

Cambridge Common

Homeowners Association Newsletter

Meet Our New Management Company

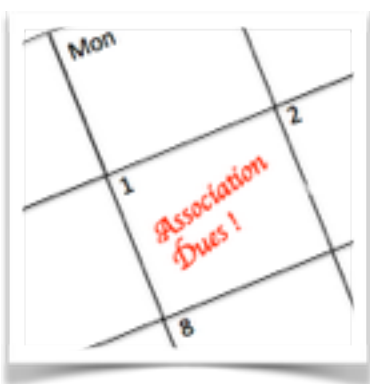
Marquis Management - <http://www.marquismgt.com/>

As you know by now, Cambridge Common is under new management. The CCHOA board decided that a change was necessary to maintain our community, manage our finances and address new issues as they arise. The board is confident that Mary Carroll and Marquis Management will be valuable partners as we move forward.

If you have concerns about the community - maintenance issues, emergencies, landscape requests, concerns about poop and pee, or anything else - contact Mary Carroll at Marquis. Her contact information is Mary@MarquisMgt.com or 770-599-6630.

Board members have been more hands-on during this transition than they normally are. Now that the new company is in place, please contact Marquis before you call, email or text a board member. It's not that we don't love our neighbors, but there are seven of us and 45 of you. We're paying Marquis to handle your requests in a courteous, timely manner. Please contact them!

Making Monthly HOA Payments



Homeowners at Cambridge Common are required to pay a \$250 fee every month. The due date is the first of the month, and a \$25 late fee is added after the 10th of the month.

In late July, we posted a notice on the front doors of all homes and sent emails to those who don't live on the property. We asked you to make your August monthly payment by mail to Marquis Management.

We assumed that those of you who have automatic monthly payments going to PO Solutions would stop them. We apologize for not being more explicit.

**** Cancel your automatic payment to PO Solutions IMMEDIATELY!! ****

Going forward, your monthly payments should be made to Marquis Management by the 10th of the month in one of three ways:



2016 Board Members

President

Helen Anne Richards

Treasurer

Libby Holcomb

Secretary

Chris Smith

Members-At-Large

Ami Maru

Susan Mendel

Wendell Phillips

Gabriel Ponce De Leon



Annual Community Board Meeting

October 20th - 7 pm
Decatur Family YMCA
1100 Clairmont Ave.
Decatur, GA 30030

All homeowners are encouraged to attend the annual board meeting to hear a recap of the work the past board has done, approve next year's budget, and elect the new upcoming board.

We encourage you to carpool to the meeting

1) THE CHECK IS IN THE MAIL

Mail a check made out to Cambridge Common Homeowners Association to:
Marquis Management
PO Box 639
Sharpsburg, GA 30277

**** VERY IMPORTANT ****

Include your unit number on the check.

2) YOUR BANK'S BILL PAY SERVICE

Make monthly payments through your bank's bill pay service. Many banks have an option to set up an auto withdrawal every month or you can set up the payment each month.

Make the payment to:

Cambridge Common Homeowners Association
c/o Marquis Management
PO Box 639
Sharpsburg, GA 30277

3) AUTOMATIC ACH

Set up an automatic ACH withdrawal from your checking account. Mail, fax or email a VOIDED check to Marquis Management as follows:

MAIL: Write VOID across the face of the check and mail it with a note to Marquis Management, PO BOX 639, Sharpsburg, GA 30277. The note should read, "Please begin to automatically withdraw my monthly association fees for Cambridge Common Homeowners Association from this account every month." Sign the note, print your name, and include your unit number or address.

FAX: Fax a copy of a VOIDED check and a note to [770-599-6625](tel:770-599-6625). The note should read, "Please begin to automatically withdraw my monthly association fees for Cambridge Common Homeowners Association from this account every month." Sign the note, print your name, and include your unit number or address.

EMAIL: Scan your VOIDED check and email it to ernie@marquismgt.com. The email should read, "Please begin to automatically withdraw my monthly association fees for Cambridge Common Homeowners Association from this account every month." Also include your unit number or address.

IF YOU HAVE QUESTIONS: Please call Mary or Ernie at 770-599-6630. You can email Mary at mary@marquismgt.com.

Wanted: 2017 CCHOA Board Members

We have several CCHOA board members who have agreed to stay on for another year. That doesn't mean we don't want your help. If you are interested in helping to run our community, please consider running for the board. All homeowners are eligible to run, but only one person from a household can serve at a time.

If you are interested in running for the board, please submit your name to Mary Carroll or nominate yourself from the floor during our annual meeting on October 20th.

New to a Homeowner's Association?

If you're new to a homeowner's association, you might have a few questions about how things work. Here's a little information about what you can expect:

Community Management and Board of Directors

The association is managed by a board of directors and their designees. In our case, the board provides guidance to a management company, now Marquis Management. Any day-to-day concerns you might have should be directed to Mary Carroll at Marquis by email at mary@marquismgt.com or by phone at 770-599-6630. Board members are not on 24-hour call for your concerns, but Marquis is.

Governing Documents

Cambridge Common is governed by legal documents, including Declarations, Bylaws, and Rules & Regulations. These documents spell out who is responsible for what at Cambridge Common. You can request copies of these documents from Mary Carroll at mary@marquismgt.com or 770-599-6630.

Property Lines & Plats

We are a fee-simple community, which means you own the property under your home. You also, as a member of the association, own a share of the common property in the neighborhood. If you are unsure exactly where your property begins and ends, you can request a plat of your lot from DeKalb County. If you have questions about changes you'd like to make to your home, please contact Mary Carroll at mary@marquismgt.com or 770-599-6630.

Making Changes to the Outside of Your Home

If you want to make a change to the outside of your home - from changing the shape of the window in your front door to enclosing your deck - you need board approval. You should start the process by contacting Mary Carroll at mary@marquismgt.com or 770-599-6630. She will let you know what kind of approval you need and what documents will be required.

You also need permission to change something on the interior that will impact the exterior. For example, you must have permission to install a skylight that impacts the roof or a bathroom fan that is vented to the outside. The board is required to make sure that your modifications will not put the structure at risk from water or other damage and that your neighbors are not adversely affected. When you want to make a change, start by contacting Mary at mary@marquismgt.com or 770-599-6630.

Landscaping Requests

We contract with a landscape company to keep the grounds mown and blown. If you have questions or comments about landscaping issues, please contact Mary Carroll at mary@marquismgt.com or 770-599-6630. Chris Smith, a homeowner in the community, has graciously agreed to coordinate our landscaping needs. She works closely with Mary and the landscape company. If you do not want the landscapers to tend your private garden, please let Chris know so that she can add your name to the "Do Not Touch" list.

Repairs & Maintenance Requests

If you have a repair to your deck, porch, lattice, roof or siding, please contact Mary Carroll at mary@marquismgt.com or 770-599-6630. You are responsible for maintaining the interior of your home and the physical plant serving your home, such as the HVAC system. You have other responsibilities, such as glass windows and doors, among others. The board also requests your help with small jobs such as putting risers under the pots on your porches and decks and wiping down the white trim around your house several times a year. Simple fixes like these can help us keep from painting and staining so often.

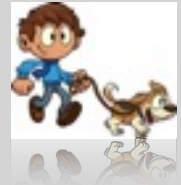
Specific homeowner responsibilities are specified in the governing documents. Request yours from Mary Carroll.

If you have already submitted a maintenance request and want to check on its status, please contact Mary Carroll.

Insurance Policy

Cambridge Common maintains a comprehensive insurance policy for the structures in our community in case of catastrophic events. The policy does not cover the interiors of individual homes because the interiors are the responsibility of each homeowner. If you have questions about the comprehensive policy or how it may affect your individual homeowner's insurance, please call Melanie Bemis or Ed Hemmer at Cover You Insurance at 678-847-0145.

Wags and Walks



1. Please walk your dogs in the wooded areas around the community only.
2. Scoop up the poop, clean up after your dog, and please don't let them water your neighbor's gardens.
3. Don't forget to remind your dog sitters to scoop too!

Landscaping Updates

4 Seasons Landscaping Contract

As you know, Cambridge Common changed landscape companies at the beginning of 2016. Cambridge Common contracted with 4 Seasons Landscaping to perform the following tasks:

- Monthly maintenance, including treatments for weeds
- Monitor & treat trees for pests
- Manage fire ants in bed areas
- Start and Shutdown irrigation system (extra charge)
- Aerate and overseed lawn as directed by board (extra charge)
- Mulch & trench beds as directed by board (extra charge)

Monthly maintenance includes:

- Mow and trim all lawn areas once per week during growing season, and as needed during cool seasons
- Police grounds for trash and landscape debris
- Clean all walks and curbs
- Monitor irrigation system
- Edge beds and curb lines
- Weed beds or spray with chemical weed killer
- Prune shrubs and ornamental trees (not to exceed 15 ft. in height) each month on a rotating schedule. One quarter of the property per visit.
- Blow off leaves and debris from decks & porches as needed

Homeowners who want to maintain private gardens on their property may do so by informing the landscape liaison. During 2016, contact Chris Smith at mcsmithdec@gmail.com. Once you're on the list, the landscape company will not work in your private garden.

Handling Special Landscaping Requests

If you have a special request for the landscape team, please send the request through Chris Smith. The crew on the property each week cannot make a decision about your request. They don't know what is in our contract, but they don't want to make you angry, either. We also need to make sure that your request is covered by our annual contract.

The landscape crew takes direction from its boss, who takes direction from Chris and Marquis Management. We cannot be responsible for mistakes the landscape crew makes if you ask them for something without letting Chris know first.

Hiring the Landscaping Crew For Personal Projects

If you want to hire the crew for personal projects, you should contact 4 Seasons directly. Cambridge Common is not responsible for personal projects. You should also ensure you have obtained the necessary permissions before making major changes to your garden, particularly if you intend to plant a tree or large bush. We have bushes and trees on the property that were planted by homeowners many years ago and now need major attention. The original homeowner has moved away and the association is left to remove or prune the plant at our expense. Removing a tree can cost thousands of your dollars.

The board wants our property to be as attractive as it can be. We also have a duty to manage association finances. We are happy to talk with you about your ideas for maintenance projects, but we may not be able to afford all suggested projects in any given year. If you would like to be involved in community landscaping, please let the board know. We can use all the volunteers we can get!

1

WELCOMING NEW CAMBRIDGE COMMON RESIDENTS

On behalf of the Cambridge Common Homeowners Association and the other homeowners of Cambridge Common, we would like to welcome

David Dubuque (#1439)
Alexandra "Alex" Seay (#1474)
Maria Andreu-Gomez (#1428)

to your new home and our
community.

2

TEAM PEST USA

As a free service to residents, Team Pest USA will treat your home interior for ants and roaches. If you would like to use them for these indoor services, please call Team Pest directly at 770-985-4444. Ask to speak with Angela and identify yourself as resident of Cambridge Common. She will coordinate a convenient time to service your home.

3

GUEST & VISITOR PARKING REMINDERS

For all homeowners living in the buildings near our cul-de-sac, please have guests and visitors park in the open spaces near the storm drain between Buildings 3 & 4



Do You Have a Maintenance Request?

It is in everyone's best interest to repair damage to the homes in Cambridge Common as soon as possible. When you have a normal maintenance request - nothing's on fire, water isn't streaming into your living room, and there is no other emergency requiring an immediate response - here is how you should report a problem:

Estimates for work orders are given to the board each week. The board considers each request individually, and the management company gathers additional estimates when they are requested by the board. The size of the repair may require a vote during a monthly board meeting. Once the board approves the estimate, the management company will schedule the work with the vendor.

The board and the management company work to complete maintenance requests as quickly as possible, but some requests may require additional estimates or other considerations. The management company will communicate with homeowners about the status of the request.

Of course, emergencies are emergencies. If you have a medical emergency, please call 911. If you have a building emergency, please call Marquis Management immediately at 770-599-6630 to report an emergency. Marquis has a 24 hour service to handle emergency calls. Do whatever you can - safely - to mitigate damage to your home. Please do not put yourself or others at risk. The board and management company have special procedures in place to handle emergency repairs.

Who is Responsible for the Repair?

Sometimes, the responsibility for repair rests with the association; sometimes it's with the homeowner. Articles I and IV of the Declaration of Covenants, Conditions, Restrictions, Reservations and Easements of Cambridge Common give specific guidance about who is responsible for a repair. Go to the governing documents for the exact language, but here is a list you might find helpful as a guide:

Association Responsibility

- All lawns, trees, shrubs, hedges, grass and other landscaping, and sprinkler systems situated within or upon the common area.
- Permitted lawns, trees, shrubs, hedges, grass or other landscaping (excluding walkways and driveways upon a lot), and sprinkler systems comprising a part of a lot.
- All roads, driveways, walks, parking areas, and other improvements in the common areas.
- Exterior maintenance on each lot as follows:
 - o paint, stain, repair, replace and care for roof surfaces and roof systems, gutters, downspouts, storm sewers, foundation drains, catch basins, other drainage systems,
 - o with the exception of hardware and glass, all exterior building surfaces, including porches and balconies, all fences, all windows (excluding the glass therein) and window frames. *(This excludes doors and door frames, please see owner responsibilities.)*

- Maintenance, repair and replacements of utility lines, pipes, wires, glass, conduits and systems that are part of the common area.
- All fences, gates, mailboxes, and street lamps providing general lighting.
- Brick, rock or other structural or decorative walls.
- Trellises, porches and decks, including rails and screening devices originally installed by the builder.

Homeowner Responsibility

- Walkways on the homeowner's lot.
- HVAC inside and outside the residence.
- All original or approved additions to porches and decks including, but not limited to, screened or enclosed porches or decks (including screens and awnings), spas, pools, hot tubs, porch swings and benches.
- All doors, including screen and storm doors, hinges, frames, door frames, weather stripping and hardware which are a part of the entry system.
- Awnings and other approved window treatments other than shutters, if any.
- Hose bibs and pipes contained in interior or exterior walls of residences.
- Lighting fixtures pertaining to a particular residence and being located outside a residence, except for street lamps.
- Window screens and glass.
- All fixtures and appliances, including the HVAC system.
- Total Interior of the home.
- All chutes, ducts, conduits, wires, pipes, plumbing or other apparatus that are deemed to be part of the homeowner's lot or residence and not part of the Common Area. This includes water lines between the homeowner's water meter and the residence.



Neighborhood Watch

Block Captain:

Laura Abbott

ppperform@comcast.net

404-634-2651

Neighborhood Security

We are fortunate to live in a safe neighborhood, but we have security issues from time to time. Recently, someone rifled the contents of several cars in our parking lot in the middle of the night. Nothing was taken, but this is a reminder to remove any items of value from your car and keep your car doors locked. If you see any suspicious activity, please contact our Block Captain, Laura.

DeKalb County will continue to pick up glass for recycling, but sorting encouraged

Posted by [Dan Whisenhunt - Decaturish.com](#)

Feb. 3, 2016

DeKalb County residents currently can recycle glass products along with cans and plastic without having to separate these items.

And while "single-stream" recycling will remain in effect "until further notice," the county has dropped a hint that it may be considering changes to its program.

Today the county issued a press release stating that it will encourage residents to sort glass and bring it to designated drop-off centers.

"The County has offered single-stream recycling collection service to its residents for over 10 years, and will continue to offer this service as a courtesy to residents," the press release says. "However, keeping recyclable materials free of contaminants, particularly glass, is a growing and critical concern not only for the County, but the state of Georgia and the entire nation."

Avondale Estates recently stopped accepting glass for recycling. The city listed the following reasons for the decision.

- The weight of glass means the cost of transporting it to processing facilities is not beneficial financially or environmentally.
- Glass must be sorted by color.
- Certain types of glass - including drinking glasses, ceramic, pottery, window panes, mirrors, and fluorescent light bulbs - are not recyclable.
- Broken glass contaminates other good recyclables.
 - Glass bottles and jars are non-toxic products made of sand, limestone, and soda ash.

A recent story published by the Atlanta Journal Constitution notes that the majority of glass recycled by residents ends up in local landfills as the cost of sifting through the materials has risen.

"Separating glass from other recyclable materials is the most effective way to recycle it," the county's press release says.

The county recommends dropping off glass at the following locations:

Central DeKalb

Target - Private
4241 LaVista Road
Tucker, GA 30084

Central DeKalb

Your DeKalb Farmers Market - Private
3000 E Ponce de Leon Avenue
Decatur, GA 30030

Southwest DeKalb

Target - Private
1275 Caroline Street NE
Atlanta, GA 30307

South DeKalb

DeKalb County Seminole Road Landfill
203 Clevemont Road
Ellenwood, GA 30294

Decaturish asked the county about the status of single-stream recycling.

"We are encouraging residents to continue recycling glass, and we are also encouraging them to do so through the sort-separation method (separating glass from other recyclable materials and not including it with their single-stream recycling)," Public Information Officer Pauline Andrea said. "However, for those who are unable to get to a glass recycling drop-off location or unable to use the sort-separation method for any reason, we have stated that they can still include glass with their single-stream recycling that we collect on their scheduled collection day, and they can do so until further notice. In essence, the answer is yes, we are still accepting glass with single-stream recycling, but also encouraging residents to use the sort-separation method instead."