being allowed to rent out their units to Atlanta visitors. And the individual unit owners are responsible for your comfort and the maintenance of the units.

### WHAT SERVICES CAN YOU EXPECT FROM THE STAFF AT PEACHTREE TOWERS?

1. **Check In**  
All guests must sign in the first time they arrive at the building. The concierge does not have the keys to your unit or any door codes. **IF YOU DO NOT HAVE THE KEYS OR A DOOR CODE, CALL YOUR LANDLORD AND ASK FOR IT.**
2. **Carts**  
You may check out a cart with the concierge. Carts must be returned within 15 minutes. No carts are permitted in the Main Lobby area.
3. **Emergencies Causing Damage to the Unit**  
Please report water leaks or similar maintenance EMERGENCIES to the Concierge.
4. **Luggage**  
Peachtree Towers will not store luggage for Guests.

### WHAT SERVICES ARE PROVIDED BY THE UNIT OWNER

1. **Unit Condition**  
Any complaints regarding the unit should be made directly to the unit owner. This includes the cleanliness of the unit, furnishings, whether the appliances are working properly, etc. Our staff cannot help you with these matters.
2. **Heating, Air Conditioning and Plumbing**  
Each heating & air conditioning unit has its own fan turn switch. If you are having a problem with the heating, air conditioning or plumbing, do not report problems to the Building Staff. Guests need to call their unit owner to report maintenance problems. The unit owner can submit a work request to the Building Maintenance Department. The owner must sign the work request granting the Building Staff access to the unit and acknowledge that they will pay for all costs.
3. **Rental Arrangements**  
All rental agreements and payments must be made directly to the unit owner or their agent.
4. **Parking Passes**  
All parking arrangements must be made with the unit owner or directly with the parking lots in the area. Our staff cannot assist you as these are all private parking facilities not associated with Peachtree Towers.
5. **Checking Out**  
The Landlord is responsible for the check-out procedure. The unit keys may not be returned to the concierge's desk.

### COMMON RULES VIOLATIONS

***(Failure to abide by the Rules may result in fines being charged to the unit. It is the Landlord's Responsibility to provide a complete set of the Rules & Regulations inside the unit)***

1. **NOISE & SMELLS.** *No one in the common area hallways or inside another unit should be able to hear sounds or smell odors coming out of another unit at any time.*
2. **LOCKED OUT.** If you are locked out of the unit and if the Building Staff is available to assist you, there is a minimum fee of \$65.

3. **FIRE ALARMS.** Behavior Resulting in a Fire Alarm - minimum fine of \$150.
4. **ELEVATORS.** Do not block elevator doors and hold them open. It will shut down the elevator.
5. **NO EATING, NO BEVERAGES OR SMOKING** is allowed in the hallways or other common areas of the Building.
6. **TRASH CHUTES.** Trash may not be placed down the chutes between the hours of **10:00 p.m. and 8:00 a.m.** All trash must be securely wrapped in plastic bags that are tied closed before being placed in the trash chute. Do not put pizza boxes or other large items into the hallway trash chutes. There is a minimum fine of \$50 for trash chute violations.
7. **DO NOT LET PEOPLE FOLLOW YOU INTO THE BUILDING.** Only residents and guests with keys should be allowed to enter.
8. **NO PETS.** No Pets are allowed at any time – minimum fine of \$500.
9. **DRESS CODE.** Proper attire including shirts and shoes is required at all times in the common areas of the condominium.
10. **COMMON AREAS.** The residential hallways are for ingress and egress to the units only. The common area lobbies may not be used for a social gathering place by 5 or more people for longer than 15 minutes.

### **FINING GUIDELINES**

The Board has established the following Fine Guidelines and considers these amounts to be reasonable fines to assist with the enforcement of the Association Documents and Rules and Regulations. (see the 6-5-95 Amendment to the Declaration, Article VIII, Section 9)

**Elevators** – Improper use of elevators and the moving and delivery rules – minimum fine of \$150 plus the cost of any repairs for damages.

**Fire Alarms Caused by Negligence/Willful Misconduct** - \$150 minimum fine plus any charges assessed by the City of Atlanta.

#### **Noise and Disturbance Complaints**

1<sup>st</sup> violation that day – warning and contacting of unit owner

2<sup>nd</sup> violation that day - \$150 fine

3<sup>rd</sup> violation and each violation thereafter – minimum fine \$500 for each instance

#### **Odors (tobacco, marijuana, incense, etc.) coming into other units or common areas**

1<sup>st</sup> violation a warning

2<sup>nd</sup> violation - \$150 fine

3<sup>rd</sup> violation and each violation thereafter – minimum fine \$500 for each instance

*It is the unit occupant's responsibility to contain odors within their units which may require the purchase of air purifiers and adding weatherstripping to seal their front door. Note, the weatherstripping may not be visible from the exterior of the door.*

**Pet Violations** – minimum fine of \$500 per pet, plus \$25 fine per pet, per day for a continuing violation

**Trash Chute and improper disposal of garbage or other items** – Minimum fine \$50

Additional fines will apply if the trash chute becomes clogged, and the owner will be held liable for any costs to remove the clog.

These fines are used as a guideline for the violations mentioned. Other violations of the Covenants and the Rules & Regulations shall also be subject to reasonable fines as determined by the Building Management and the Board of Directors.