

THE LAFAYETTE CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS



321 ABERCORN STREET  
SAVANNAH, GEORGIA 31401

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321 Abercorn Street  
Savannah, Georgia 31401

RULES AND REGULATIONS  
Revised August 20c, 2024

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THE LAFAYETTE CONDOMINIUM ASSOCIATION, INC.  
321 Abercorn Street  
Savannah, Georgia 31401

RULES AND REGULATIONS  
Revised July 22, 2024

1. PURPOSE

The Board of Directors (the “Board”) of The Lafayette Condominium Association, Inc. (occasionally, “The Lafayette”) is legally required to make and enforce rules and regulations regarding the protection, care and upkeep of all of the property we own in common, and regarding the personal conduct of all users of The Lafayette when and where such conduct has effect on the interest and aims of individuals and the condominium collectively.

The purpose of these Board adopted rules and regulations (the “Rules & Regulations”) is to protect and enhance the peace, comfort, welfare, safety and property of all members and residents, and to try to do so with as little inconvenience, intrusion, and expense as is practical.

The Rules and Regulations address matters not already covered by the Declaration of Condominium (the “Declaration”) the Articles of Incorporation, and the Bylaws of The Lafayette Condominium, Inc. It is a legal imperative that all owners and tenants have and be familiar with these documents in addition to the Rules and Regulations. The Board is required to enforce these and all such existing conditions of ownership and residency and to apply existing penalties or establish others.

2. SALES AND LEASES

- a. None of the following Rules and Regulations is meant to interfere with normal household use or the receiving of guests. They are meant to maintain the strictly residential nature of The Lafayette and to ensure that the facilities are not used in excess of design and assessment.
- b. Owners who wish to lease or sell must furnish any prospective tenant or buyer with all documents regarding ownership and tenancy prior to any commitment. Any and all consequences arising from failure to do so are the sole responsibility of the owner.
- c. All rentals, including both owner and rentals of unit executed by an owner’s authorized agent, such as a Property Management company, must be made by written lease, and no lease may be made for less than one year, either explicit or implied. However, if an

owner wishes to extend or renew a lease to the same tenant after the first year's lease is expired, that lease may be extended or renewed in writing for any length of time subject to the Board's approval. All leases, lease extensions and lease renewals must be provided to the Board of The Lafayette.

- d. All leases and sales contracts must incorporate all residential requirements of the Declaration, the Bylaws of the Association and all Rules and Regulations then in effect. The owner of a leased unit shall be solely and fully responsible for the tenant's compliance with same and for any controversy arising because the terms of a lease may be superseded by, and/or in conflict with these requirements.
- e. Leases must include the names of all persons to reside in the unit, and no substitutions or additions may be made during the period of that lease without the Board's permission.
- f. The number of persons residing in a unit, whether owner-occupied or leased, may not exceed:

Efficiencies	one person
One bedroom	two persons
Two or more bedrooms	three persons

No more than this number of persons may reside in any unit, without the express written authorization of the Board.

- g. For every unit sale, a copy of the sales contract must be presented to the Board not less than twenty (20) days prior to the closing date. The Board will review the sales contract and either provide a Waiver of Right of First Refusal or a response listing required corrections.

For every unit lease, lease extension or lease renewal, a copy of the lease, extension or renewal must be presented to the Board for approval not less than ten (10) days prior to the lease, lease extension or lease renewal commencement date. The Board will review the lease, extension or renewal and either provide an approval or a response listing required corrections.

The Board's review and approval of a contract for sale of a unit, or a lease, lease extension or a lease renewal will require supporting documentation from the owner that:

- Evidences that the prospective new owner or tenant, as applicable, has received, read and agrees to abide by the then current LCA Rules and Regulations; and
- A completed Owner and/or Tenant Personal Data Sheet with current and accurate information for the proposed new owner and for any proposed tenant.

h. The following uses of a unit are strictly prohibited:

Subletting

Transient use

Vacation rentals

Partial rentals

Paying guests

Holding units for business use, business entertainment, or for use by clients or associates, or any similar use.

For security purposes, owners are to notify the Lafayette's Property Manager (Keystone Association Management ("Keystone")) in writing in advance when guests will be staying at The Lafayette when the owner is not also staying in the unit. Such guest(s) may not pay or provide compensation to the owner or his/her/its designee for the guest(s)' stay at or in the unit. The owner is accountable for ensuring that guests follow all rules and regulations, whether or not the owner is also in the unit.

If the guest is a guest of a tenant with a valid lease, and the guest is in residence or using the unit for more than thirty (30) days, the unit owner must provide a revised lease with the guest name included to the Board for Board's review and approval within ten (10) days.

i. Owners should consult with the Board concerning any question relative to this section of the Rules and Regulations prior to any questionable commitment to another regarding the use or occupancy of a unit.

### 3. MOVING

In order to prevent damage to doors, walls, elevator, and to maintain the good quality of life for all residents of The Lafayette, the following requirements are in effect for any move in and out of the building.

This section applies to all moves, including entire unit moves in or out of the building, partial moves in or out of the building, movement of any large furniture or appliance item(s) and any moves between units within the building. The Board may adjust or waive Move-In Fees for partial or limited moves in its sole discretion.

a. Written notice for moves must be provided at least two (2) business days prior to the scheduled move. This written notice shall be communicated to the Property Management Company of The Lafayette. The Lafayette's Property Management Company is Keystone Association Managers, 7160 Hodgson Memorial Drive, Suite

101, Savannah, GA 31406, Att'n: Alan Roberds or Debra Parker, telephone (912) 417-6390; email: [debra@thekeymanagers.com](mailto:debra@thekeymanagers.com).

b. Moves are only permitted Monday through Saturday, 8AM-7PM. No moves are permitted on Sunday or on Major Holidays. Major Holidays include New Year's Day, Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and St. Patrick's Day.

c. A Three Hundred (\$300.00) dollar deposit will be paid to The Lafayette in advance of any move into or out of the building. The deposit will offset the cost to The Lafayette for paying for security for the move. The Board reserves the right in its sole discretion to require that security be present during the move to oversee the moving process. Additionally, the deposit will be used to offset the cost for any excess trash removal and repairs, if any, caused to the building or its common elements during the course of the move. Upon a resident moving out of the building, the remainder of the unused deposit will be returned to the resident.

d. The owner of the Unit shall be responsible for any cost of any damage/costs caused or incurred to The Lafayette during a move-in or move-out that exceeds the Three Hundred (\$300.00) dollar deposit. In the event the moving process results in additional cost to The Lafayette (for security, damage or clean-up costs, etc.) the owner of the Unit is responsible for those costs. The LCA shall be reimbursed for the associated costs the LCA incurs by the owner.

e. The use of professional movers is highly encouraged and is the preferred method for moves into and out of the building.

f. All moves must be made through the Drayton Street entry.

g. The elevator was built for passenger use only, not for freight, and has a weight capacity of 1,500 pounds. The dimensions of the entry to the elevator are 6'10" in height and 35" in width. The use of the elevator must be within the confines of the elevator capacity.

h. Wall pads for the elevator must be used during any moves. The wall pads will be supplied by The Lafayette.

i. Failure by a resident/owner to follow the above moving requirements may result in the assessment of fines and penalties by the Board as is authorized by the Rules and Regulations of The Lafayette.

#### 4. STORAGE

Other than for bicycle storage, there is no storage space for individual use anywhere in the building, including the garage level. Therefore, no belongings of any kind are to be placed, even temporarily, anywhere in the building outside of the individual units.

With respect to bicycles, there are assigned storage spaces available for a one-time fee of \$50.00 for each space. No unit may have more than two assigned bicycle spaces. There is a closet located next to the elevator on the garage level along with other spaces located throughout the garage. If a unit owner has not filled out a bike storage space form or paid the one-time fee, no resident in the unit is not allowed to use a bicycle space and must keep your bicycle(s) within his/her/their unit. The Lafayette assumes no responsibility for theft or damage to bicycles. The forms to apply for such use are contained in Appendix D.

#### 5. USE OF THE GARAGE

- a. These policies will be enforced for any parking violations, especially and including use of a parking space without the owner's permission (illegal use).
- b. Numbered garage spaces are the legally owned property of the unit owner associated with that numbered garage space.
- c. Pursuant to the City of Savannah Ordinance (OCG SEC.44-1-13 GA.LAW), legal owners of garage spaces have the authority to have illegally parked vehicles disabled (booted) or removed (towed) from the garage at any time.
- d. Owners of garage spaces wishing to have illegally parked vehicles disabled or removed from the garage are expected to follow the procedures as defined below in Appendix A.
- e. Owners of illegally parked vehicles are responsible for all costs related to the recovery of their vehicle as a result of disabling or towing.
- f. If the illegally parked vehicle is associated with the residential unit enabling the illegal parking activity, the Board has the discretion to levy a fine against the unit owner as defined below in *Section 17. Remedies*.
- g. Garage spaces may not be used by anyone who is not a resident or guest in the building.
- h. Only four-wheeled vehicles may be kept in the garage. No other type of vehicles or any other belongings are permitted without approval of the Board of Directors.
- i. All doors to the garage are to be closed after use.

- j. Vehicles entering and exiting are to use the ramp to their right hand.
- k. It is each garage user's responsibility to get instruction on the use of the electronic door openers from the Lafayette's Property Manager.
- l. Vehicles should be parked well within the space allotted to allow adjacent vehicles to maneuver – close to, but not touching the wall or any projection – and never beyond the columns.
- m. Owners of spaces are responsible for any damage caused by vehicles using that space while on the premises.
- n. Temporary parking in the garage is not permitted. Owners and tenants whose unit does not have its own unit-owned parking space or who have not secured specific permission from the owner of another unit-owned parking space are not permitted to bring a vehicle into the parking garage for temporary loading or unloading. The key-pad access for garage entry is intended only for ease of pedestrian entry with bicycles, wheeled strollers, suitcases or carts.

## 6. USE OF THE ROOF

A portion of the roof is leased by The Lafayette to the Roof Deck Club LLC (the "RDC"), a separate condominium association, for the RDC's members' exclusive use. Unauthorized use of these facilities by non-RDC members is strictly prohibited. The RDC manages and maintains rules for their members regarding access and use of their designated area. Only members of the RDC and their guests, as determined by the RDC, are allowed access to the roof.

With the exception of the above, the entire roof area is off limits to all except those authorized by the Board to make inspections or repairs. The remainder of the roof is not meant to be walked on, is relatively fragile, and there are no additional facilities on the roof for personal use. Therefore, all of the building above the fourth-floor level is off limits to all except those authorized by the Board to make inspections or repairs.

All permitted access to the roof should be through the west stairwell (Drayton Street side of the Building) and penthouse door, with one business day's prior notice to the Board (except no notice shall be required on the part of RDC members).

Requests for roof access must be made in writing in advance to the LCA's Property Manager, Keystone, as listed in Section 15: Property Management Information.



## 7. DISTURBANCES, et cetera

- a. Reference is made to Section 22 (c), “General”, Page 24, of the Declaration:

*No unlawful, noxious or offensive activities shall be carried on in any unit or elsewhere on the property; nor shall anything be done therein or thereon which, in the judgment of the Board constitutes unreasonable noise or disturbance to others or unreasonably interferes with other unit owner(s)' use of their units and the common elements.*

- b. In addition to the above, pianos or any other musical instrument making a similar volume of sound may not be used in any room having a common wall with another unit and, even so, may not be used in violation of the above referenced *Section 22 (c)*.
- c. Recognizing that repairs to units can cause considerable noise, such work is restricted to weekdays between the hours of 9:00 AM and 5:00 PM. No such work is permitted in the evening or on weekends or on major holidays unless the work involves an emergency repair which must be done without delay to prevent damage to the unit, other units, or the common areas.

## 8. UNIT ALTERATIONS

In order to ensure the security of the Lafayette building and the comfort of its residents, clearly defined procedures are necessary in carrying out any construction or alteration project. These procedures establish uniform standards which apply to all owners who wish to carry out such work in their units. The Property Manager or the Board's designee may be consulted by owners to discuss any questions they have with respect to carrying out their unit alteration in accordance with the policies set forth by the Association.

- a. A written application must be submitted to the Board, copying the Property Manager (Keystone), which clearly indicates the extent of the owner's plans with respect to the proposed work. The application must include a detailed scope of the project and a project work schedule. Once the application is received, the Board will evaluate the plans and advise the owner as to any possible problems. All proposed work must comply with all applicable State and local government permitting requirements. In the event the proposed work involved repairs of plumbing or electrical service requiring a State or local government permit, the application to the Board must identify such permits as are required and have the work conducted by an appropriately licensed person or contractor.

- b. The project work schedule should indicate the length of time needed for the total job to be completed. This will enable the Board to establish and monitor the time necessary to complete the work.
- c. If the application and work schedule are satisfactory, the Board will advise the owner that approval of the proposed work is granted.
- d. To assure compliance with the approved application and agreement, the Board will charge the owner up to Two Hundred Fifty (\$250.00) Dollars for actions out of compliance with the approved work plan. Additionally, the actual cost of any damages attributed to the work being done in the common areas of the building will be charged to the unit owner.

Contractors' work must be scheduled for Monday through Friday between 9:00 AM and 5:00 PM. No construction work is permitted in the evening or on weekends, or on major holidays. All hallway carpets and floors, elevator foyers and the elevator's floor must be completely covered to protect The Lafayette common elements. After the work is completed, the cost for a complete cleaning of all impacted common elements, including rug shampooing and tile and other cleaning, will be assessed to the owner. Without limitation of the foregoing, the Board reserves the right following the completion of contractors' work to charge the application unit owner for the cost of shampooing of the rug in the hallway of that unit's floor.

- e. To minimize disturbance to other residents, workers must use the building's stairs when transporting materials inside the building. Prior arrangements must be made with the Property Manager or designated Board member to use the elevator for such purposes. Contractors must use the Drayton Street entry. Requests for contractor access to the garage or roof must be coordinated with LCA's Property Manager as listed in Section 15: Property Management Information.
- f. Owners and contractors are not permitted to pass any items in or out of a unit's windows, including tools and supplies, construction materials or furnishings.
- g. The doors and vents of the unit in which the work is being performed must be taped to minimize the dispersion of dirt and dust throughout the building. Trash must be removed each day and may not be stored within the unit. If necessary, carpet in the common areas must be vacuumed at the end of each day.
- h. The Property Manager or designated Board member can, without creating liability, stop the work at any time that he/she or the Board believe normal operation of the building has been disrupted or that the work is not proceeding according to the specifications or requirements of the approved project work plan and schedule.

- i. In the event hazardous materials exist within the unit, it is the responsibility of the owner to legally remove and/or encapsulate such materials and to supply the Board with a special report concerning the handling of the hazardous materials. Such removal will be done only by licensed personnel with proper insurance.
- j. The security of the building is of primary concern to the Board in carrying out any unit alterations. Such alterations will bring many strangers into the building and it may be necessary to require the owner to pay for a guard at the building entrance to help with the needed added security. At a minimum, workers must have proper badges or identification when entering and working within the building. Doors must not be propped open under any circumstances.
- k. LCA's Property Manager, Keystone, or the Board will email the unit owners or post a Notice in the mailroom indicating that an approved unit alteration project will be in progress in a specific unit and between specific dates. LCA's Property Manager will respond to any resident inquiries regarding the unit alteration project.
- l. All vendors must carry liability insurance and workman's compensation coverage.
- m. In instances where an owner fails to pay a vendor in full for all labor and materials involved with their project, and the vendor attempts to file mechanic's liens against The Lafayette Condominium Association, such unit owner will be responsible to remove any such mechanic's liens. All legal costs related to the removal of mechanic's liens improperly filed against The Lafayette Condominium Association will be borne by the unit owner.
- n. The Lafayette must also be reimbursed for all costs involved in reviewing the owner's drawings and specifications, monitoring the work carried out by the owner's contractors, all legal costs, and any other expenses or damage sustained.
- o. Windows within an owner's unit are limited common elements as defined in the Declaration. As is also stated in the Declaration, unit owners are entirely responsible for the costs associated with maintenance and replacement of these windows. However, as they are limited common elements, there are certain guidelines which must be adhered to. Owners may repair, paint the interior mullions and framing, and replace broken plate with like or substantially similar glass without Board involvements. Further, Owners may replace their windows provided the replacements are:
  - (1) Approved by the Savannah Historic Review Board (the "HRB"). The HRB will review an issue a Certificate of Appropriateness. A copy of the HRB's approval documentation as well as a picture of the proposed replacement must be submitted to the Board for its approval;
  - (2) The proposed replacement does not alter the look of the building exterior; and
  - (3) The proposed replacement does not damage the brickwork or granite of the building, as this could provide an entryway for later water intrusion.

q. The Lafayette is considered a contributing structure within the Savannah National Historic Landmark District and Savannah Downtown Historic District and is subject to their review.

## 9. PETS

- a. Only one pet is allowed per unit. A pet is defined as one dog or one cat. Other animals residing at the Lafayette, require explicit written permission by the Board, which may not be unreasonably refused.
- b. Owners (or owners who allow their renters/lessees to keep a pet) are to be fully responsible for any damage or violations caused by such pet. Any monetary remedies that may be necessary to correct any such violation will be assumed by the owner. The Board retains the right to terminate this provision and request immediate removal of such pet from the Lafayette should the renter/lessee or owner fail to remedy any noted violation.
- c. Pets are limited to one small dog or one cat per unit. Such pets must not exceed 45 pounds at maturity, except for ADA compliant Service Animals trained to aid persons with disabilities. ADA compliant Service Animals are exempt from these limitations; however, owners are still responsible for any damages or violations caused by them and are subject all other conditions as pertaining to “Pets”.
- d. Pets are always to be kept inside their owner’s unit unless accompanied by an adult and on a leash.
- e. Owners of units are responsible for any damage caused – and cleaning made necessary – by any pet kept therein and the costs to correct same.  
Pet owners are directly responsible for the health, safety, and welfare of their pet.
- f. Pet owners are strongly urged to use Lafayette Square for properly and legally disposing urination and defecation.
- g. Pets shall not be a nuisance, cause disturbances, or endanger the health of the Lafayette’s residents.
- h. Pets shall not unreasonably disturb any owner or resident, and in the event of a complaint the pet owner shall make every effort to resolve the situation. If unresolved, the disturbed residents should contact the Property Management

Company, Keystone, to issue a formal complaint. If unresolved, the Board shall take notice and at its discretion, take action to address and resolve the complaint.

- i. Any resident or owner who keeps or maintains any pet within The Lafayette shall be deemed to indemnify and agree to hold the Association and each of its members free and harmless from any loss, claim or liability of any kind or character whatever arising by keeping or maintaining such pet within The Lafayette.

#### 10. COMMUNICATION WITH THE BOARD

- a. Except for emergencies, all correspondence related solely to the Association and Board members should be emailed to the Board members and if possible a printout deposited through the mail slot in the door of Unit 100, the Association's office, and should copy Keystone on such email, at [debra@TheKeyManagers.com](mailto:debra@TheKeyManagers.com). Correspondence to the Board may also be mailed to the following address: The Lafayette Condominium Association, Inc., 321 Abercorn Street, Unit 100, Savannah, GA 31401, with a copy to Keystone Association Managers, 7160 Hodgson Memorial Drive, Suite 101, Savannah, GA 31406.
- b. Any correspondence involving only Keystone, should not be deposited in the Unit 100 mail slot but should be mailed or emailed directly to Keystone, the Property Management Company as listed in Section 15, Property Management Information.
- c. Tenants should direct all such matters to the owner of their units, as well as all matters having to do with the unit itself.
- d. Communications from the Association concerning tenants will be made to the owner(s).

#### 11. ASSOCIATION FEES AND OTHER CHARGES

##### Monthly Association Regime Fees

Payment by owners to The Lafayette for dues, assessments and fines should be transmitted to The Lafayette's Property Management Company, Keystone, and made and transmitted as follows: Checks should reference the unit number and be made payable to *The Lafayette Condominium Association, Inc.* and mailed to the following address:

The Lafayette Condominium Association, Inc.  
c/o Keystone Association Managers  
P.O. BOX 98097  
Las Vegas, NV 89193-8097

Owners may also arrange to make their payments to The Lafayette for dues and assessments via an app, AppFolio, information about which is available from Keystone.

#### **Late Fee and Collection Policy**

A late fee of 10% per annum interest is charged to owners for any payments received after twenty (20) calendar days from the first of the month.

The Board Treasurer will be notified of those owners who have outstanding dues, assessments or fees as of the 20<sup>th</sup> of each month. After direction by the Board, if an owner has a balance outstanding over sixty (60) days, collection may be initiated in the Board's sole discretion. All expenses of the Lafayette associated with collection of outstanding dues, fees, assessments and fine, including the Lafayette's attorney's fees and court costs, will be the owner's responsibility.

Any check made payable to The Lafayette by an owner that is returned for any reason will be charged an additional fee of \$25.00.

#### **Damage Charges**

The cost to repair or replace common elements due to damage caused by the owner/occupant of a unit will be charged to the unit owner. This includes damage caused by others under the direction of the owner/occupant, including movers, delivery and repair service workers.

#### **Dust, Dirt, Soiling, Charges**

The cost to clean any common element caused by the owner/occupant of a unit will be charged to the unit owner. This includes any dust, dirt, soiling or damage to a common element caused by others under the direction of the owner/occupant, including movers, delivery personnel, painters and repair service workers.

#### **Violation Charges**

Refer to the appropriate sections of these Rules and Regulations *and Section 17. Remedies.*

#### **Replacement Charges**

The following replacement costs will be charged to the unit owner/occupant requesting the replacement item.

**Keys –**

\$10.00 - Keys for Building Entrance, Mailbox and Elevator

\$40.00 - Garage Door Opener

\$100.00 – Locksmith Fee for keys broken in Drayton Street Door.

(This will cover the cost of the Locksmith)

**Documentation –**

Hard copies of The Lafayette’s documents are available from the Keystone, The Lafayette’s Property Management Company, as follows:

\$2.50 - Copy of Rules and Regulations

\$2.50 - Copy of By-Laws

\$5.00 - Copy of Declaration

The above documents are also available in electronic version from Keystone, the Property Management Company, at no charge via e-mail.

**12. TRASH AND GARBAGE DISPOSAL**

- a. On each floor there is a small trash room with access to a chute that delivers trash to a container in the basement. These containers are changed daily and picked up once a week by the City of Savannah (the “City”). Much care should be taken to keep the trash rooms, the chute, and the containers as free as possible from any refuse which would attract insects and rodents, cause unpleasant odors or unsightly appearance.

For these reasons, all residents are required to:

- b. Use their in-sink garbage disposals to dispose of all food refuse which might attract vermin or decay and which the disposals can handle.
- c. All other refuse should be disposed of in tightly tied sturdy plastic bags of a size to drop freely down the chute.
- d. No loose refuse is to be put in the chute.
- e. Refuse containing animal waste should never be put into the trash chute but brought to a trash receptacle in the basement.
- f. Bottles and cans should be rinsed out before disposing of them.

- g. Boxes and other large and/or heavy items should be taken to the basement and placed in the trash container area. These items should not be put in the trash chute.
- h. Residents are solely responsible for the disposal of any construction debris, furniture or furnishings, appliances, Christmas trees, etc. The Property Manager can provide recommendations and contact information for residents to arrange for the removal of these items.
- i. In addition to the regular trash removal, The Lafayette participates in the City's recycling program. Yellow-covered trash cans are provided in the garage for this purpose. Instructions describing what may be placed in these trash cans for recycling are provided on the top of the yellow covers of these cans. Recycled trash is picked up by the City on the second and fourth Thursdays of the month.

### 13. SMOKING IN COMMON ELEMENTS

Smoking in the common elements is prohibited and smoking materials such as cigarette butts must be discarded in receptacles meant for this purpose or otherwise disposed of in a private area. Discarding cigarette butts from windows onto public areas or common elements violates this regulation as well as the City's littering laws.

### 14. FIRE EMERGENCY PROCEDURES

The Lafayette's fire alarm system was replaced in 2012, including the installation of new equipment in the building's common areas and in all residential units. This new fire alarm system includes 24x7 remote monitoring and response features.

If a fire alarm sounds, you should exit the building as quickly as possible. Do not use the elevator, but instead use one of the two building stairways to exit the building.

When exiting the building, you should move immediately to a safe place away from the building. Avoid creating congestion on the streets or sidewalks around the building, which could interfere with the Fire Department's access to the building.

The Lafayette's fire alarm system detects fire or smoke both in the common areas and also in each of the residential units.

If the fire alarm system detects an issue in any of the building's common areas, the building alarms will sound throughout, and all residential unit alarms will also sound. The fire alarm monitoring service will immediately contact the City's Fire Department to respond to the



alarm. The fire alarm monitoring service will also report the alarm condition to a Lafayette Board representative.

If the fire alarm system detects an issue in any of the residential unit(s), only the alarm(s) in the affected residential unit(s) will sound. The monitoring service will not contact the fire department in this situation. The fire alarm monitoring service will report the alarm condition to an LCA representative who will investigate further and determine whether all of the building's alarms should be operating and the fire department contacted.

## 15. PROPERTY MANAGEMENT INFORMATION

The Lafayette building is managed by Keystone Association Managers. Problems with the common areas of the building itself (garage gates, water leaks in hallways, call-entry system, etc.) should be reported to Keystone. Keystone's contact information is:

Keystone Association Managers  
7160 Hodgson Memorial Drive  
Suite 101  
Savannah, Ga 31406  
Telephone: 912-417-6390

Non Emergency Request: [Debra@TheKeyManagers.com](mailto:Debra@TheKeyManagers.com)

Emergency 24-hour Request : 912-417-6390 and follow instructions re emergency calls

The Lafayette's financial needs are serviced by Keystone. All mail concerning monthly dues, assessments, invoices, collections, etc. should be sent to the following address:

### KEYSTONE ASSOCIATION MANAGERS

Mail: 7160 Hodgson Memorial Drive, Suite 101, Savannah, GA 31406  
Phone: 912-417-6390  
Email: [debra@TheKeyManagers.com](mailto:debra@TheKeyManagers.com)

Keystone Office Hours: Monday – Friday, 9:00am – 5:00pm

## 16. CONTACT INFORMATION

### **Emergency Contacts**

911-Emergency Police, Fire Department, Ambulance

Non-emergency Police – 912-652-6500

Non-emergency Fire – 912-651-6758

For emergency issues affecting the common areas: See above

After-Hours Emergency Line: See above

**Other Contact Information**

Locksmith – Bradley Lock and Key – 912-232-2148

Georgia Power – 24-hour customer care – 888-660-5890  
To report outages – 888-891-9038

AT&T – 24-hour customer service – 877-737-2478

Comcast TV – 888-266-2278

Hook Towing – 912-232-0541 – refer to Appendix A

Dept. of Parking Services (applications for residential street parking permits)  
912-651-6470

**Elevator**

If you are in the elevator and it is not functioning, use the emergency instructions on the panel to call identified Elevator maintenance contractor directly from the elevator phone.

If you are not in the elevator and it is not functioning, contact Keystone, the Lafayette’s Property Management Company.

**DO NOT USE THE ELEVATOR DURING AN ELECTRICAL STORM**

Severe weather – Channel 25 on Comcast TV, The Weather Channel

Hurricane Emergency Procedures – These procedures are published by CEMA and include CEMA’s general procedures for hurricane preparedness and survival, including evacuation routes and host cities. While it is well known that The Lafayette is a heavily constructed building, no special or priority services will be provided by The Lafayette, local government, or utilities during a natural disaster. The Lafayette does

not have any auxiliary systems in place to provide for basic utilities.

## 17. REMEDIES

The Declaration of the Lafayette Condominium Association states the following in Section 23(b) and is included here for your information and convenience.

*In the event that the Board determines that an Occupant is in violation of the Act, this Declaration, the Bylaws, or any rules and regulations, the Board or an agent of the Board designated for that purpose, shall notify the Occupant of the nature of the violation. If said violation is not cured within five days, or if said violation consists of acts or conduct by the Occupant and such acts or conduct are repeated, the Board may levy a fine of up to \$25.00 per offense against the Unit Owner or Occupant. Each day during which the violation continues shall be deemed a separate offense. Such fines shall be assessed as a Special Assessment against the Occupant, shall constitute a lien on the unit occupied by such Occupant, and may be foreclosed by the Association in the same manner as any other lien, provided that such Occupant shall be entitled to a hearing before the Board, upon reasonable written notice specifying the violations charged, and may be represented by counsel.*

## Appendix A

### Owner Procedures for towing or disabling an illegally parked vehicle

Step 1 – Contact Hook’s Towing at 912-232-0541 and provide the following information:

Request service to disable or tow an illegally parked vehicle

Your Name

Property Location: 321 Abercorn St., Abercorn entrance

Step 2 – Be sure to inform Hook’s that the vehicle is within an underground parking garage with limited physical dimensions and that they must send one of their smaller vehicles to gain access.

Step 3 - Coordinate Hook Towing’s access to the garage.

Sign the authorization form provided by Hook Towing. No other documentation is required.

Note: Owners are not required to attempt to contact the vehicle’s owner or to provide any warning prior to contacting Hook Towing.

Note: Do not contact the Property Manager for assistance with a vehicle that is illegally parked in an owner’s garage space. The Property Manager is only authorized to address vehicles that are illegally parked in a common area, not vehicles parked in owner’s garage spaces.

## Appendix B

The Lafayette Condominium Association, Inc.  
321 Abercorn Street, Unit 100  
Savannah, GA 31401

OWNER PERSONAL DATA SHEET: Unit # \_\_\_\_\_

Sometimes, it is necessary to inform owners and tenants of The Lafayette regarding important matters as well as information that needs to be conveyed on very short notice when an emergency arises. To assist in such situations, please provide the following information on this form.

As an Owner, you must complete, sign, and return this form to Keystone Association Managers before a Move-In date can be approved.

KEYSTONE ASSOCIATION MANAGERS  
7160 Hodgson Memorial Drive  
Suite 101  
Savannah, GA 31406  
Telephone: (912) 417-6390

### ***PLEASE PRINT ALL INFORMATION CLEARLY***

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Parking Space Number: \_\_\_\_\_ Vehicle Make & Model: \_\_\_\_\_

License Plate State: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Pet Information (Cat or Dog): \_\_\_\_\_ Date of Last Vaccination: \_\_\_\_\_

Location of Extra Key to Unit: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

It is imperative that current telephone number(s) for you are on file for both your listing on the building's intercom system as well as for emergency contact.

Please list the phone number(s) you want used for the intercom system. If you have a landline, list that one beside the "0" slot, list cells, etc. in order of preference using subsequent numbers.

Xxx0: \_\_\_\_\_

Xxx1: \_\_\_\_\_

Xxx2: \_\_\_\_\_

Xxx3: \_\_\_\_\_

When someone calls your phone number from the Abercorn Lobby, the number 912-236-9716 will appear on your phone readout. You give them access by pressing and holding the number "9" on your phone. If you want to deny entry, just disconnect the call. **NEVER ADMIT ANYONE YOU DON'T KNOW OR WHO HAS CALLED YOU BY MISTAKE!**

## **OWNER ACKNOWLEDGMENT**

As an owner of a unit at The Lafayette, I have received the Governing Documents for the community, along with the Rules & Regulations, and acknowledge The Lafayette is a Restricted Covenant Enforced Community. I agree to comply with The Lafayette's Rules and Regulations and understand that a violation of The Lafayette's Rules & Regulations can result in fines levied on the unit owner.

Additionally, it is my responsibility to ensure that should I choose to lease my unit, I will provide my tenant(s) with a copy of the Governing Documents and Rules & Regulations. and that I fully understand I am legally responsible for any actions of the tenant(s) should they be found, for any reason, to be in non-compliance.

All tenants are required to complete a Tenant Personal Data Sheet in its entirety before a lease will be approved by the Board of Directors of The Lafayette. It is the responsibility of the unit owner to submit the Personal Data Sheet for the tenant(s) to Keystone Association Managers

***ALL OWNERS MUST SIGN AND DATE***

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C

The Lafayette Condominium Association, Inc.  
321 Abercorn Street, Unit 100  
Savannah, GA 31401

TENANT PERSONAL DATA SHEET: Unit # \_\_\_\_\_

Sometimes, it is necessary to inform owners and tenants of The Lafayette regarding important matters as well as information that needs to be conveyed on very short notice when an emergency arises. To assist in such situations, please provide the following information on this form.

As a Tenant, you must complete, sign and return this form to The Lafayette's Property Manager, Keystone Association Managers, before a Move-In date can be approved.

KEYSTONE ASSOCIATION MANAGERS  
7160 Hodgson Memorial Drive  
Suite 101  
Savannah, GA 31406  
Telephone: (912) 417-6390  
Email: Debra@TheKeyManagers.com

### ***PLEASE PRINT ALL INFORMATION BELOW CLEARLY***

Tenant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Parking Space Number: \_\_\_\_\_ Vehicle Make & Model: \_\_\_\_\_

License Plate State: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Pet Information (Cat or Dog): \_\_\_\_\_ Date of Last Vaccination: \_\_\_\_\_

Location of Extra Key to Unit: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_



It is imperative that current telephone number(s) for you are on file for both your listing on the building's intercom system as well as for emergency contact.

Please list the phone number(s) you want used for the intercom system. If you have a landline, list that one beside the "0" slot, list cells, etc. in order of preference using subsequent numbers.

Xxx0: \_\_\_\_\_  
Xxx1: \_\_\_\_\_  
Xxx2: \_\_\_\_\_  
Xxx3: \_\_\_\_\_

When someone calls your phone number from the Abercorn Lobby, or you are notified via the Alpha Touch app, you can admit the person using the Alpha Touch app.. If you want to deny entry, just disconnect the call. **NEVER ADMIT ANYONE YOU DON'T KNOW OR WHO HAS CALLED YOU BY MISTAKE!**

As a Tenant of The Lafayette, I have received the Governing Documents for the community, along with the Rules & Regulations and acknowledge The Lafayette is a Restricted Covenant Enforced Community. I agree to comply with The Lafayette's Rules and Regulations and understand that a violation of The Lafayette's Rules & Regulations can result in fines levied on the unit owner.

All tenants are required to complete a Tenant Personal Data Sheet in its entirety before a lease will be approved by the Board of Directors of The Lafayette. It is the responsibility of the unit owner to submit the Personal Data Sheet for the tenant(s) to The Lafayette's Property Management Company, Keystone Association Managers.

***ALL TENANTS MUST SIGN AND DATE***

Signature of Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_ Date: \_\_\_\_\_



# LCA Bicycle Storage Agreement for Lessee(s):

For the enclosed \$50.00, per bicycle storage space, non-refundable one-time fee payable to the lessor, the lessor agrees to request The Lafayette Condominium Association Inc., for an assigned bicycle space (numbers 1-18) in the garage at 321 Abercorn Street. Note that bicycles in garage without an assigned bicycle space, will be donated, upon notice, to charity. ONLY assigned bicycle spaces can be used by lessee. All non-assigned bicycles must find spaces off the property of 321 Abercorn Street, Savannah, GA 31401. Note a copy of this agreement will be returned to you.

Please print: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Lessor is to mail agreement and payment to: The Lafayette Condominium Association Inc., c/o Keystone Association Managers, 7160 Hodgson Memorial Drive, Suite 101, Savannah, Ga 31406.

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Your First Bicycle Owner Name:                      First                      Last

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Your Second Bicycle Owner Name:    First                      Last

\_\_\_\_\_                      \_\_\_\_\_                      For LCA Use: \_\_\_\_\_                      \_\_\_\_\_

UNIT #                      # of SPACE(S)                      assigned #                      assigned #

### Waiver of ALL Liability:

This agreement releases The Lafayette Condominium Association, Inc. and Lessee(s) of The Lafayette, 321 Abercorn Street, Savannah, Georgia 31401 of all liability relating to injuries or property that may occur in the garage, relating to any bicycle. By signing this agreement, I agree to hold The Lafayette Condominium Association, Inc. and unit owners of The Lafayette entirely free from any liability, including financial responsibility for injuries, bicycle theft, damage of any kind, incurred, regardless of cause, relating to bicycle space(s).

By signing below, I forfeit all rights to bring a suit against The LCA and/or unit owners of The Lafayette, for any reason, relating to bicycle space(s). In return, I will receive Bicycle Space(s). I will also make every effort to obey safety precautions as listed in writing and as explained to me verbally. I will ask for clarification, when needed.

Signed First Bicycle Owner: I, \_\_\_\_\_, fully understand and agree to the above terms.

Signed Second Bicycle Owner: I, \_\_\_\_\_, fully understand and agree to the above terms.