



Metropolis Condominiums

Resident Handbook

2021





Dear Metropolis Resident,

Welcome to Metropolis! We are delighted you chose this Midtown Atlanta community for your home. These are two of the most vibrant towers on Peachtree Street, and we hope you will enjoy the neighborhood, people and amenities in your new community.

We're committed to delivering the best possible service to the community. We understand that the quality of your experience as a resident depends largely on your knowledge of what you can expect from our team and what we can expect from you and your participation as a resident of the community. This handbook should help you understand the ways in which we can all cooperate to ensure this community is well-maintained, quiet and an enjoyable place for all.

Metropolis is a dynamic place to live. Residents host many social events throughout the year, offering a great opportunity for you to meet your neighbors. We encourage you to become involved with one of our resident-driven committees that contribute to the community: Social and Charity, Technology, Livability and Architectural Controls (ACC) which oversees design standards.

Whether or not you've lived in a multi-family community before or whether this is your first or last home, we encourage you to read this handbook in its entirety as it outlines important policies that are specific to Metropolis and that you are responsible for understanding. This document is the result of a combined effort of the Management team, the Livability Committee and other residents. It's been reviewed and adopted by the Metropolis Board of Directors. This handbook is intended as a reference tool and should be read in conjunction with Metropolis' Declaration and By-Laws, which are the official governing documents for the building.

If you need clarification or additional details about any topic discussed, please call, email or stop by the Management Office.

Welcome to your new community!

Metropolis Management Team

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CONDOMINIUM GOVERNANCE

One in six Americans presently lives in a condominium or community association. The explosive growth of this type of living can be attributed to a number of factors, not the least of which is promotion of condominium living as "care-free" by real estate developers and marketers. Actually, for a successful condo association, a great deal of "care," concern, and participation by owners is vital. Governance of condominium associations is not usually on the minds of people buying into them. Likewise, new purchasers and residents are often not aware of the group dynamics that exist in the governing Boards of condominiums. Your Association Board would like to help clarify the impact of group dynamics on condominium living and explain the governance structure. Trust, understanding, and participation lead to a better community.

Q: I just closed on the purchase of my condominium, and the closing attorney provided me a copy of the "Governing Documents." What are these "Documents?"

A: *The governing documents of a community association, such as a condominium association, include the articles of incorporation and bylaws of the association; the declaration of covenants, easements and restrictions; any community rules and regulations; and any amendments to these documents. These documents create the basic legal framework of the community.*

The articles of incorporation and the bylaws govern the community association as a legal entity:

- ***The Articles*** are submitted to the secretary of state of Georgia and form the association as a nonprofit corporation. The document lists the name and principal address of the association, its registered agent and detail how the association will operate.
- ***The ByLaws*** address how the association will operate, including how meetings must be run, how and when directors and officers are selected and/or elected, and the duties of the directors and officers.
- ***The Declaration of Covenants***, easements and restrictions, recorded in the county land records, governs the actual property. It sets forth the duties and responsibilities of the association and its members with respect to community property.
- ***Rules and Regulations*** are issued by the Association Board to address details, conduct, and specific procedures.

A Condominium, or Condo...

... is a form of housing and other real property where a specified part of real estate is individually owned, while use and access to common facilities on the property (hallways, common environmental systems, elevators, exterior areas) are associated with and controlled by the association of owners that jointly represent ownership of the whole property.

Technically, a condominium is a collection of individual home units along with the land upon which they sit. Individual home ownership within a condominium is construed as ownership of only the air space confining the boundaries of the home. The boundaries of that space are specified by a legal document known as a Declaration, filed on record with the local governing authority. These boundaries include the drywall surrounding a unit, allowing the homeowner to make some interior modifications without impacting the common area. A corporation established at the time of the condominium's creation holds anything outside this boundary in an undivided ownership interest. The corporation holds this property in trust on behalf of the homeowners as a group. The specifics of what is individual owner responsibility and what is Association responsibility are clearly defined within the governing Declaration, or "Documents."

The primary attraction to this type of ownership is the ability to obtain affordable housing in a highly desirable area that typically is beyond economic reach. Additionally, such communal property benefits from having restrictions that maintain and enhance its physical condition and market value, providing control over blight that plagues some neighborhoods or individual properties.

Governance

- A homeowners' association, consisting of all unit owners, manages the condominium through a Board of Directors elected by the owners.
- The restrictions for condominium usage are established in a document called the "Declaration of Condominium".
- Rules of governance are covered under a set of Bylaws.
- Finally, a set of Rules & Regulations providing specific details of restrictions and conduct are established by the Board and are more readily amendable than the Declaration or Bylaws. Typical rules include maintenance fees, pet restrictions, parking and safety policies, and color/design choices visible from the exterior of the individual units.

Homeowners and non-owner residents have contractual responsibilities to the Association

Purchasing in a homeowner's association, or condominium community, constitutes a contractual agreement and common bond between the homeowner and the Association and among the homeowners themselves. This means that homeowners have agreed to pay their assessments in full and on time, comply with their Association's governing documents and maintain their properties according to established standards.

In return, homeowners should be given every opportunity to take advantage of all the community has to offer:

- Residents have the right to expect their volunteer Boards to govern fairly, responsibly and in accordance with their community's documents and state and federal laws.
- And residents have the responsibility—if only in their best individual interest—to be involved in their community, vote in elections, volunteer for special projects, serve on committees or even seek a seat on the Association board.

Associations are the most local form of Representative Governance...

... with leaders elected by their neighbors to govern in the best interest of all residents:

- These elected leaders, or Board Members, then make all decisions for the Association and its members as set forth in the condominium documents
- ... with specific limitations requiring the Board to seek community approval for specific actions: amending the condominium documents, special assessments, or borrowing money, specifically.
- Representative Governance with leaders elected to make decisions for the larger body is distinct from Direct-Democracy Governance with numerous plebiscites or referendums for most of all decisions.
-

Thus, according to the terms of our governing Condominium Documents and the Georgia Condominium Act, while a condominium Board is popularly elected by the homeowners, the form of governance is "Representative" (where the Board has authority for nearly all decision-making in the best interests of the Association) as opposed to "Direct-Democracy" (where a non-empowered body continually seeks plebiscite or community vote for most decisions).

While governance is largely the responsibility of elected Board members, these homeowner leaders work closely with their hired management professionals to ensure that actions and communications are consistent, coordinated, and mutually reinforced - as well as conforming to the Documents and state law. **Employed association staff do not report directly to the residents but, rather, to the management that is then responsible to the Board, which in turn is ultimately responsible to the ownership.**

Association leaders protect the community's *financial health* by using established management practices and sound business principles.

This protection is achieved through:

- Preparing and working sound yearly Budgets that maintain high levels of service, repair, and improvement to protect owners' investments,
- Properly maintaining sufficient Cash Reserves,
- Continually updating a Long-Term Capital Reserve Plan, and

- Auditing yearly (by an independent auditor) financial records and accounts that are maintained with a licensed Accounting/Management Firm.

Association leaders have legal and ethical obligations to adhere to the association's governing documents and abide by all applicable laws. The Mayfair Renaissance Board has taken its ethical obligation a step further and passed a resolution preventing the Board or Association from entering into any business, contract, or agreement for financial gain for any services or goods with owners or residents of Mayfair Renaissance.

Choice & Participation

Association homeowners choose where to live and accept a contractual responsibility to abide by established policies and meet their financial obligations to the association.

And residents have the responsibility—if only in their best individual interest—to be involved in their community, vote in elections, volunteer for special projects, serve on committees or even seek a seat on the association board.

Homeowners' Rights & Responsibilities

Homeowners Have the Right To:

1. A responsive and competent community association.
2. Honest, fair and respectful treatment by community leaders and managers.
3. Participate in governing the community association by attending meetings, serving on committees, and standing for election.
4. Access appropriate association books and records.
5. Prudent expenditure of fees and other assessments.
6. Live in a community where the property is maintained according to established standards.
7. Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.
8. Receive all documents that address rules and regulations governing the community association—if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community.
9. Appeal to appropriate community leaders those decisions affecting non-routine financial responsibilities or property rights.

Homeowners Have the Responsibility To:

1. Read and comply with the governing documents of the community, as well as to read association newsletters and bulletins.
2. Maintain their property according to established standards.
3. Treat association leaders honestly and with respect. Remember: volunteer association leaders are fellow owners... These volunteers do not work for any one owner but rather do the association work/policy-making in the community's interest.
4. Vote in community elections and on other issues.
5. Pay association assessments and charges on time.
6. Contact association leaders or managers, if necessary, to discuss financial obligations and alternative payment arrangements.
7. Request reconsideration of material decisions that personally affect them.
8. Provide current contact information to association leaders or managers to help ensure they receive information from the community.
9. Ensure that those who reside on their property (e.g., tenants, relatives, friends) adhere to all rules and regulations.

The Association and Management has full authority to enforce the rules and regulations of the Condominium. Failure to follow the rules and regulations may be grounds for the imposition of a fine. In addition, the rights of any Owner of a Unit ("Owner"), resident, family and guests to use and enjoy the Condominium common elements may be suspended by the Board of Directors for violation of the rules and regulations.

PROPERTY DEFINITIONS

COMMON ELEMENTS

The Common Elements as defined in the Declaration of Condominium Section 5 consist of all portions of Metropolis not located within the boundaries of a given unit. The most visible of these elements are the main lobby, mail lobbies, elevator lobbies, and hallways. Because these common elements belong jointly to all owners, **ABSOLUTELY NO CHANGES** can be made without written permission of the Board of Directors. This includes any changes of décor in the common areas. Any damage to these common elements by a resident or by a resident's guest, contractor, or worker will be billed to the resident.

In the event you notice anything that should be addressed by Management or building staff, please enter a maintenance request into BuildingLink either via the web or the app on your phone or call the Concierge. This ensures a quick response by our team to resolve the issue.

LIMITED COMMON ELEMENTS

Owners and residents should understand that even when they are assigned to individual units, balconies, patios, parking spaces and storage spaces are defined as Limited Common Elements (LCE) under the Declaration. The Association has additional legal powers and obligations to govern activity and changes in these areas including, but not limited to, reassignment.

ASSOCIATION AND HOMEOWNERS INSURANCE REQUIREMENTS

MASTER ASSOCIATION INSURANCE (OVERALL PROPERTY INSURANCE)

The Master policy in force for the Metropolis North Home Owners Association, as required by the documents for the Association, provides very broad coverage on the condominium structure itself. It **excludes additions and improvements in individual units** subsequent to the original construction (examples would be wall coverings, upgraded wall to wall carpeting, built in cabinets, floors not original to the unit, appliances, etc.).

The Master policy has a per occurrence deductible. A unit owner may be responsible for covering all or a portion of the deductible and therefore should ensure that sufficient homeowner insurance is in place to cover that deductible.

Deductible levels in the Master policy can be obtained through the management office or accessed at www.themetropoliscondo.com under BUILDING INFO > BUILDING LIBRARY > BUILDING DOCUMENTS > INSURANCE. The Master policy also includes general liability for the common areas with limits as specified in the insurance documents.

HOMEOWNERS INSURANCE (INDIVIDUAL HOMEOWNER'S HO6 POLICY)

Each unit owner **must carry a personal Homeowners policy** (often referred to a "HO6" policy for condominiums) to insure the contents (personal belongings) within the unit, improvements and upgrades within the unit boundaries, and personal liability coverage for personal exposure. These items are not, and cannot, be included in the Master policy. The Homeowners policy should also include Loss Assessment coverage to protect against an assessment from the Association for an uninsured loss, an underinsured loss, or as a result of the deductible for a given loss.

To take care of the larger deductible, Coverage A on the personal policy should be increased to the full deductible amount (or whatever amount your insurance agent recommends) and for the value of the improvements and betterments that have been made to the unit. Unit owners should engage with their insurance agent to make certain their homeowner's policy is written correctly to respond to these deductibles.

Homeowners must provide a copy of their Homeowner's Policy (HO6 Policy) within thirty (30) days of closing on their unit and must send an updated copy of their policy upon each renewal.

Additionally, any unit owner who leases their unit must ensure that renter's insurance is in force for the lease term and any renewals thereof. For further information, please reference Article 12, subsection 7 (C) of the Declarations.

CONTRACTOR/VENDOR INSURANCE REQUIREMENTS

A Certificate of Insurance (COI) is proof that the company carries appropriate insurance to protect the homeowner and the Association against damages. A COI must include the homeowner and the Association as Additional Insureds on the policy and must show General Liability insurance and Workers Compensation Insurance (if required to carry by law).

WHEN IS A COI REQUIRED?

A Certificate of Insurance is required for all contractors/vendors, electricians, movers and plumbers who provide services for a homeowner or resident.

WHEN IS A COI OR A COI WAIVER NOT REQUIRED?

A Certificate of insurance or waiver is not required for home inspectors, insurance adjusters, house cleaners, DJ's, realtors, cleaning staff and painters** **** Assuming there is no history of poor business practices in the building**

WHAT IS THE WAIVER OF COI AND INDEMNIFICATION AGREEMENT AND WHEN IT IS APPROPRIATE?

The Board and Management understands that sometimes it is very difficult to get proof of insurance from large commercial vendors and has created a Waiver of COI and Indemnification Agreement that may be signed instead. Under the following circumstances, a Waiver of COI and Indemnification Agreement signed by the Owner may be accepted in place of a COI:

- Delivery companies (i.e., furniture, mattresses, etc.)
- Vendors for small projects such as painting (improvement projects that do not require ACC approval)

***Only in the event of an emergency repair may a homeowner sign a waiver for a plumber, electrician, or HVAC contractor.**

Please note that by signing the COI Waiver and Indemnification Agreement, you are agreeing to be liable in the event that damage does occur to the property.

IF YOU HAVE ANY QUESTIONS WHETHER A CERTIFICATE OF INSURANCE IS REQUIRED, PLEASE CONTACT THE MANAGEMENT OFFICE AT (404) 876-5112.

IMPORTANT INFORMATION

BOARD OF DIRECTORS

The Board of Directors may be contacted at board@themetropoliscondo.com. A list of current board members and officer positions can be found at www.themetropoliscondo.com under BUILDING INFO > BUILDING LIBRARY > #BOARD OF DIRECTORS INFORMATION> BOARD MEMBERS.

MANAGEMENT

HomeOwners' Advantage, a professional property management company, manages the day-to-day maintenance, repair and general administrative functions of the Association as well as the common element areas and facilities of Metropolis Condominiums ("Metropolis"). Any written report to the Board of Directors or the Association may be delivered in writing either via email to manager@themetropoliscondo.com, through the resident website www.themetropoliscondo.com or via hand delivery or mail to the Association's property management company ("Management"), which is:

HomeOwner's Advantage, LLC
Attn: Association Manager
933 Peachtree Street NE, Suite 101
Atlanta, GA 30309

MANAGEMENT OFFICE HOURS:

9:00am – 6:00pm – Monday, Wednesday, Friday
12:00pm – 6:00pm Tuesday and Thursday or by appointment

EMERGENCY TELEPHONE NUMBERS

Police/Fire/Ambulance	911
Atlanta Police (non-emergency)	(404) 614-6544
Midtown Blue	(404) 817-0500
Georgia Poison Control Center (Grady Health Systems)	(404) 616-9000

Hospitals:

Emory University Hospital Midtown	(404) 686-4411
Emory University Hospital	(404) 712-2000
Grady Hospital Emergency	(404) 616-6200
Northside Hospital	(404) 851-8000
Piedmont Hospital Emergency	(404) 605-5000
St. Joseph's Hospital of Atlanta	(404) 843-7001

IMPORTANT METROPOLIS PHONE NUMBERS

Concierge Desk	(404) 876-5099
Metropolis Management office Main Line	(404) 876-5112
Property Manager	(404) 890-7186
Association Manager	(404) 490-4875
Building Engineer	(404) 890-7929

Rodger Kourim, CAM Association Manager email: manager@themetropoliscondo.com

Kandi Mitchell, CAM Assistant Manager/Resident Services email: assistant@themetropoliscondo.com

For 24-hour assistance, please contact the Concierge at (404) 876-5099.

YOUR NEW MAILING ADDRESS

NORTH TOWER:

For all units ending in 01-19:

943 Peachtree Street, NE
Unit #
Atlanta, GA 30309

SOUTH TOWER:

For all units ending in 21-35:

923 Peachtree Street
Unit #
Atlanta, GA 30309

NEAREST US POST OFFICE:

1072 West Peachtree Street NW, Atlanta, GA 30309

(404) 873-4813

Some postal services are provided at the UPS Store located at 925 Peachtree Street, to the left outside the Peachtree retail entrance/exit outside the double lobby doors.

UTILITY PHONE NUMBERS FOR COMPANIES OFFERING SERVICE TO METROPOLIS

*ATT U-verse (Fiber, Internet, TV and Voice)
Comcast (TV, Internet and Voice)
GigaMonster LLC (Internet)
Georgia Power (Electricity)
One Point Technologies, Inc. (Water)

(888) 757-6500 www.att.com
(800) 266-2278 www.comcast.net
(844) 444-2248 www.gigamonster.net
(888) 660-5890 www.georgiapower.com
(877) 635-5734 www.onepointech.com

**Most units were wired by AT&T Fiber in 2018. Call AT&T for more information on Fiber service.*

METROPOLIS RESIDENT PORTAL - BUILDINGLINK

Metropolis features a community web portal for residents – www.themetropoliscondo.com. This web portal offers convenient scheduling for amenities, access to community event calendars, important documents access and homeowner account payments, resident classifieds, connections with neighbors via NeighborNet, key release and maintenance requests, special offers from local business extended to Metropolis residents and more. An app may also be downloaded to your phone offering convenient access to much that the portal has to offer.

NEW RESIDENT ORIENTATION

All new owners and renters/lessees should attend an orientation meeting as close to your move in date as possible.

Orientations are conducted by a member of the Management team.

MONTHLY DUES AND ASSESSMENTS

HOA fees are due on the **first** of each month. Assessments may be paid in advance for the convenience of those who only want to write one check or will be out of town for extended periods. Metropolis owners may use the following options for making payments.

CHECKS: Checks should be made payable to: "Metropolis North Residential Condominium Association (Metropolis North RCA). Please include your ledger (or account) number on the front of the check.

Your check may be dropped in the Association Dropbox located in the hallway behind the Concierge desk or mailed directly to:

Metropolis North Residential Community Association
c/o HomeOwners' Advantage
P.O. BOX 4477
Marietta, GA 30061-4477

Please be sure to drop or mail payment to ensure enough time to prevent late fees (assessed after the 10th of the month). **Please include a payment coupon with your check.**

ONLINE PAYMENT: You may pay online at https://portal.hoadv.com/home_v2/Login The BuildingLink resident portal includes links for online payment of HOA fees and the water bill (OnePoint Technologies, Inc.). Links to both payment portals are located on the left side of your Home Page on BuildingLink.

AUTOMATIC DEBIT WITHDRAWAL: Owners may set up a direct debit withdrawal (ACH) from their bank account to pay the monthly assessment. If you are interested in setting your dues up for auto-debit please chose this payment option on the owner payment portal at https://portal.hoadv.com/home_v2/Login . This option offers the advantage of automatically adjusting to changes in annual assessments or other resident billbacks.

AUTOMATIC BILL PAY: If your bank offers automatic bill pay, you may also set up that feature through your own bank. If there is a change in the HOA fees, you are responsible for updating the payment amount online accordingly.

Your Homeowner Account # must be included on your payment in order to ensure proper and timely credit to your account. Late fees may apply if payment is delayed due to missing information.

All assessments and related charges not paid by the 10th day of the month are delinquent and the Owner shall be in default. Please refer to the Declaration of Condominium Article 7.3 for details on fees and charges.

EMERGENCY PROCEDURES

IF YOU OR ANYONE IN YOUR HOUSEHOLD NEEDS ASSISTANCE IN THE EVENT OF AN EVACUATION EMERGENCY, PLEASE ENSURE YOU HAVE REGISTERED WITH THE MANAGEMENT OFFICE.

Metropolis is committed to providing a safe environment for our residents in the event of an emergency. Many fire-safety features have been incorporated into the design and construction of the building including emergency lighting, fire alarm pull stations, fire extinguishers, smoke detectors, fire doors that must remain closed at all times, and sprinklers. The storage of any equipment in the hallways, stair areas, or freight elevator area is a fire safety hazard and a violation of local codes. Propping open fire doors such as stairwell and exterior doors is also a fire hazard. Any fines resulting to the Association as a result of any unit occupant's violation of fire codes will result in an assessment against the Unit Owner for the amount of the fine.

Each unit is equipped with a speaker? that is used to provide residents with verbal information in the event of an emergency, such as a confirmed fire or tornado warning. The system generally provides automated announcements, but the concierge may also make announcements with specific information. Do not disconnect or interfere in any way with the function of this speaker: this can not only limit your ability to hear critical information, it can affect your neighbor's devices functioning. The speakers are not two-way communication devices.

IN CASE OF AN EMERGENCY, STAIRWELLS SHOULD BE USED IN LIEU OF ELEVATORS. Therefore, keeping all stairways clear of all items constitutes an important safety measure. Placing unauthorized items in any Metropolis stairwell for ANY period of time is strictly against State of Georgia, Fulton County, and City of Atlanta fire codes. Any articles found in the stairwells will immediately be thrown away without notice. Any resident found responsible for obstructing any stairwells will be fined.

The stairwells in each residential tower **can only be used to exit directly to the street level per fire code**. No access is available to other residential floors, parking decks, or the amenities decks. Stairwell doors should never be propped open.

KNOW YOUR BUILDING

Each occupant should be familiar with the location of all exit stairways on your floor. All fire exits and stairwells have been clearly labeled and show the direction to go during an emergency. In addition, owners and residents should discuss with neighbors in advance what they would do if the closest exit cannot be used during a fire emergency.

All residents and building staff should use common sense when confronted with an emergency situation and deciding when to call 911. If it is safe and possible to do so, please also let the concierge know that you have called 911 so that they can facilitate emergency personnel access to the building.

FIRE EMERGENCY

FIRE PROCEDURES

City of Atlanta building codes require ALL high-rise condominium unit owners or residents to have functioning smoke detectors in their unit.

Multiple smoke detectors have been installed in each unit. These smoke detectors are hard wired and have a battery back-up. Residents are responsible for maintaining their smoke detectors including installing new batteries. It's best to check them on an annual basis. Under no circumstances should a unit's fire alarm system be disabled, or the alarm silenced or muffled.

The Association reserves the right to install or replace any smoke detector at the unit owner's expense. The Association is NOT responsible for maintenance of smoke detectors.

Each unit must contain at least one working fire extinguisher. Purchase and maintenance of fire extinguishers is the responsibility of the unit owner.

In order to prevent fires, immediately have a licensed electrician replace any frayed or broken electrical wire. Also replace any electrical wires, switches, or plugs that feel hot to the touch. Do not store any combustible materials or flammable liquids in units, such as paint thinners, gas or charging car batteries.

FIRE ALARM PULL STATIONS

Fire alarm pull stations and fire extinguishers are located on each floor by stairwells. Inappropriate pulling of these stations as pranks will result in immediate fines and charges may be assessed for the resulting emergency response.

IF A FIRE OCCURS IN YOUR UNIT

- Move to a safe location.
- Call 911 immediately and ask for the Fire Department. Tell them the floor and unit number as well as the street address.
- Try to leave your unit if you can. Be sure to close the door behind you, leaving it unlocked. This will prevent the possible spread of heat, fire and smoke into the corridor.
- Notify the concierge of the situation and that you have called 911.

Do not attempt to use any of the building's elevators, as they may be out of service, or in use by emergency personnel.

WATER EMERGENCY

WATER DAMAGE

Water damage poses one of the most common and costly problems in condominiums. Issues range from leaking washers and dishwashers and malfunctioning toilets to leaking pipes and rain damage. Because of the high potential for damage to multiple units, **all unit owners MUST engage in proactive preventive maintenance, maintain proper insurance policies on their units, and implement immediate damage control should any water damage occur.**

PIPES: In accordance with the Declaration, Section 13.1 Maintenance Responsibility by the Owner, pipes enclosed within in a unit and servicing only that unit are the property and responsibility of the unit owner.

All plumbing work must be performed by a licensed plumber. For more information, please contact the Management Office for renovation and repair guidelines.

IF YOU FIND A LEAK OR WATER DAMAGE IN YOUR UNIT:

SCENARIO 1: If the volume of water presenting is likely to create imminent and major damage, contact the concierge **immediately**. There are specific procedures the concierge will follow to minimize damage to the building.

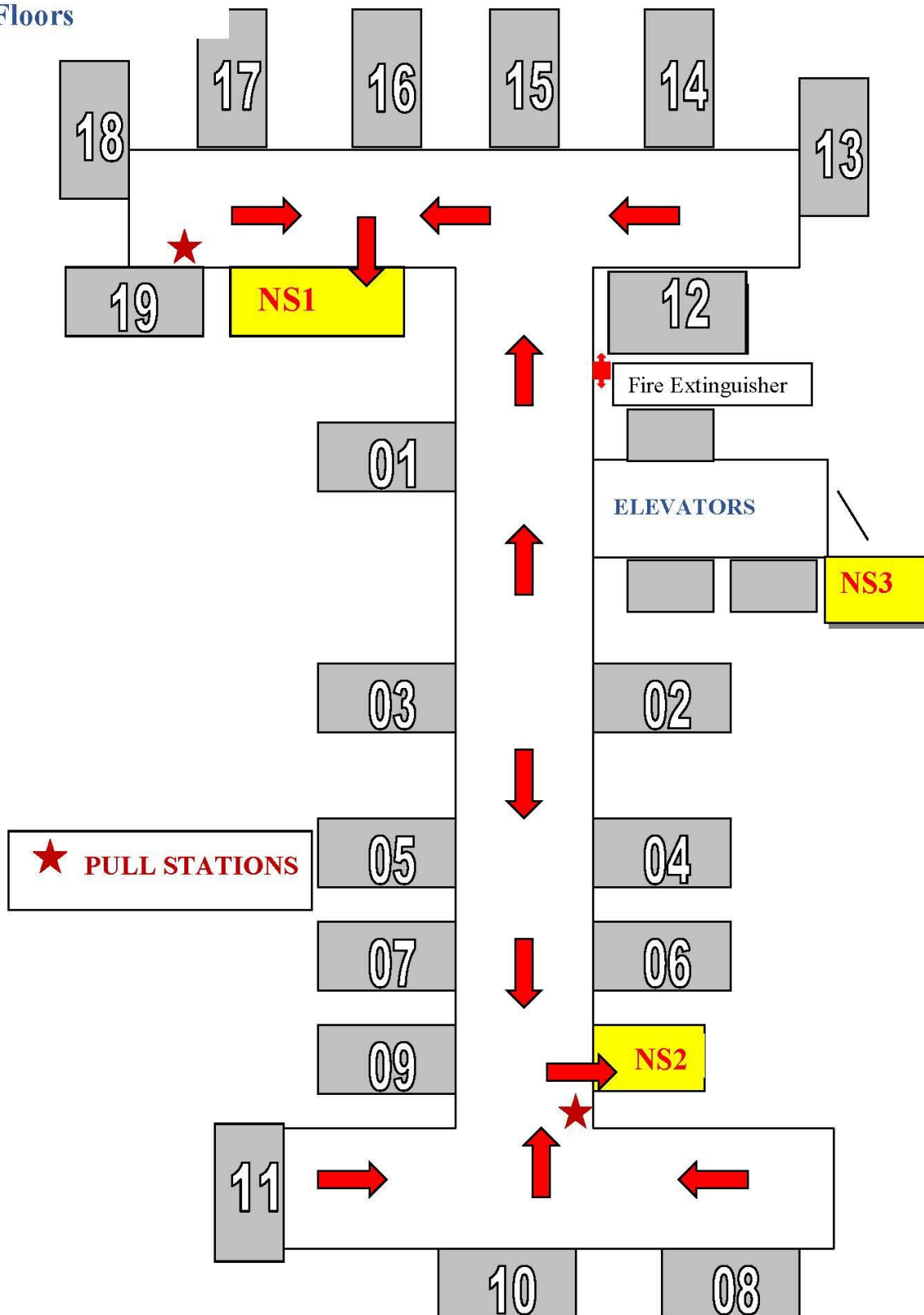
SCENARIO 2: Resident comes home to a damp carpet or wall. (The volume of water is not likely to create imminent and major damage.)

The owner should view the problem the same as they would view any incident in a detached home:

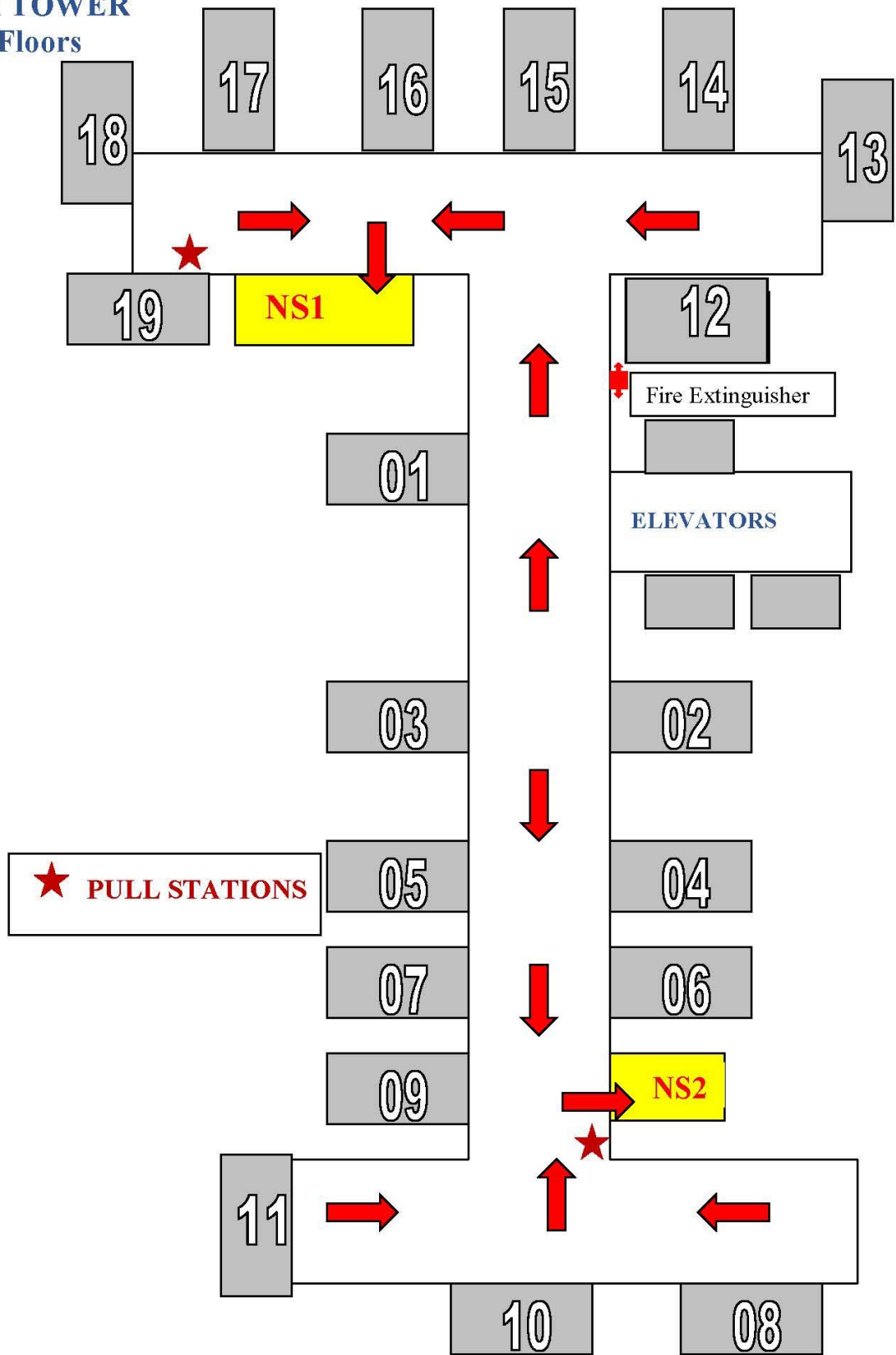
- 1) Call a licensed plumber.
- 2) Let the Management Office and Concierge know that you're having a worker come to your unit. Call Concierge to determine what companies already have COIs on file OR obtain a COI for the contractor, OR sign the COI Waiver and Acknowledgement of Liability **IN AN EMERGENCY ONLY AND WITH MANAGEMENT'S PRIOR APPROVAL.**
- 3) The plumber performs an investigation to determine the true origin of the leak.
- 4) If your plumber identifies the source of the leak is from a fixture or pipe that serves your one unit only, the cost of repair is the responsibility of the unit owner. The Association, Manager, Concierge and maintenance should not be involved in this situation except to assist in providing building access to the plumber or other contractors.
- 5) If your plumber determines the source of the leak to be from a common element (a fixture or pipe that serves multiple units), inform the Management Office immediately.
- 6) If your plumber determines that the source of the leak is from a fixture or pipe that serves another unit, you should contact the owner of that unit or ask for Concierge's assistance in doing so. In the event the unit owner is not available or is not cooperative, you should notify the Management Office, let them know you believe the water is coming from an adjacent unit, and that you have been unable to resolve the problem on your own.

Any damage to your personal belongings (floor coverings, clothing, decorative items, appliances, furniture, etc.) regardless of who is at fault will be covered by your personal homeowner's insurance. Please see Page 9 Association and Homeowner's Insurance for details.

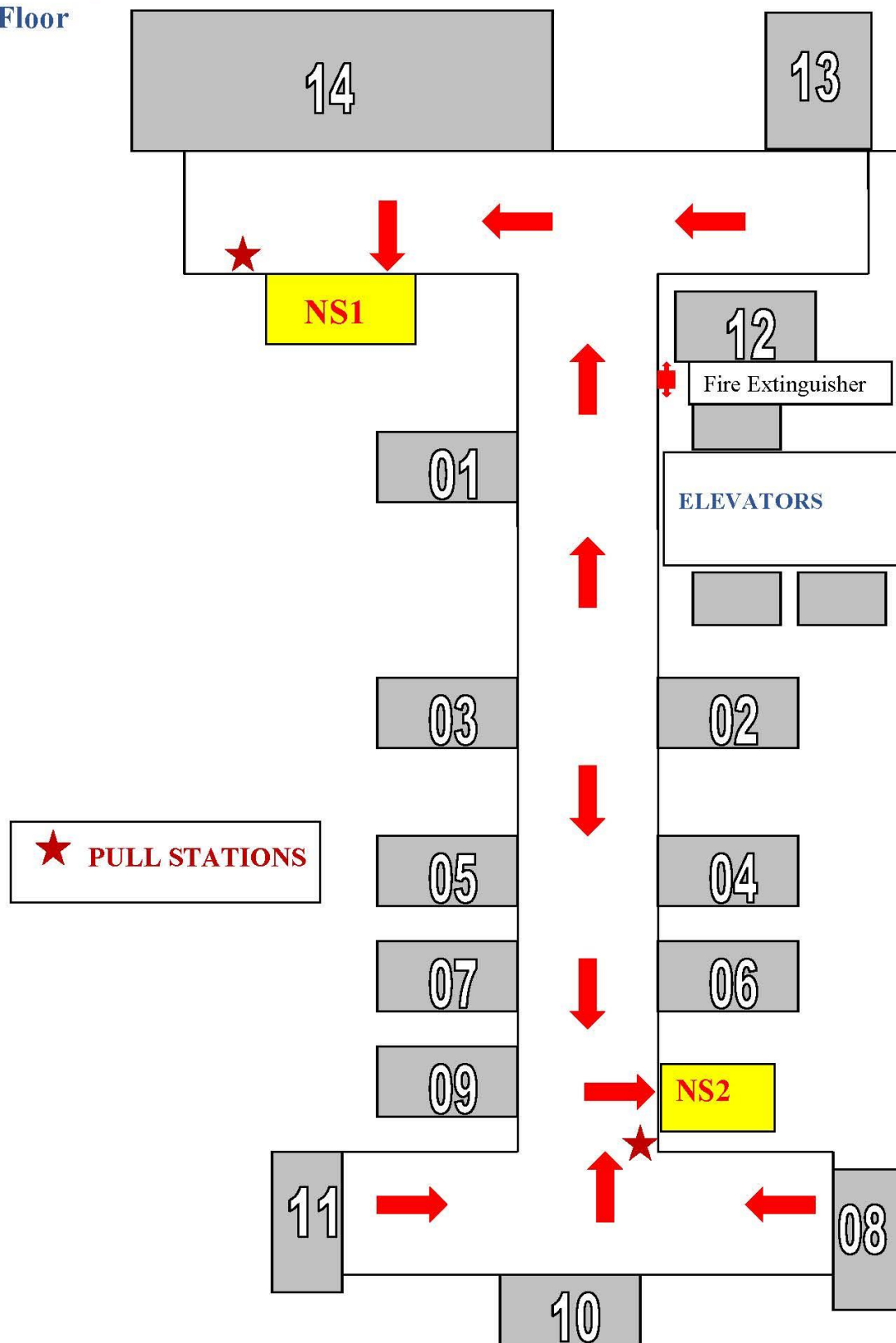
NORTH TOWER
7th & 8th Floors



NORTH TOWER
9th -16th Floors

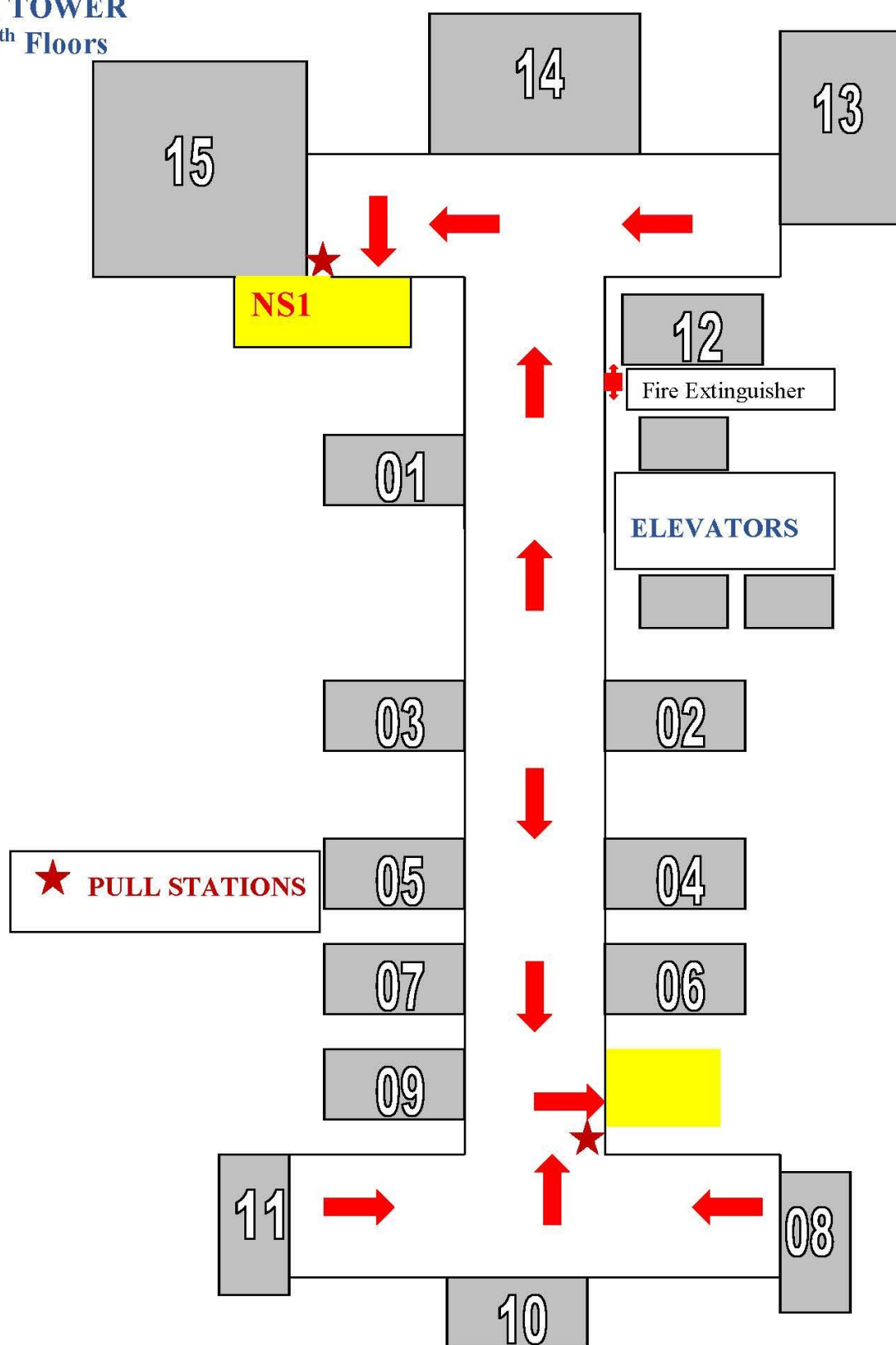


NORTH TOWER
17th Floor

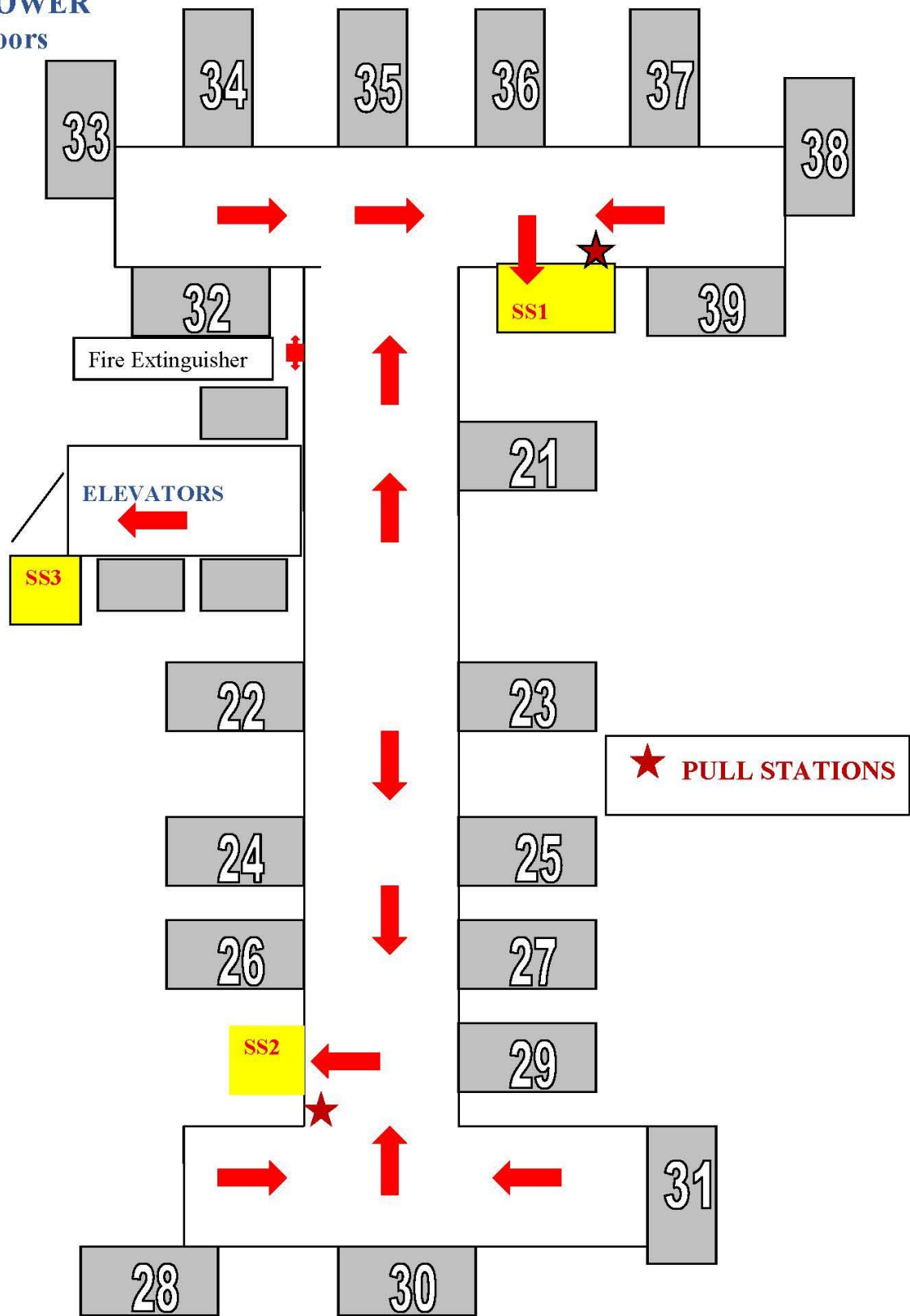


NORTH TOWER

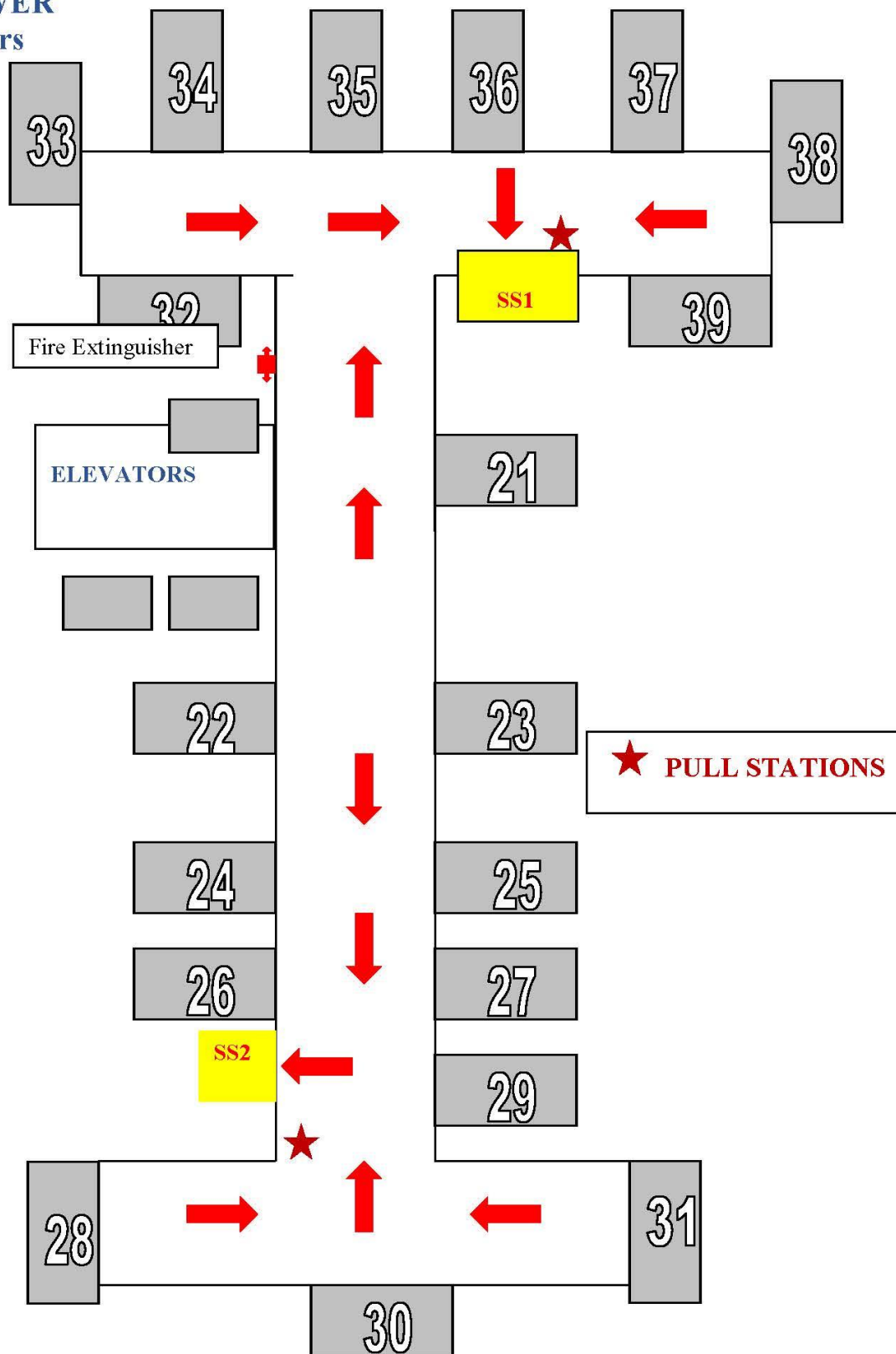
18th – 20th Floors



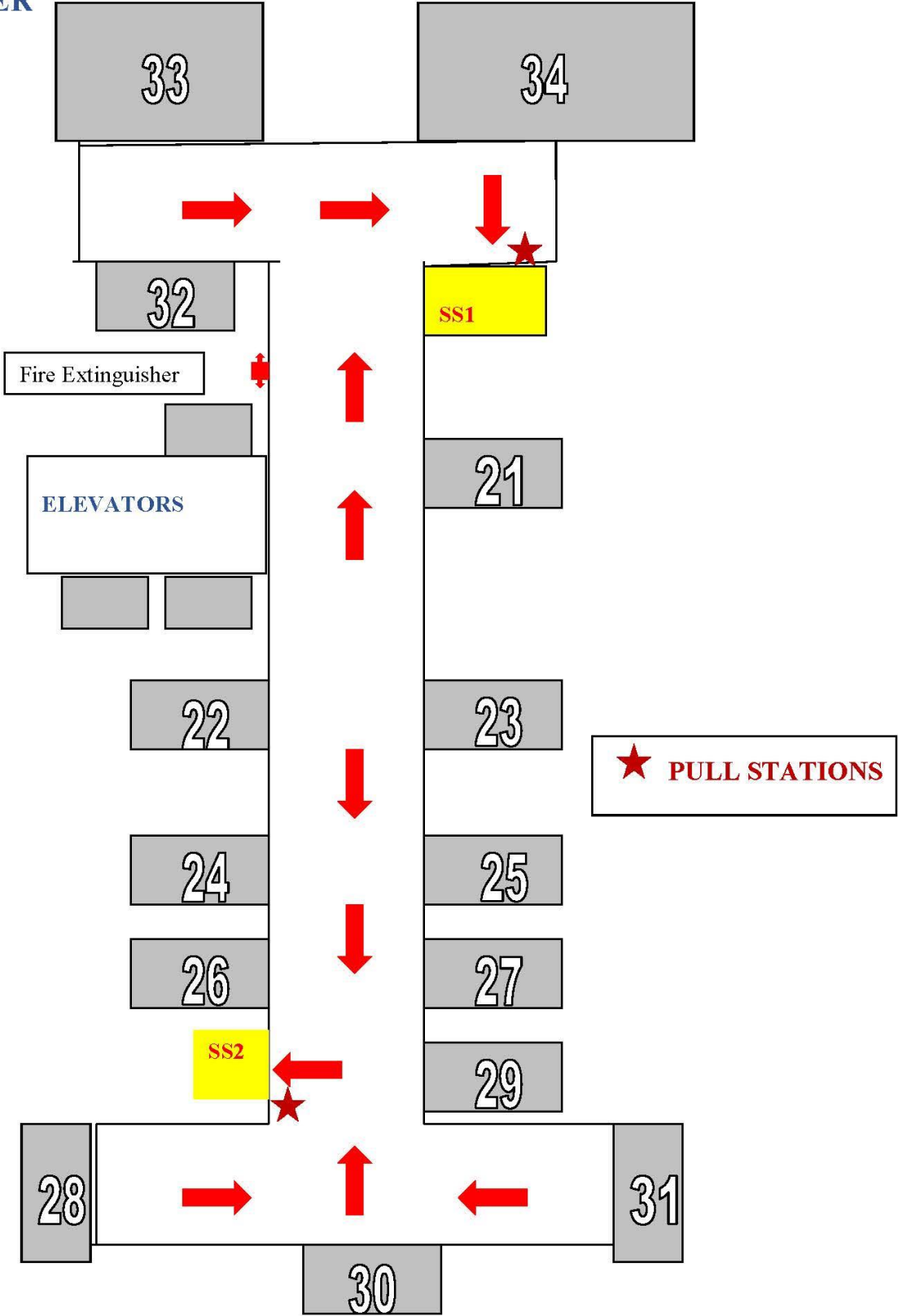
SOUTH TOWER
7th & 8th Floors



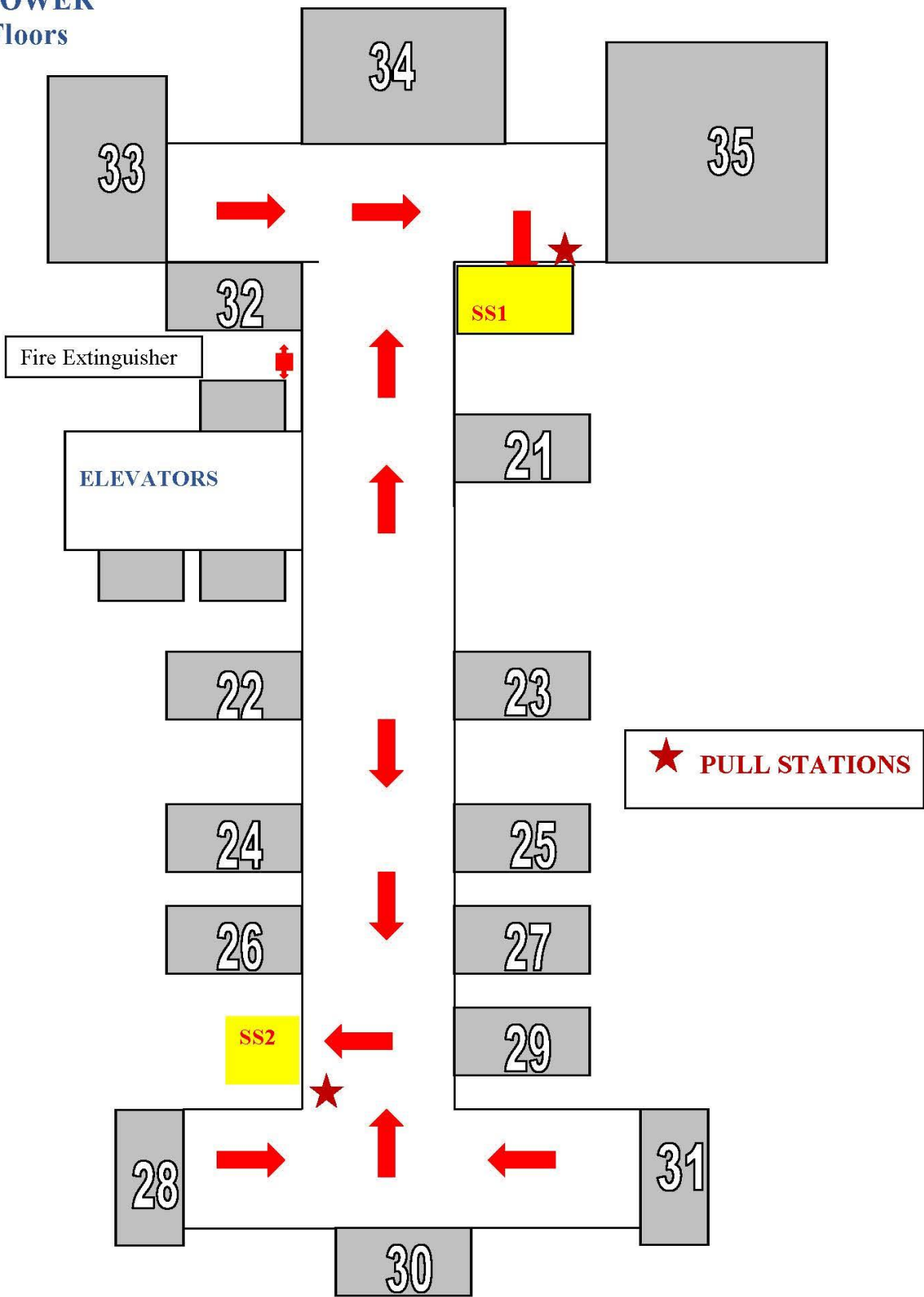
SOUTH TOWER
9th – 16th Floors



SOUTH TOWER
17th Floor



SOUTH TOWER
18th -20th Floors



GENERAL POLICIES OF COMMUNITY LIVING

It takes everyone working together to foster an inclusive, vibrant community. Common courtesy creates a positive environment for all. Please take the time to tell Concierge or Management if you see something that should be addressed.

All residents, guests and building staff should be treated with courtesy at all times. If an issue arises with any staff member, please contact the Management office. If an issue arises with any resident or guest, please contact Concierge.

Resident-Concierge Interaction Protocol

Concierge are charged with managing access to the building and individual Condominium Units, as well as the behavior of guests *and* residents, if necessary. Should a guest *or* resident display inappropriate behavior or be perceived out of control, Concierge will take action to bring the situation/individual under control as quickly as possible. Any time Concierge determines a situation or individual to be out of control, they are authorized and encouraged to summon the appropriate authority, i.e. Police, Fire Department, or EMS, for assistance.

If residents have reason for concern about the performance of a staff member, they should communicate concerns to management. Residents should at all time treat every member of the staff with respect and dignity.

If a resident observes/perceives inappropriate behavior of a staff member, the resident should:

- Report concerns to the Concierge Manager or the Association Manager
- Wait until the next business day to report the occurrence, if occurring after hours or on weekends and not an emergency
- Contact the Concierge Manager or the Association Manager in the event of emergency – life safety issues or specifically no coverage at Concierge for more than 20 minutes

Residents may not:

- Cause the staff member to feel uncomfortable in the workplace
- Dictate whether or not any staff member can perform their duties
- Enter the concierge area without authorization or a request from Management

ACCESS: Residents on foot should access the building through the main lobby, either from the front entrance on Peachtree Street, or the Porte Cochere. When the doors are locked, residents will need to swipe their key fob or electronic key card to access the building.

KEY FOBS AND ELECTRONIC KEY CARDS: Electronic fobs and key cards are used at all entry points of the building to ensure access control. Fobs or access cards must be swiped to resident floors as well as the amenity areas and parking levels. A five-digit code provided with your fob can be typed into the keypad in the elevators in lieu of using the key fob or card: e.g., *12345#, then select the floor. Residents must exercise great care in safeguarding their key codes, as well as key fobs and cards.

A key fob or electronic key card is needed to get into the following areas of Metropolis:

LOBBY ENTRANCES WHEN DOORS ARE LOCKED

7TH AND 8TH FLOOR AMENITIES DECKS, CLUB M, AND THE FITNESS CENTER: Note that you will also have to swipe your fob/card to re-enter the residential towers from the 7th and 8th floors.

BICYCLE STORAGE ROOM (located under the South Tower next to parking deck exit off of Metropolis Alley)

ELEVATOR ACCESS: Your key fob or electronic access card will only access the following floors from the elevators:

- The residential floor on which you live. If you're a resident of the 17th floor, your fob will also allow access to the 17th floor deck.
- 7th & 8th floors pool, Club M, fitness center, grills and amenities
- Floors 4-6 (South Tower) or 3-6 (North Tower) of the garage (the residential parking levels).

- You do not need to your fob/card to access the first floor.

All homeowners should receive key fobs and/or electronic key cards from the previous owner at the same time they receive the unit key and mailbox key. Renters should receive keys/cards from their landlord. Studios and one- bedroom units are permitted a maximum of three fobs/cards per unit. Two-bedroom units are permitted a maximum of five fobs/cards per unit.

ADDITIONAL AND REPLACEMENT FOBS: To obtain additional or replace lost fobs or cards, please fill out and submit an Access Card Request Form, available in the management office. See the fees below. You may download the Access Card Request Form at www.themetropoliscondo.com under BUILDING INFO > BUILDING LIBRARY > RESIDENT FORMS. There is a charge of \$25 for each fob/card you would like to purchase. Lost devices will be removed from the system.

KEYS

Each unit owner **MUST** provide current keys to the Management Office for all locks for unit entrances and storage units. These keys are needed in the event of an emergency. These keys will be kept secure by the Concierge and will only be accessible to appropriate building Management and staff. Though every effort will be made to contact a resident before entering a unit, the Association reserves the right to enter any unit with or without the owner's and/or resident's permission if a potential emergency involving a threat to life or property is deemed to exist.

For guests, pet caretakers or any other visitors, unit keys may be signed out from the Front Desk only if a valid key release is on file or in BuildingLink. Otherwise, keys will only be released to the unit owner and a signature must still be obtained. **No keys will be released if the name of the person requesting the key is not on the key release**, regardless of the relationship of the person to the unit owner or resident. Appropriate identification, such as a driver's license, must be shown to the Concierge before a key can be released to anyone, including a unit owner or authorized resident.

DELIVERIES/MOVING

Deliveries and moving may occur during standard freight access hours only of 9am – 5pm Monday through Friday and 10am – 5pm Saturday and Sunday. Outside of these hours the third elevator is used for passenger access only.

ELECTRONICS AND APPLIANCES

Sound equipment (radios, TVs, CD players, video players, etc.) and all other sound producing instruments must be kept at a level so as not to disturb any resident at any time. Residents should place television sets, radios, stereo systems, chiming clocks, telephones, and any other appliance which creates sound on interior unit walls and, whenever possible, several inches above the floor. Keep the volume of these apparatus set to a level low enough not to disturb other residents or to be heard at high levels in the hallways. At no time should these items be heard between the building's quiet hours of 10pm and 7am.

LOBBY BEHAVIOR

The main lobby is designed for the comfort and convenience of Metropolis residents and guests. Contractors, housekeepers and other workers should not use this space as a lounge. Please utilize this area for brief gatherings only. For longer meetings, please reserve the conference room located in the management office through BuildingLink. This amenity is offered free of charge to residents.

Shoes and appropriate attire must always be worn in the main lobby, hallways, elevator lobbies, and elevators including when a resident is coming or going from exercise activities and the pool.

MAINTENANCE

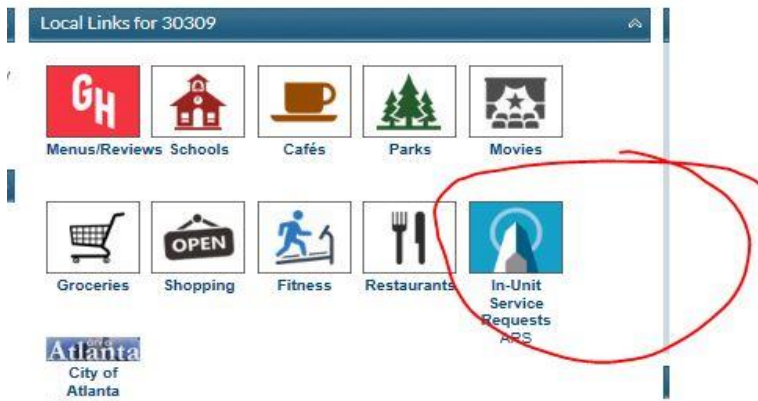
Common Areas

Maintenance and repairs to the common areas are addressed by the onsite engineering staff. Examples include, but are not limited to, Club M bathroom leaks, broken amenities, the pool, the fitness center, and common areas that need cleaning such as hallways and elevators. If you see anything in the common areas that needs to be addressed, please enter a maintenance ticket in on the website www.themetropoliscondo.com BUILDING INFO> MY REPAIR REQUESTS > SUBMIT REPAIR REQUEST or report it to the Concierge for further action.

In-Unit

Owners are responsible for maintenance and repair inside their units.

Advantage Residential Services offers in-unit general maintenance services. These services are provided by entering a request through BuildingLink by going to the middle of the home screen > local links > In-unit Services/ARS or by going directly to www.advantageresidentialservices.com. Services includes general handyman items such as hanging curtains and blinds, basic HVAC maintenance as well as minor electrical work.



Residents may use any contractor or maintenance provider they choose, subject to applicable Declaration rules and procedures. Rules for vendors and contractors can be found on the website www.themetropoliscondo.com in BUILDING INFO > BUILDING LIBRARY > RESIDENT FORMS. All contractors must be licensed and all contractor and maintenance personnel must provide a certificate of insurance prior to the start of any job. Please see Page 9 of the Handbook for vendor insurance requirements.

Hours

All unit maintenance, repairs and renovations must take place between the hours of 9:00am and 5:00pm Monday - Friday. Exceptions outside of these times are made for HVAC and plumbing emergencies; however, Concierge must be notified of the problem BEFORE a vendor arrives.

PREVENTIVE MAINTENANCE

Some common maintenance issues are listed below. This is not an all-inclusive or exhaustive list of maintenance issues. Homeowners are responsible for maintenance in their unit even for issues that are not listed here.

DOOR CLOSURE: Residents must take care to not let their unit doors slam. Residents should install weather stripping in their unit door frames to lessen slamming noise. The auto-closing springs in most doors were originally set to be as tight as possible; they can be lessened in tension to reduce slamming. Note that per fire code, doors must be self-closing, and any adjustment must ensure that the doors still close and latch when left to close on their own from an open position.

The building's airflow is designed to draw that residents do not block the airflow at the bottoms of their unit doors. Blocking this for any reason is not allowed.

DOOR SEAL: In order to comply with fire safety regulations, unit doors are designed to swing closed and latch automatically. Over time, this can lead to the unit doors slamming closed and causing very loud noises if the seal wears out. The loud noise can be easily and cheaply prevented by installing new door seals around the door, and changing the spring tension on doors. The Management Office provides door seal kits free of charge. A handyman can install this or you may do it yourself. The door springs can be adjusted to reduce slamming but must still result in the door closing itself to comply with fire and life safety regulations and laws.

DRYER VENTS: Dryer vents often become clogged with lint over time. Large amounts of lint can catch fire and cause

extensive damage from the both the fire itself and water if the sprinkler system is activated. Dryer vents should be cleaned out regularly – we recommend annually. The flexible portions of the vent may also need to be replaced periodically. After each dry cycle, you need to also clean the interior lint trap in the dryer itself – please ask the management for more information if you need it about these procedures.

HVAC UNITS: The HVAC (Heating, Ventilation and Air Conditioning) units in each unit require regular maintenance.

- **Coils:** The coils are located behind the filter. The coil should be cleaned once a year using a non-acidic foaming coil cleaner.
- **Condensate Drain Line:** The condensate drain line should be cleaned twice a year by flushing it with bleach? Ask Bill
- **Drain Pan:** The drain pan is located under the filter and coil. It should be cleaned twice a year by flushing it out with compressed air.
- **Filters:** The filters in each unit HVAC system should be replaced at least quarterly. Replacement is the responsibility of the owner. Do not use pleated filters if you have an original HVAC unit. The original units are not designed for pleated filters and use of them can cause excessive wear to the unit.
A reputable HVAC company should be able to provide these services either as part of a maintenance contract or as available services for purchase.

REFRIGERATORS:

- **Coils:** Dust and debris collects on the refrigerator coils located at the bottom on the fridge. These coils are not visible so unit owners might not realize how much dust has collected. The dust and debris dramatically decrease the efficiency of the refrigerator and these should be cleaned annually.
- **Water Lines:** Typically, refrigerator water hoses are plastic and do not last long. Consider upgrading the water lines to hard metal lines or have the lines periodically checked by a professional to ensure proper function and to prevent costly leaks.

SHOWER/TUBS:

- **Caulk:** The caulk around tubs can crack or degrade with age. This can lead to water intrusion behind the walls and cause leaks and mold growth. The caulk should be inspected and replaced if it shows any sign of cracking, degradation or leaking.
- **Toilets:** Bolts on toilet tanks at the base and flange can rust and result in leaks. The bolts should be inspected and replaced if they show any evidence of rust. Also check caulking and ensure that shut off valves move freely and are free of rust. Ensure that water line and tanks are not leaking. Replace deteriorating toilet tank assemblies and ensure the handle flushes properly and the water shuts off when the tank is full.

Shower/Tub Drain Putty: The putty that is used to seal the drain for the tub or shower can degrade with age and needs to be replaced periodically. Degraded putty can lead to leaks from the drain. The condition of the putty is not visible without removing the drain. Therefore, unit owners should consider having this inspected by a handyman or plumber to inspect and replace the putty, particularly if this has not occurred since the unit was first occupied.

SINKS AND TOILETS: Toilets must NOT be used for the disposal of ANYTHING other than that for which they were designed. Items such as cigarettes, dental floss, paper towels, or women's feminine products must never be flushed down toilets. Under no circumstances should any type of cat litter be flushed down toilets. This also pertains to sinks and garbage disposals. Grease and large debris items should never be put into sink drains or garbage disposals. Any damage to pipes will be the responsibility of the unit owner and repair costs could be substantial. Residents are responsible for keeping all of their plumbing in working order.

REPLACE WASHING MACHINE AND TOILET HOSES: The original water supply hoses installed on sinks, toilets and washing machines typically are made of plastic and often start to degrade with use. These hoses should be replaced immediately with reinforced, braided stainless steel hoses if this has not already been done. Management recommend replacing washing machine hoses with ones that include an emergency water shutoff mechanism.

WATER HEATER INSPECTION AND REPLACEMENT: The original water heaters that were installed when Metropolis was built are no longer allowed. We required they be replaced several years ago. Unit owners should now have the water heater inspected and repaired as needed and, if indicated, replaced by a qualified plumber.

WATER, AND WATER HEATER BREAKER, SHUT OFF WHEN LEAVING TOWN: In order to prevent damage due to water leaks in their units, residents who are leaving town for an extended period of time should close the water shut off valve for their unit and turn the water heater breaker in the electrical panel to **off** before they leave. This will help prevent leaks and, in the event that a leak occurs, prevent damage to your water heater.

WINDOWS: Windows seals can degrade over time. Unit owners and residents should periodically inspect for damp or wet areas near the windows. If a concerning area is identified, the window should be inspected and repaired if necessary. This repair is made at the expense of the unit owner.

WINDOWS: Water-proofing and sealing of the exterior frames of windows and sliding glass doors is the responsibility of the homeowner and further outlined in Article 13 Maintenance Responsibility, Section 13.1 Maintenance by Owner.

NOISE

To preserve the tranquility of the building for other residents, quiet hours are between 10:00pm to 7:00am every day.

ODORS COOKING

Residents should ALWAYS use the range hood fan over their stoves when cooking. These fans are vented outside in order to minimize cooking odors seeping into other units and the hallways. It can also help to open balcony doors and run HVAC fan when cooking to get odors moving out more quickly.

SCOOTERS

The rise of shared bikes and scooters have created an easy source of transportation for many people, especially in Midtown. If utilizing these services, please be respectful and leave scooters in designated parking areas only. This includes public sidewalks on Peachtree Street, Peachtree Place, and 8th Street. Scooters should not be left on private property including the sidewalks of Metropolis Alley, the Porte Cochere, or ridden into the building. Do not block doorways. Additional parking areas are being considered; however, for now, the proper drop off points are Peachtree Street, Peachtree Place and 8th Street.

SMOKING/VAPING

Smoking and Vaping is **STRICTLY PROHIBITED** in ALL INDOOR AND OUTDOOR common areas. This includes but is not limited to: the main lobby, common hallways, Club M, fitness room, porte cochere (including covered areas and sidewalk along the east alley serving the porte cochere and parking deck), covered main entrance area on Peachtree Street, loading docks, the entire 7th and 8th floor amenities levels, and elevators.

At present smoking is allowed in individual units and on individual unit balconies, but may not annoy or disturb other residents or otherwise violate the nuisance provisions of section 14 of the Declaration. All cigarette butts must be discarded properly. Do not leave cigarette debris on balconies or ever toss cigarette butts off balconies. **A fine of \$500 will immediately apply to the violation of this rule.**

Cigarette smoke and any other smoke absolutely may not come in to common areas, including hallways, and other units. If you do smoke, you may want to look at air purifying devices and ensure that all air is directed back to your unit, not into the halls.

SOLICITATIONS

Door to door soliciting is not permitted under any circumstances. No fliers or bills may be posted without explicit approval from Management or the Board of Directors. Please contact the Management office for more information. Additionally, no soliciting is permitted in the parking garage, and no materials may be left on cars. The resident portal on Building Link is the appropriate place to advertise items for sale, resident services, or even parking spaces and storage units.

SECURITY/TAILGATING

In a large community such as Metropolis it is difficult to know all of your neighbors. One of the challenges is ensuring that only residents, their guests and authorized vendors gain access to the secure areas of the property. It is important that

everyone use their fobs to open secure points of access and not piggyback off someone else entering these areas. This can create confusion and possibly escalate into unwanted confrontations. If you notice someone following behind without either fobbing in or using the callbox for entry, please let Concierge know immediately so that they may confirm the visitor is authorized.

Any suspicious activity should be reported immediately to the Concierge. If you are not sure if someone should be in the building, it's best to ask the Concierge to handle and to report them immediately if they've proceeded into the lobby or secured areas. The Condominium Association and Board of Directors are not responsible for any loss or damage of property that might result.

****LOCK UNIT DOORS AT ALL TIMES.** Contractors, workers, housekeepers, pet sitters, delivery personnel, and other guests access the building daily. Once in the building, these people might gain access to floors other than to those they are authorized to visit so it's important that you keep the door to your unit locked and to help maintain locked doors throughout Metropolis.

The Condominium Association and Board of Directors are not responsible for any loss or damage of property that might result.

UNIT GUESTS AND VISITORS

ACCESS FOR PARTIES: Residents can request a temporary elevator code for large parties or gatherings in their unit or on the amenities' levels. These requests should be made through the Management Office at least 72 hours prior to the event. For a large party (10 guests or more) hosted at Club M or on the Amenities decks, a guest list should be given to the Concierge. Guests may then be checked off the list and allowed access to the elevator lobby without calls to the resident.

EXTENDED VISITS: Authorized resident(s) with an individual(s) staying with them for an extended period of time must advise the Management office, in writing, the name(s) of the individual(s) and the length of time they will be staying.

AMENITIES AREAS

CLUB M

CLUB M

7th Floor Amenities level

Hours: M-F 11am – 12am; Sa-Sun 11am – 1am

Club M is available for private resident events. Reservations may be requested through BuildingLink > Amenity Reservations. A written reservation form is required. See Concierge for details.



CONFERENCE ROOM

Conference Room

Located off main lobby in the Management Office

This Amenity is free to residents and may be reserved through BuildingLink>Amenity Reservations and is available 24 hours per day. After-hours access will be coordinated by Concierge.



DEWBERRY STRIP/DOG WALK AREAS

DOG WALK

Located across Metropolis Alley, 4th and 5th floors of the parking deck



FITNESS CENTER

FITNESS CENTER

Located behind Club M

The fitness center is open 24 hours per day, 7 days per week. One of the most widely-used amenities at Metropolis.



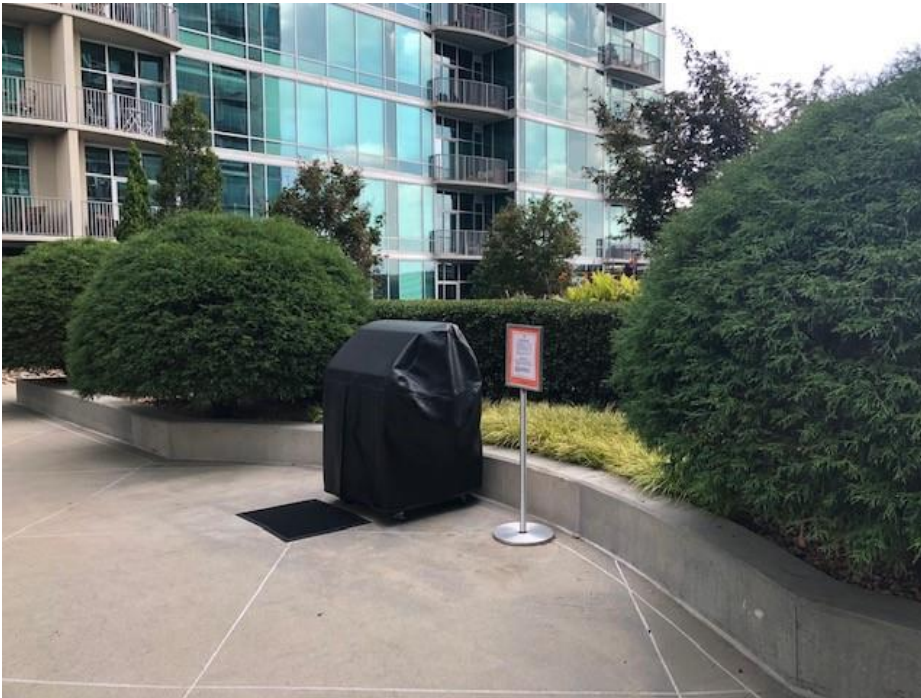
GRILLS – 7th AND 8th FLOORS

HOURS: 7am – 10pm

- (1) Located in front of the main entrance to Club M.
- (2) Located on the 8th floor Amenities Deck

Grills are a shared amenity and cannot be reserved. 1-hour max time.

7th FLOOR



8th FLOOR



8th FLOOR AMENITES AREA

8th FLOOR
HOURS: 7am – 10pm



POOL

POOL

HOURS: 7am – 10pm

Year-round amenity. Heated October through March.





AMENITIES

All amenities are for the exclusive use of unit owners, residents and their authorized guests. When leasing, unit owners assign their right to use building amenities to their renters and may not use or access them.

BLINDS AND DOORS: All window blinds in Club M and the fitness center should remain open: the building was designed to take advantage of natural light. If it is necessary to close them temporarily, for example to reduce glare on computer or television screens in Club M, please open them back up when you are done. Do not prop any of the doors open, as this negatively impacts building heating and cooling costs.

GUESTS: Guests at the pool and on the 7th and 8th floor amenities decks may not exceed four per unit at any time. The exception to this is a pre-approved party reservation for Club M. The owner/resident must be present whenever their guests are using the pool, fitness room, or Club M.

PETS: No pets are allowed anywhere on the 7th or 8th floor amenities decks, or inside amenities.

SMOKING: Absolutely no smoking or vaping is permitted on the 7th and 8th floor amenities decks.

CLUB M

Club M is open 24 hours a day, 7 days a week. The room has a large screen TV, DVD player and sound system, seating area, bar area, internet stations, a kitchen, and bathrooms.

Reservations: Club M may be reserved at www.themetropoliscondo.com under BUILDING INFO > AMENITY RESERVATIONS. All reservations must be accompanied by the reservation form which can be downloaded direct from the reservation request and must be approved by Management prior to the event. Club M may not be reserved for private use on major holidays or dates of major sporting events. For a complete list of black out dates, please visit the Community Calendar in BuildingLink. Reserving Club M requires both a refundable security deposit of \$300 and a non-refundable reservation fee of \$200. Full payment of all fees is required before a reservation is confirmed.

Private Use: If an owner has reserved Club M for a party or gathering and properly posted reserved signs in the windows and doors accessing Club M, other residents must avoid using the Club M facilities during that time.

Resident Responsibilities: Residents are responsible for cleaning Club M and moving any furniture back to the original location after their event. Please contact the management office if you would like information on hiring a cleaning service for your event. Please note that failure to clean after an event will result in forfeiture of part of all of the security deposit.

CONFERENCE ROOM AND BUSINESS CENTER

The Conference Room is located in the Management Office on the 1st floor across from the Concierge desk. The Conference Room is for the use of the Management, Concierge team, owners and residents only. Guests are not allowed to utilize these rooms or the equipment in these rooms. Reservations for business functions or small meetings may be made at www.themetropoliscondo.com under BUILDING INFO > AMENITY RESERVATIONS. There is no cost associated with using this amenity.

A copier and fax machine are provided in the Management Office for owner/resident use only. Please be courteous when using these machines. Use them for only a limited number of copies or make arrangements with the management office to pay for extensive copying. The machines are available 24 hours a day though the door to the office is locked each night at 10 PM. The Concierge will let you in upon request. The fax machine number is: 404-876-8945. Residents are responsible for retrieving their own incoming faxes.

FITNESS ROOM

The fitness room is open 24 hours a day, 7 days a week and is in constant use. PLEASE clean equipment after every use and put all weights and equipment back in their proper places.

General: Exercise equipment is available on a first-come, first-serve basis; however, please be kind to your neighbors and allow them to "work in" and share whenever possible. **ALL EXERCISE AND FITNESS EQUIPMENT IS USED AT THE SOLE RISK OF THE USER.** Report all inoperable, damaged and misaligned equipment to the Concierge or Management or you may also fill out a maintenance request at www.themetropoliscondo.com under BUILDING INFO > MY REPAIR REQUESTS.

The Fitness Center is designed to meet the general needs of our residents and is not designed to be a professional-class weight lifting facility. Please be cognizant of this fact and **do not drop heavy weights on the floor**. Our floors are not rated to accept such abuse and over time this could result in a need to repour the concrete, which would result in the closure of the gym and cost tens of thousands of dollars. The fine for dropping weights is \$100.00 per occurrence and may result in loss of Fitness Center privileges for repeated offenses.

Rules:

CLEAN EQUIPMENT AFTER EVERY USE.

- Olympic and E-Z bars must be collared when racked.
- Safety bars must be used at all times with the Smith machine and the Power Rack
- Do not drop or throw weights
- Do no touch, lean against, or use the mirrors and windows as an exercise surface
- When you are finished working out, please clean up after yourself. Wipe down equipment, unrack all plate loaded systems and return weights, cable attachments and ancillary equipment to their designated storage areas.
- Use equipment at your own risk. Do not use or modify equipment for any other purpose than its intended use.
- Guests and children under the age of 18 may not use the fitness center unless accompanied and supervised by a resident.
- Do not use equipment if it has loose or damaged parts. Report the problem to management or use the portal to make a service request. Do not attempt to make repairs yourself.
-

Failure to abide by the above rules may result in fines or loss of privileges to the Fitness Center.

GAS GRILLS

Gas grills are available for resident use on the 7th and 8th floor amenities levels. They are available on a first-come, first-served basis and may not be reserved; however, please be kind to your neighbors and share grill space with them whenever possible. If you are unable to share, you are limited to 1 hour.

Residents are responsible for cleaning the grills when they are done; cleaning tools are provided in the grill area. If the propane tanks are empty, please notify the Concierge team and they will arrange to have them replaced. **PLEASE TURN OFF THE GAS WHEN YOU ARE DONE!**

The HOA is not responsible for injuries to residents or their guests, so use the grills at your own risk. Always assume the grills are hot.

POOL

General: The pool at Metropolis is a salt-water based system. Salt water systems provide a more pleasant swimming experience than traditional chlorine-based systems. Residents should rinse off before getting in to the pool. There is an outdoor shower in the pool area for this purpose, as well as showers in the bathrooms in Club M.

Safety: NO ATTENDANT ON DUTY! SWIM AT YOUR OWN RISK.

Pool hours are 7:00am to 10:00pm year-round; however, the pool is not heated during fall and winter months.

Rules:

No Diving

No Glass Containers in Pool area. This will result in a \$500 fine!

No SMOKING OR VAPING.

Unattended solo bathing is not permitted

Persons under the age of 16 must be accompanied by a parent or guardian

No running, tossing items, boisterous behavior or foul language

Persons under the influence of drugs or alcohol are not permitted in the pool area

Personal sound equipment may only be used with headphones.

The pool is for private community use. All guests must be accompanied by a resident of Metropolis. Please limit the number of guests to four (4) per unit.

Water soakers and similar “toys” are not permitted on the 7th & 8th floor amenity decks – including the pool area.

No animals or pets (except for assistance) are permitted on the 7th & 8th floor amenity decks – including the pool area.

Do not reserve tables & chairs.

Shower before entering the pool.

Proper swimming attire or regular clothing is required. Diapers are prohibited.

Bathers with diarrhea, skin disease, open lesions or other potentially hazardous conditions shall be excluded from the pool.

The Association reserves the right to deny use of the pool to any resident found in violation of these rules and other published community rules and regulations.

The Association and Management are not responsible for any accidents, damage, or injuries to individuals or property.

Report violations to the concierge staff – 404-876-5112

Bathing Load 220

GLASS: If glass is broken on the pool deck or in the pool, Fulton County Health Department regulations require the the pool to be shut down and drained, resulting in the loss of pool privileges for all of Metropolis until fixed.

The fine for the first incidence of glass at the pool is \$500 and it will be assessed with no warning. The best remedy is to only bring plastic containers to the pool. Coolers may be checked by Concierge or Pool Monitor.

Suggestion: Leave glass bottles in coolers outside the pool gates or in Club M.

Violations: Violations of any of these rules are subject to the fines outlined in the Official Fine Schedule, up to \$500, revocation of pool privileges, or both. Any fines resulting to the Association as a result of non-compliance with these regulations will be assessed against the responsible unit owner.

For residents and guests: If asked by Metropolis staff to identify which unit you live in or are visiting, you must provide your unit number or leave immediately.

UTILITIES AND SERVICES

CABLE, PHONE AND INTERNET

All residents may select the cable, phone and/or internet service provider of their choice that offers service to the building. A list of companies and their services are listed above under Utilities. Other companies in addition to those mentioned above may also provide these services in Atlanta. Residents are responsible for making their own arrangements for cable, internet and phone service. The Association does not endorse or recommend any particular provider.

CALLBOX/VISITOR ENTRY

Your phone number must be registered with Management in order to have your name and number programmed in the call box. Long distance numbers are accepted. All guests must either check in with Concierge or use the call box located by the entry doors in order to be let in the tower doors from the lobby. To use the callbox, guests dial the code associated with the resident, the resident can then press "6" on most phones to open the doors. The Concierge will not let anyone up the elevator without proof of ownership, a valid key release or express permission from resident. Once inside the towers, an elevator code, access card or key fob is needed to reach a floor on the elevator. If you are unaware of your elevator code, please contact Management. Concierge does not have access to these codes.

CARTS

Grocery, flatbed and rolling luggage carts are provided as a courtesy to residents and are located behind Concierge. Carts may be borrowed by providing your driver's license with Concierge while using the cart. Once the cart is returned to the cart room, you may retrieve your driver's license. Carts may not be removed from Metropolis premises. Carts must be returned promptly to the Concierge desk to facilitate use by other residents and may not be left in hallways, elevator lobbies, or the parking deck. Carts cannot be kept in units. Carts are NOT for use by contractors under any circumstances.

COMPLEMENTARY COFFEE

Coffee is served every morning in Club M between the hours of 6:30am to 10:00am.

CONCIERGE

Concierge services are provided 24-hours a day and is currently staffed by Concierge Services of Atlanta. Services provided include:

Acceptance of small package deliveries (under 25 lbs.) – please call the Concierge Desk at 404-876-5099 for guidance on large deliveries
Amenity Reservations and Certificate of Insurance assistance
Entry authorization/key release administration
Guest notification & sign-in
Holding items for pick-up

DELIVERIES AND MAIL

DELIVERIES: Delivery services such as UPS and Fed Ex will first attempt delivery of packages directly to a unit. If the unit resident does not answer, packages less than 25lbs will be logged in and kept at the Concierge desk and residents will be notified of the package. For packages over 25lbs, if delivery assistance is needed, written permission to Concierge must be provided ahead of time. Amazon packages always will be logged at the Concierge desk as Amazon personnel are not allowed to deliver in the resident towers.

MAIL: Resident mailboxes are located on the 1st floors of the North and South towers, respectively. If you do not know your mailbox number, please visit BuildingLink and review your resident profile or contact Management. Each unit has a locked mailbox in the mail room in your tower. Keys for the mailbox are provided to new owners upon the purchase of units or to tenants by their landlord upon leasing of the unit. **Mailbox locks can be installed or replaced by maintenance at a cost of \$50.**

ELECTRICITY

Electricity is supplied to Metropolis by Georgia Power. Residential units are metered separately and Georgia Power bills individual unit owners or lessees/tenants directly. Residents are responsible for contacting Georgia Power to arrange service for their unit. The contact information for Georgia Power is provided in the Utility Phone Numbers section.

KEY RELEASE

Residents are responsible for making arrangements for contractors, housekeepers, pet sitters, etc. to access their units when the resident is not present. If you have visitors who must have access to your unit when you are not in residence, you must set up a Key Release and Entry Instructions for the Concierge online at www.themetropoliscondo.com under BUILDING INFO > FRONT DESK INSTRUCTIONS. Alternatively, residents can, at their own discretion and sole risk, choose to provide these persons with a key and fob. Housekeepers, contractors and workers **MUST** still sign in with the concierge when they arrive.

PEST CONTROL

The Association has contracted with a professional pest control service to treat all of the common areas on a regular basis. Residents may be able to arrange for services from our provider; contact the Management office for details.

RECYCLING AND TRASH (Hours of Usage: 7:00am until 10:00pm)

Standard trash and recycling is included in homeowner assessments.

Recyclables: Recycling is not to be thrown in trash chutes. All recyclables, **except for corrugated cardboard**, should be placed in the recycling bins in the freight elevator lobbies on each floor. Thin paperboard such as cereal boxes and toilet paper rolls may be placed into the recycling bins. Corrugated cardboard boxes should be broken down and left to the side of the recycling bin. Large amounts of cardboard boxes such as deliveries or move-ins should be taken by the resident to the loading dock area and are not to be left in the recycling area.

Please rinse all food and beverage containers prior to putting them in the recycling bins. This step helps prevent odors and unwanted pests.

WHAT IS ACCEPTED FOR RECYCLING?

Plastic: All food and beverage containers with numbers 1-7

Steel ("tin") cans

Aluminum cans, foil, and pie plates

Magazines, newspaper, phonebooks

Office paper (shredded paper is okay if bagged)

Glass

ITEMS NOT ACCEPTED FOR RECYCLING:

Batteries of all types

Cat litter, plants, soil

Clothing, appliances, any type of tools

Computers, monitors, televisions, and other electronic waste (e-waste)

Containers having contained paint, chlorine, pesticides, acid, or any hazardous materials

Filters from HVAC systems

Household garbage

Mirrors, lightbulbs

Plastic bags of any kind (*including grocery bags*)

Styrofoam, bubble wrap, and any other mailing or packing material

Waxed paper products, photographs, film, carbon paper

Why does this matter?

- If over 3% by weight of our recycling material is contaminant (that is, anything non-recyclable) **the entire truckload gets landfilled instead of recycled!**
- **\$\$\$:** While we pay a flat fee for recycling, we pay for our trash hauling by weight: so those plastic bottles cost us money to have them hauled away.
- **Cardboard:** pizza boxes and cardboard boxes *can* be recycled if they don't have excess grease or food waste, but **OUTSIDE** the green bins, broken down and or flattened. Inside the bins, boxes take up a large amount of space, resulting in the bins filling up far earlier than they should.

- **Clogged Trash Chutes:** boxes, large items, and renovation debris clog our trash chutes, which can result in trash backing all the way up to the residential floors, and costs a great deal of staff time to unclog. Repairs to these systems can be very costly.
- **Fines:** The Association will fine those who don't follow posted recycling and trash disposal guidelines.

How can I properly recycle or safely dispose of non-recyclable items?

- **Batteries:** rechargeable batteries at [Keep Atlanta Beautiful drop-off](#) as above. Disposable batteries are very difficult; those with Georgia Tech affiliation can [recycle them on campus](#).
- **Cell Phones:** most cell phone stores take them, including T Mobile across the street in the Noodle lot.
- **CFL (compact florescent lightbulbs):** [Home Depot](#) at Midtown Place, box near returns/customer service.
- **Clothing and plastic hangers:** can be donated to thrift stores. Our nearest donation center is [Goodwill](#), 1575 Monroe Drive (across the street from the Ansley Mall).
- **Coat hangers:** most dry cleaners, including Metro Cleaners at Metropolis, gladly take wire metal hangers.
- **Cork:** natural wine corks can be recycled in a bin in the wine area at [Whole Foods](#) at Midtown Place.
- **Electronics, E-waste, Latex Paint, #6 Styrofoam:** [Keep Atlanta Beautiful monthly collection](#) every first Saturday, 10am-3pm, at 2715 Peachtree Road, NE Atlanta, GA 30305 at Second Ponce de Leon Baptist Church (Corner of East Wesley and Bolling Roads)
- **Paint & Stain:** [Atlanta Paint Disposal](#): Briarcliff Paint, 2882 N. Druid Hills Rd (\$1-\$4/can).

FINES MAY BE LEVIED WITHOUT NOTICE FOR THOSE VIOLATING ANY OF THE ABOVE GUIDELINES.

Trash Chutes: Trash chutes are provided on each residential floor. All trash must be in garbage bags that are securely tied or sealed at the top. **Under no circumstances should boxes of any size be put down the trash chutes.** Boxes and other large bulky items can cause blockages in the trash chutes. **Fines start at \$250 for violating these rules.** Please do not throw cat litter down the trash chutes. Cat litter must be taken to the compactors in the loading dock area. This debris causes odors and possible blockages and can be costly to repair. Reminder - do not throw recyclables in the trash chutes.

- **Rules** for the trash chute and trash rooms are clearly posted in each area. It is the responsibility of each resident to follow these rules and to see to it that any contractor or service personnel working for a resident also follows the rules. Should it be necessary to clear blockages or repair the chute and it is ascertained who caused the problem, the unit owner will be billed for the repairs, and a minimum fine of \$250 will apply.

The City of Atlanta bills separately for bulk trash and 911 emergency services (on the same bill). Please contact the City of Atlanta with questions relating to this bill.

WATER

Water is supplied by the City of Atlanta and is individually sub-metered and billed by OnePoint Technologies. Water usage is billed to residential owners by OnePoint, including tenant accounts which remain in the name of the owner. Water service billing is coordinated by the Management Office. (Installing low water-use fixtures and other easy water savings measures easily found on the internet can result in significant savings.)

BALCONIES

All unit patios (7th floor), terraces (17th floor) and balconies (all other floors) are “Limited Common Elements” and are herein collectively referred to as "outdoor spaces." As defined in the Declaration of Condominium Section 2.15, these Limited Common Elements are assigned to specific units. Items placed in outdoor spaces are subject to the review and approval of the Architectural Control Committee (ACC). A detailed guide of already approved items and procedures for requesting exceptions can be found at www.themetropoliscondo.com under COMMUNICATE > LIBRARY > BUILDING DOCUMENTS > PROPERTY INFORMATION.

To prevent receiving a violation notice and/or daily fine, please review the Architectural Controls Committee (ACC) Design Guidelines before placing anything in your outdoor space. It is better to ask for permission than forgiveness. If you question whether you need approval, you probably do. Management staff will be happy to help explain the ACC Design Guidelines to you and help you with the approval process.

Because balconies, patios and terraces each have their own unique guidelines, the information provided in the Resident Handbook is either common to all outdoor spaces or is of regular interest to new residents.

GENERAL

No items including signs, rugs, or flags may be hung, shaken, or draped from any outdoor space or window.* Included in this provision are signs placed in unit windows or hung from railings. No items may be placed on or extend beyond or above railing. Hot tubs are prohibited except on certain floors.

* In the spirit of Midtown, Rainbow flags are allowed during the weekend of Gay Pride parade.

BIRDS

Bird feeders and any nesting apparatus are not allowed on balconies, terraces, or other common areas. No birds of any kind may be encouraged to visit or roost on balconies, patios, terraces, or any other areas at Metropolis.

Bird droppings are offensive and a health hazard. Cleaning and removal of bird droppings that have occurred due to a resident's violation of this section will be charged to the unit owner, and a fine may be levied.

GRILLS: Grills, Green Eggs and meat smokers are not allowed on resident balconies or terraces. Per the Georgia state law (Fire and Life Safety Code), no gas or charcoal grills may be maintained, used, or stored in outdoor spaces. Per Section 11.14 of the Declarations, the use of outdoor grills, on or in the Condominium, including without limitation, the balconies, terraces and patios is strictly prohibited other than those provided by the Association on the 7th and 8th floors Amenities decks.

SATELLITE DISHES: No satellite dish or antenna may be erected anywhere on the Condominium unless first approved in writing by the Board of Directors.

STORAGE: Outdoor spaces **MAY NOT** be used as storage space for items including, but not limited to: bicycles, dead plants, mops, dog crates, umbrellas, laundry, clothing, ladders, shelving units, awnings, canopies, towels, or other objects.

WASTE: Do not throw leaves, cuttings, dead blooms or any other plant material over the balcony or terrace railing. Extreme caution should be exercised when eating, drinking, watering plants or cleaning the deck to avoid spillage on units below, as applicable. **Under no circumstances may ANY object be thrown from a balcony or terrace, INCLUDING CIGARETTE BUTTS. This is subject to a \$500 fine by the Association.**

WIND: Do not leave light objects such as paper, clothing, shoes, pillows, and cushions in outdoor spaces that can be blown about by the wind. Objects must comply with Design Guideline weight requirements or be sufficiently anchored so as not to become dangerous to you or those around you.

CONTRACTOR/VENDOR RULES

- Contractor hours are Monday through Friday 9am to 5pm. Contractor work is not allowed on holidays or weekends.
- Please reserve the Service Elevator through the Metropolis website for any dates/time that you need to load and unload materials/debris, etc. When making the reservation, please note the contractor's name so we can check for the required certificate of insurance.
- All contractors must have a certificate of insurance on file prior to work beginning that includes Metropolis as the certificate holder and Additional Insured:

Metropolis Condominiums
933 Peachtree Street, NE
Suite 101
Atlanta, GA 30309
- Contractors must check in with Concierge daily prior to starting work. Contractors MUST wear a name tag at all time while they are on-site.
- Protective covering must be used when moving any construction materials through the common area hallways on the walls, corners and floors as required.
- Please do not leave any materials or debris in common areas (hallways or loading dock).
- Materials may not be disposed of in the trash chute of building compactor. All debris must be hauled off in the contractor's truck.
- Please vacuum the hallways throughout the day and at the end of the day for any debris caused by construction. All hallways must be free of debris, footprints, etc.
- Wood or tile cuts must occur either in unit or off-site. Balconies cannot be used as it may pose a danger to neighboring units.
- If you are not going to be present or are not going to give your contractor a key to your unit, you will need to complete a key release through the website under BUILDING INFO > FRONT DESK INSTRUCTIONS. A key release needs to be specific to the individual picking up a key along with the name of the company they represent.
- High VOC paints cannot be used as the toxic fumes permeate the floor and other units.

* Owners: Please ensure contractors abide by these rules as failure to do so may result in fines assessed against your unit.

ELEVATOR RESERVATIONS

Since the elevators function as the major access points to the building, adherence to these regulations is imperative for safe and efficient daily operation. Passenger elevators are available for use 24-hours a day, 7 days a week. Service elevators are used as a third passenger elevator when not in use for a pre-scheduled booking.

GENERAL

- Everyone, including guests and workers, are responsible for removing any litter or trash dropped during elevator use.
- Passenger elevators are not to be used for move-ins, move-outs, or the delivery of any construction materials or furniture.
- If you are a pet owner, please be aware of your pet's personality and if there is another pet already on the elevator, ask permission before entering an occupied elevator.
- Never jump up and down in the elevator at any time. Doing so will cause the elevator to stop and the doors will not open. Emergency repair service will need to be called and the responsible owner will be charged any service fee and repair cost either for themselves, their tenants or guests. This can be a very expensive service cost.
- Metropolis residents are responsible for their behavior, that of their pets and their guests in the elevators at all times.

Please assist the building staff and management in keeping the elevator areas clean. If you notice something that needs to be addressed, please call the Concierge at (404) 876-5099 or enter a maintenance request into BuildingLink from your computer or directly from your phone with the App!

FEES: There is a \$200 service elevator fee for move-ins and move-outs. New owners and sellers are charged the fee at closing. There are no additional fees for residents who need to reserve the elevator for, as an example, delivery of a single item of furniture. Unscheduled deliveries that require the use of the service elevator will result in a service fee of **\$25.00** plus the possibility of a fine to the unit resident. Overtime charges of **\$30/hour** apply when a resident uses more than their scheduled time for an elevator. All overtime must be approved by the Management. The Board of Directors reserves the right to change these fees.

FINES: Individuals are subject fines and overtime charges, without further notice, if the elevators or loading docks are used for moves and deliveries outside of reserved or permissible times.

Furniture, appliances, and other bulky objects are not permitted on the passenger elevators. Use of any passenger elevator to move items will result in a fine of \$250. Moving items through the lobby or across the 7th or 8th floor amenities desks is strictly prohibited.

SERVICE ELEVATOR/LOADING DOCK

Only one elevator in each tower, the service elevator, is to be used for purposes of deliveries, freight, moving, and delivery of construction supplies/contractor access. Its use for these activities is limited to the hours of:

9:00am to 5:00pm Monday-Friday
10:00am to 5:00pm Saturday and Sunday

RESERVATIONS: Reservations can be made online at www.themetropoliscondo.com from the Home Page by clicking BUILDING INFO > AMENITY RESERVATIONS. Reservations must be approved by management and, if a fee is required, payment must be collected before a reservation is approved. Service elevators are available in 30-minute increments but may be reserved for NO MORE than 4 hours at a time without prior management or Board approval. Bookings should be made at least 72 hours in advance online. If a reservation is needed in less than 72 hours, please contact Concierge and they will assist in making the reservation. Please be sure to include all necessary information required when submitting your request as this will assist us in providing a faster approval. Bookings may overlap in the event residents need to book for a period of time, but will only need the elevator for 20-30 minutes (in the event of a delivery time window for example).

Please provide the reason for the booking and the name of any companies associated (for example, West Elm for a delivery; A&B Construction for contractors, etc.). This information will help us determine if a certificate of insurance is required and/or if the Waiver of COI/Acceptance of Liability Waiver can be signed. **Delay in providing this information**

will cause a delay in the approval of your booking. The vendor COI template can be downloaded directly at www.themetropoliscondo.com from the Home Page by clicking BUILDING INFO > BUILDING LIBRARY > RESIDENT FORMS>FREIGHT ELEVATOR LOADING DOCK FORMS > VENDOR COI TEMPLATE. The COI Waiver and Acknowledgement of Liability may be downloaded from the same folder.

DELIVERIES: Deliveries may be scheduled Monday through Friday 9am – 5pm and Saturday/Sunday 10am – 5pm. Evening deliveries (after 5pm) are prohibited without prior management or Board approval. All workers and residents needing access to the loading dock for deliveries must first check in at the Concierge desk where they will receive instructions and assistance. The Concierge handles both scheduled and unscheduled deliveries.

MOVING: Service elevator reservations for tenants moving in or out must be made by the unit owner. Owners are responsible for ensuring that tenants adhere to all service and regular elevator usage, rules and procedures. Owners must include the name of the company in the "notes" section of the online reservation form so that Management can verify insurance certification prior to the moving date. Payment of the move-in/move-out fee is required before a reservation will be approved.

A walkthrough is performed before and after the use of the freight elevator. You will be held responsible for any damage to the loading dock, elevator, hallways and/or common areas and for any damages incurred by your movers. If your movers will need to utilize the elevator for more than one trip, it is recommended you be present during each trip to ensure that precautions are taken. The doors to the service elevator are to be propped open during loading and unloading ONLY.

All moving companies performing a move at Metropolis are required to have adequate insurance. This includes but is not limited to Worker's Compensation Minimum \$1,000,000.00 and Comprehensive General Liability Minimum of \$3,000,000.00.

PARKING: No parking is allowed in front of the loading dock doors at any time. Vehicles can only park in the loading dock bay during a move or delivery. Your vehicle will only be permitted during your reservation hours. Overnight parking is not allowed. Residents are responsible for observance of this rule by their vendors/contractors and delivery personnel.

VEHICLE SIZE LIMITATIONS: Tractor trailer and semi-trucks are not approved vehicles for residential move- ins due to loading dock size limitations.

BICYCLES, SCOOTERS AND MOTORCYCLES

BICYCLE REGISTRATION: All bicycles must be registered with the Management office, and prominently display a Metropolis bicycle permit. The bicycle registration form may be found at www.themetropoliscondo.com under BUILDING INFO > BUILDING LIBRARY > RESIDENT FORMS. Any bicycles not properly registered with Management and/or maintained is subject to removal and donation to charity without notice.

BIKE STORAGE

Secure bicycle storage rooms for bicycles belonging to Metropolis residents are on the ground floor on the south tower side of the parking garage exit.

GROUND FLOOR BIKE ROOM: Access to this room is by key fob only. Please ensure that the door is securely closed and locked whenever leaving the bicycle room and that you lock your bike inside. All bicycles in the storage room are subject to the vehicle storage rules in the Declaration of Condominium, and must be registered and in operable, rideable condition. This includes having all tires inflated, and the bicycle otherwise in working order. **All bicycles must prominently display a Metropolis bicycle permit.**

SIXTH FLOOR STORAGE CAGE: Access to this room is a lock with a combo code. Management can provide the combination. Please ensure that the door is securely closed and locked whenever leaving the bicycle cage and that you lock your bike as well. All bicycles in the storage cage are subject to the vehicle storage rules in the Declaration of Condominium, and must be registered and in operable, rideable condition. This includes having all tires inflated, and the bicycle otherwise in working order. **All bicycles must prominently display a Metropolis bicycle permit.**

PARKING SPACES: Bicycles may be stored in the parking spaces of individual units on the residential floors of the parking deck. These bicycles are also subject to all vehicle storage guidelines, including that the tires must be inflated, and other be in operable, rideable condition. **All bicycles must prominently display a Metropolis bicycle permit.**

Bicycles are stored at the sole risk of the owner. The Association and Board of Directors assume no liability for damaged or stolen bicycles. Bicycles may NOT be stored on unit balconies, or in any other public or common areas of Metropolis. Regular inventories of the bicycle storage room and parking garage are conducted by management staff. Any bicycles not meeting vehicles storage guidelines, and/or not displaying a Metropolis bicycle permit, are subject to immediate removal and donation to charity without prior notice.

No other bike related items may be stored in the bicycle room or parking decks. This includes helmets, pumps, and car bicycle racks. Bicycle carrying racks for cars may only be in common areas if they are properly attached to automobiles.

PARKING

HANDICAP PARKING

Designated handicap parking spaces are marked on each level of the commercial garage. These spaces are limited in number and are for the exclusive use of those persons with valid State-issued handicap “hang tags” or license plates. All others will be towed at the owner's expense. **Within the residential parking area, handicap spaces are deeded to particular units and are not available as guest parking.**

OWNER/RESIDENT PARKING

PARKING GARAGE ENTRANCE AND EXIT: Please note that your fob/card will only work for the resident entrance gate on Level 1 (the right-hand gate when entering the parking garage). On exit, your fob/card will only work for the resident exit gate (on the right side when exiting the parking garage).

RESIDENT SECURE PARKING AREA – HIGH SPEED GATES

Metropolis has high-speed roll-up doors to the resident parking area. These doors operate at a high speed and, when used correctly, offer a faster response than standard gates in the residential parking deck.

Please pay special attention to the following:

Upon approach to the access device reader on P3, swipe your device and quickly move forward and through the gate once the gate arm opens. ***Delaying moving through the resident gate may cause the sensor to time out and begin closing.*** **ONCE THE DOORS BEGIN CLOSING, THEY WILL NOT RISE UNTIL THE SENSORS READ AN OBSTRUCTION which, depending upon the size and model of your vehicle, may cause the gate to close on your vehicle.** In this event, DO NOT pull forward but immediately stop and allow the gate to raise up. It is designed to immediately stop upon impact and raise back to starting position when it encounters an object. It is designed with a rubber sensor strip on the bottom of the door which will not damage a vehicle. Management and the Association are not responsible for damage to vehicles from not following instructions properly when using this amenity.

A pedestrian gate is accessible on P3 that allows residents to exit from the secure area of the parking deck either via foot or on bicycle. At this time, this gate is exit only.

ACCESS FOBS/KEY CARDS AND LONG-RANGE READERS: There are multiple options offered for access control for the parking garage. Fobs and HID cards may be used at all access points including the garage. To access the garage, there is an access reader at the entry gate on P-1, then again on P-3 for entry past the high-speed gates to residential parking.

Long-range reader stickers are available. They provide a faster means to swipe through both gates (the sticker is scanned from above). AWID cards provide access only to the parking garage and are convenient for owners who may own more than one vehicle but who want a separate card for parking access or do not want a long-range reader sticker on their windshield. The sticker should be placed vertically on the upper left corner of the inside of your windshield. This provides a sensitive sticker that will be scanned from a 2' to -4' foot distance without having to roll down your window or stopping your vehicle.

ASSIGNED PARKING: Units are deeded parking spaces in the residential areas of the parking garage, which are located on part of the 3rd floor and all of the 4th, 5th and 6th floors. Owners are responsible for communicating parking information to new residents at the time of sale or lease of a unit. Please confirm the parking space assigned to your unit during your purchase. If it is not recorded correctly by the county, this can cause legal ownership issues and may potentially cost significant fees to correct (those fees are the responsibility of owners/buyers). Residents may only use their assigned spots for parking. Under no circumstances may a resident or guest park in or block anyone else's spot in any of the residential parking levels, for any length of time. Diagonal parking across spots is prohibited; residents of units with two parking spaces may park across both spots perpendicularly, but not diagonally.

*If you park in a spot that is unassigned to you, your vehicle is subject to being towed or booted **without notice**. You are responsible for towing or booting expenses.

Motorcycles and Bicycles must be stored either in their appropriate designated parking areas or in your Unit's parking space.

COMMERCIAL PARKING

Levels 1-3 of the garage are the commercial parking deck, which is managed by **Laz Parking – phone (404) 962-9985**.

USE: While entry is shared between the retail and residential decks, and the garage is physically connected to our building, this commercial parking area is owned and operated by a separate entity, which charges for parking and enforces all parking deck rules. Metropolis North Condominium Association has no rights or responsibilities for this garage. If residents or guests park there, they are responsible for all parking fees or fines. Resident fobs are intended to provide parking privileges only for the resident secure parking area and do not offer free parking in the commercial parking area. Please note that vehicles that are improperly parked in the commercial area or violate any of the posted parking rules could be subject to booting and/or towing without notice and at the expense of the vehicle owner.

PARKING PASSES – GUEST DAILY AND MONTHLY

Laz Parking offers daily, overnight or monthly parking passes. Residents may purchase commercial level parking passes for themselves or guests for monthly, daily or overnight parking passes for guests by directly contacting **Laz Parking at (404) 962-9985**. An FAQ document and coupon request form for guest parking can be found at www.metropoliscondo.com > BUILDING INFO>LIBRARY>RESIDENT FORMS.

IMPROPER STORAGE IN PARKING DECK

Storing items in parking spaces is prohibited. This is a direct violation of city fire codes, as well as the Declaration. At no time may parking spaces be utilized for storing any household or automotive items, including boxes, grocery carts, window washing fluid, car batteries, tires, gas containers, etc. Any items other than vehicles (bicycle, car, motorcycle or scooter) placed in a parking space will be subject to immediate removal without notice, and the owner may be responsible for a violation and fine to the Association. For rules about storing bicycles, see **Page .**

LOADING DOCK: Absolutely no parking is allowed in front of loading dock areas at any time. Loading docks are **only to be used for active loading/unloading, never parking, and must be reserved via BuildingLink as part of a Freight Elevator reservation.**

PORTE COCHERE

The 15-minute parking spaces in the Porte Cochere (in front of the first lobby of the building) are strictly enforced by a private company contracted by Metropolis. **The Concierge has no authority over Porte Cochere.**

Cars exceeding the time limit and/or not registered on the clipboard at the Concierge desk will be towed or booted at the owner's expense, without notice. Metropolis North and Master Condominium Association and Management **are not responsible** for any loss as a result of theft, collision, or damage to vehicles in the parking garage, porte cochere or on any other area of the property.

PARKING SAFETY TIPS

For your protection, do not leave locked inside your vehicle: purses, cell phones, bags, boxes, coins or any other items that may appear to be valuable. Doing so may only promote a break-in and loss of your personal property. If you observe any suspicious or unusual activity in or around the parking deck, notify the Concierge Desk immediately and call 911.

Metropolis North Residential Condominium and Management are not responsible for any loss as a result of theft, collision, or damage to vehicles in the parking garage or on any other area of the property.

Please be aware of the speed limit inside the garage and turn your headlights on so that approaching drivers may see you. Take wide turns going down and narrow turns going up.

Mirrors are provided at corners to assist with turns.

This procedure will assist in reducing collisions inside the garage.

LEASE PERMITS/RESTRICTION ON LEASING

In order to preserve the character of the Condominium as predominantly owner-occupied, and to comply with the eligibility requirements for financing in the secondary mortgage market, the leasing of units is strictly regulated. Only homeowners who have applied for, and been granted a valid Lease Permit may lease their unit. Leasing is capped to 25%. Please see Article 12 of the Amended and Restated Declarations of Condominium dated July 26, 2017 for further details.

To obtain a valid lease permit, an owner must submit an application which may be found at www.themetropoliscondo.com > RESIDENT FORMS > LEASE PERMIT DOCUMENTS > LEASE PERMIT APPLICATION - STANDARD. Under very limited circumstances, a Hardship Lease Permit may be approved by the Board in lieu of a standard lease permit. Please see Article 12 for details. Once the application is accepted by the management office, the owner is placed on a waitlist to await their turn for a permit. Permits are assigned on a first-come, first-serve basis. Once an owner reaches position #1, a Lease Permit is issued and the owner may then begin advertising the unit for lease. Permits are valid for a period of 180 days. In the event an owner is unable to find a suitable tenant within the 180 days, the permit is forfeit and the owner will be given the opportunity to re-apply for a permit and will be added to the end of the list.

The leasing guidelines that have been implemented by the Board of Directors are as follows:

1. The proposed condominium lease must be for a **minimum of 12 months**, and must be executed in favor of an individual and not in the name of a corporate entity. Short-term and month-to-month leases are not allowed. This includes initial terms and all renewals.
2. The unit must keep the water utility bill in the owner's name and the owner understands that it is fully his/her responsibility to have this bill paid on time.
3. Both owner and renter must sign the Metropolis **Lease Addendum**.
4. Per the Declaration of Condominium, Article 12, subsection 7(c) the Renter or Owner is required to carry renter's insurance and a copy of the Declarations page must be provided to the management office.
5. Both owner and renter must sign **Acknowledgement** that the renter received a copy of the Condominium's current Declarations, Bylaws and Rules and Regulations, and a Resident Handbook.
6. Renter must complete a **Resident Profile** within 10 days of executed lease agreement.
7. A Lease Administration Fee of **\$250.00** must be submitted and made payable to "Metropolis North Condo Association" upon execution and delivery of the lease agreement to the management office.
8. The renter must schedule the elevator and loading dock for move-in at least seventy-two (72) hours prior to move. A \$200.00 move-in fee must be submitted and made payable to Metropolis North Condo Association upon reserving the elevator. **Tractor trailer and semi-trucks are not approved vehicles for residential moves due to loading dock size limitations.**
9. All pets must be registered with the Management Office.
10. **HELPFUL REMINDER:** Remember to update your Homeowner Insurance Policy (HO6) to reflect that you are a landlord. In the event it is needed, they could deny a claim if you are insured as an owner-occupied property!

No condominium may be rented to any prospective tenant without delivering all of the following: copy of the proposed lease prior to rental, copy of the executed lease within ten (10) days of execution, a signed lease addendum by both parties, a resident acknowledgement of receipt of the resident handbook and Declarations, and a resident profile form to the Management office. An elevator/loading dock reservation form, moving fee payment, and a callbox entry form must be submitted to the Management Office at least seventy-two (72) hours prior to any move.

PET POLICIES

Pets are allowed at Metropolis. The resident portal has a section called “Pet Park” where you may register your pet, upload a picture, and have access to like-minded neighbors and services for the non-human member of your family. From the right-hand side of your main page at www.themetropoliscondo.com go to > PET PARK. There are some rules in place guiding number of pets allowed, and certain breed restrictions. For detailed information, please reference Article 11, Use Restrictions, Section 11.13 Animals in the Declaration for details.

Some of main points are outlined below:

IDENTIFICATION: Any pet taken outside of the owner’s unit must have appropriate identification attached to its collar and/or carrier.

NUMBER AND TYPE OF PETS: Per the Declaration of Condominium, no more than two (2) cats, OR two (2) dogs, OR one (1) cat and one (1) dog are permitted **per Unit**. All dogs and cats must be registered with the Association and must be properly licensed, current on all vaccinations, and kept in compliance with the Fulton County Code of Ordinances.

The Declaration of Condominium specifically forbids owners or residents from keeping certain types of pets including, but not limited to Potbellied pigs, Pit Bulls, Rottweilers, Doberman Pinschers or venomous snakes.

PET BEHAVIOR: Pets MUST be fully under the owner’s physical control when in hallways, stairwells, elevators, lobbies, and other common areas, including parking decks. This means that all dogs must be held on a static (non-extendable) leash and at heel when in the common areas. Pet owners should ask permission to enter an occupied elevator with their pet.

Owners are also responsible for the prompt cleaning of pet waste whether inside or outside their units. Metropolis provides pet waste bags for owners to collect waste. Dispensers are located in multiple areas including at the bottom of the Porte Cochere on each side of the driveway near the first-floor bike room entrance on the left and the landscape beds on the right, as well as the exit stairwells of both the north and south tower, the dog walking area in Metropolis Alley (aka the Dewberry Strip) and in the pet exercise areas of the 4th floor parking garage.

Dewberry Strip is the dirt and woodchip strip across Metropolis Alley from the Porte Cochere entrance and does not belong to Metropolis. We are fortunate to have this resource. In order to continue to have access, each owner must take responsibility to clean up after their pet and keep the area as tidy as possible. Do not allow your dogs to urinate on the trees as too much concentrated urine will kill them.

4th Floor Garage Dog Wash: There are two gated pet potty areas and dog washes located on the 4th floor of the parking deck. Metropolis provides pet waste bags at each of the potty stations and owners must hose off the potty area after each use.

PET ODORS: Residents with pets MUST make sure that NO pet odors seep into hallways and/or adjoining units.

UNATTENDED PETS: No pets may be left unattended in a unit for more than twenty-four (24) hours. Dogs may not be left unattended for more than twelve (12) hours at a time. Pets may not be left unattended on balconies, patios, or terraces for any period of time.

LOSS OF PET PRIVILEGES: A pet owner’s right to maintain a pet within the building may be revoked after two warnings issued by the property management office, or by decision of the Board of Directors.

RENOVATIONS

In-unit construction and modifications are an ongoing and important part of life at Metropolis. To ensure that that construction and modification projects do not negatively impact the lives of other residents or endanger the real estate investments of other owners, the Association has established strict guidelines.

In accordance with our Declaration of Condominium and bylaws, the Board of Directors and its board-appointed Architectural Control Committee (ACC) has approved certain guidelines regarding the exterior appearance and renovation of individual units. The ACC Design Guideline can be found at www.themetropoliscondo.com under BUILDING INFO > BUILDING LIBRARY > ACC DESIGN STANDARDS AND GUIDELINES. The guidelines exist in order to unify and maintain common and limited common elements in a manner consistent with the overall design plan of building, as well as maintain the comfort and safety of the building. Please reference this guideline for more information.

SALE OF A UNIT

SALE OF UNIT

Pursuant to section 18.17 of the Declaration, all unit owners must inform Management of their intent to sell. They are responsible for informing buyers that within seven (7) days after receiving title to a Unit, the purchaser of the Unit must give written notice to the Board of Directors of his or her ownership of any Unit by the delivery of a copy of the Official Settlement Statement to the Management Office.

The owner or a licensed real estate agent must escort all potential buyers or renters through the unit and throughout the property. A completed key release form is not sufficient and will not allow entry to prospective buyers or renters. Realtor information may be located in www.themetropoliscondo.com under BUILDING INFO > BUILDING LIBRARY > CONDO SALES INSTRUCTIONS.

STORAGE UNITS

GENERAL: Some units in Metropolis own or rent storage units that are assigned to them. Most of these storage units are accessed through the parking decks while a smaller number are located on residential floors. Please contact the Management Office if you're uncertain whether you have an assigned storage unit or if you are uncertain of your assigned storage unit location. Check your storage bin periodically and ensure that your lock is secure. You must also provide a duplicate key or the lock's combination to management. Items are not allowed to be stored in open areas outside of your assigned storage cage.

FOR PURCHASE: Residents may only use the storage unit that is assigned to their units. If you do not have an assigned storage unit, you may be able to rent or purchase one directly from another owner. You may place an ad on the Bulletin Board on BuildingLink or check for available units already listed by owners. If you purchase a storage unit, be sure to record it with the county through the Association's attorney; otherwise, legal ownership issues may arise and cost significantly to correct (those fees are the responsibility of owners/buyers).

HAZARDOUS MATERIALS: Storage of any hazardous materials, including paint, solvents, turpentine, or anything flammable, noxious, or potentially hazardous is not allowed per the Declaration and fire code.

Neither the Metropolis HOA nor Management is responsible for any theft or loss of your personal items from storage units or lockers.

REPORTING OF INCIDENTS

INCIDENT REPORTS

Unfortunately, issues arise periodically which demand the attention of and resolution by Management and/or the Board of Directors.

In the event a resident must report an incident, Concierge should be contacted. Incident Report forms are held at the Concierge Desk and may be filled out directly by a resident, or Concierge may assist. In the event an incident being reported involves the Concierge, the resident should request and complete an Incident Report form and return it directly to the Management office. In the event that the incident being reported involves a member of the Management staff, the resident should request and complete an Incident Report Form, and return it to a member of the Board of Directors.

The resident should report the type of incident (e.g., "Fire", "Vandalism", "Accident", "Rules and Regulations Violation", "Damage to Common Property", etc.), the time and date of the incident, the parties involved in the incident, and all pertinent details of the incident.

If filing an Incident Report with the Concierge, the resident may request that a copy of the report be provided for their files. If the resident completes the form, it is suggested that a copy of the form be made before it is submitted. Photocopies can be made in the outer area of the Management office.

If possible, the Concierge will attempt to take immediate action on the report. Otherwise, the report will be forwarded to the Management office for timely action.

Someone from the Management Staff and/or the Board of Directors will provide follow-up with the resident filing the complaint to report on progress and resolution of the situation.

CAMERA FOOTAGE

Metropolis maintains an internal closed-circuit television system as an added layer of ensuring the safety and integrity of the property, its residents, and its employees. At no point should this system serve as a substitution for one's personal assumption of risk for their immediate environment, nor should it provide a sense of additional safety or security to a person or persons that may come within the perspective view of the camera system. The Association maintains zero liability with respect to the functionality and capabilities (or lack thereof) of its camera system.

ADMINISTRATION

The camera system is monitored 24 hours a day, 7 days a week by the concierge staff in the residential lobby. Management also has the capability to view the camera systems, and is responsible for retrieving and archiving footage based on various criteria.

OCCUPANT ACCESS

The camera system is not to be accessed or viewed by residents without the express permission of the Management team and/or the Board of Directors.

VIEWING CRITERIA

Activities pertaining to incidents involving residents that have occurred within individual unit boundaries are not to be investigated by Management using the camera system without the cooperation of local authorities. This includes civil matters such as domestic disputes and loss of personal property. Owners are responsible for maintaining full control of their keys and fob devices, and the camera system cannot be used to identify person(s) who abuse or misuse these devices.

For incidents involving residents that have occurred in the common areas (i.e. larceny from a vehicle), the Management team will conduct an internal investigation and will make reasonable efforts to gather additional information pertaining to when the incident took place, whether or not there was any suspicious activity captured on camera during the time frame in question, and the subject's description (if applicable). It is the Association's policy that video footage be provided to appropriate authorities to aid in investigation, under subpoena and, in rare instances, may become available to an involved

third party; however, only after careful consideration by the Board and the Association's attorney. The management team and Board is under no obligation to share camera footage or information pertaining to the investigation with any resident and maintains full discretion with regards to sharing footage with residents who may be involved with any particular incident. For incidents involving employees in full control of the camera system, the requesting party may inquire with the Managing agent or Board of Directors that an independent investigation be conducted on their behalf.

BACKLOGGING

There are limitations to the storage capacity of the camera system and that not all incidents may be retrievable based on the amount of elapsed time.

OFFICIAL FINE SCHEDULE

The current Fine and Violation may be accessed at www.themetropoliscondo.com > BUILDING INFO > BUILDING LIBRARY > PROPERTY INFORMATION. This schedule is the approved fine rate for violations at Metropolis; however, depending on the severity of the violation, the Board has the power to levee additional fines if deemed reasonable and necessary.