DERENNE PLAZA OWNERS ASSOCIATION
24 E. Liberty St. ~ Savannah, Georgia 31401-3960 ~ (912) 234-7205
derenneplaza@gmail.com

Welcome to the DeRenne Plaza

The DeRenne Plaza is conveniently located in the heart of the largest national historic district in the country in one of the most beautiful cities in America.

Resident Rules

The intent of the Rules and Regulations of the Owners Association is to promote common sense and courtesy in the residents' actions and attitudes. They are meant to protect the common interest in the property, to provide an avenue of relief for problems and to serve as guidelines for effective operation of the building. It is important to remember that in a condominium community, to the extent possible, each resident should regard the rights of all other residents to a quiet and peaceful home.

These Rules and Regulations provide for the operation of the DeRenne Plaza and apply to the entire Condominium, each Unit therein, and the Common Elements. Each resident is automatically subject to these Rules and Regulations and shall ensure that their guests and any other persons who may use their Units, will observe these Rules and Regulations.

Please read the attached rules. You are responsible for your actions and the actions of any guests you permit to come into the building.

Sincerely,
The Board of Directors
DeRenne Plaza Owners Association

THE DeRENNE PLAZA
Rules and Regulations

The following rules are meant to ensure your safety and to provide for a clean, peaceful living environment. If you have any questions about these rules, please contact the building manager. Office hours generally Mon-Fri,8 a.m – 1p.m, though often later. The manager can be reached at 912-234-7205 or by email derenneplaza@gmail.com

Moving In

Please see the manager for the Moving Guidelines before you move in. It is essential that you follow these rules and complete a resident registration form.

FOR YOUR SAFETY

Smoke Detectors

All units must be equipped with working smoke detectors and we recommend having a working fire extinguisher in your kitchen. In case of fire in the building common areas, there is a fire extinguisher on each floor. Please note its location and understand how to use it. If you have a gas appliance, such as a gas stove, we recommend a carbon monoxide detector.

Portable Heaters

Portable heaters can be very dangerous. Please keep them away from bedding, clothes or anything flammable. Please turn them off while you are sleeping and use a heater that turns off automatically when it reaches the desired temperatureor falls over.

Gas Stoves

Some units are equipped with gas stoves. Please notify your rental agent or the unit owner if you are unfamiliar with using a gas stove or if you notice any malfunction of the stove or the pilot lights.

Gas Leaks

Report any gas smell to 1-877-427-4321. If you call to notify the gas company of a leak, please stay to let them into the building when they arrive or arrange for someone to be here who can. Please let the office manager know of any possible gas leak.

FOR YOUR SECURITY

We maintain a secure building. For everyone's safety, do not open the door or hold it open for people who want to enter. **Please pull the doors closed and do not admit anyone who follows you up the walk unless you know they are a resident.** Non-residents can use the call box if they are visiting someone in the building. If you need assistance using the call box, or to be added to the call box system, please contact the office manager.

Do not prop open any doors in the building. Fire doors on all floors are to be closed at all times. **In case of fire, call 911**. To exit the building, use the stairs, never the elevators.

Any owner may ask you or your friends to identify yourself and for the unit number your friends are visiting. Please do not take offense. This is to insure our security. Unauthorized persons on the property will be asked to leave. We do not permit anyone to loiter on the property, including the steps and the courtyard.

Keys

A building key will be issued to a tenant by the owner or rental agent. Building keys shouldn't be given to non-residents. If you lock yourself out of your unit, see if the office manager can let you in. If you lose your keys, contact your landlord or office manager about replacements.

NOTE: The exterior door key cannot be duplicated. [The key shops won't do it]. The correct way to open exterior doors is to TURN the key and use the HANDLE (not the key) to pull open the door. Otherwise key will eventually break and it's $50 to replace. If it's broken in the door lock, its $500 to replace.

Mailbox keys are issued by the unit owner. If you have lost your key, or need a second one, please contact your landlord. The office can replace the locks if needed but only at the landlord's request.

ELEVATORS

DO NOT PROP THE DOOR OPEN EVER or elevator will break!!! If buzzing starts, the door must be allowed to shut before buzzing stops or IT WILL BREAK and repairman must be called. See Moving Rules (separate document) for information on extended use of elevator.

Grills and fire pits

Barbecue grills and fire pits are not permitted to be used in the building, on the grounds or on the balconies. This is also a City of Savannah ordinance.

Emergencies

In case of an emergency, call 911. If you think you're in danger, call 911. If you have an issue with another unit, please contact your owner. If the problem is with the common areas, please notify the office manager or a board member.

COMMUNITY RULES

Conduct

Please respect our desire for a clean, peaceful and safe building. Residents are responsible for their guests' conduct as well as their own.

- No loud music or television, especially after 10 during the week and 11 on the weekend.
- No loud talking on balconies and in the courtyard. Sound amplifies as it travels upward. That includes yelling down to people in the courtyard.
- Skateboards and in-line skates are not allowed in the building
- Congregating in the courtyard or sitting on the front or side steps is not permitted; please use the benches.
- Shirts and shoes must be worn in the common areas
- Beer cans, drink cups, food wrappers and other trash should be disposed of properly and not left in the walkways, plantings, lobby, elevators and common hallways.
- Please do not throw objects or trash of any kind from windows or balconies.
- The DeRenne Plaza is a NON-SMOKING BUILDING . There is NO smoking anywhere on the property this includes balconies ,stairwells,courtyard and the steps located at the side entrances

Trash

Deposit your trash in the dumpster located behind the building on the corner of Drayton St. and Perry Lane. Do not put in the Laundry room trash! Remove garbage and trash regularly to keep smell down and pests out of the unit and halls. Do not dispose of fats or grease down the drain. Put fats and grease in a

separate container and dispose of it in a plastic bag in the regular garbage. Please check for leaky bags before bringing them on the elevator! The recycling and cardboard bins are near the parking lot.

Balconies

The only items allowed on balconies are live flowers/plants and patio style furniture/decor. No bikes, general storage or "noise makers." Please do not hang any items from the railings, including planters, apparel or towels to dry. Please be mindful of units below you when watering plants.

Occupancy

Our building is zoned for single family residency. Units of 675 sq. ft. shall be occupied by no more than one renter and units of over 675 sq. ft. shall be occupied by no more than two renters. If you have guests visiting more than three days, they must register with the office.

Mail

A post office box key is issued by the unit owner. Please do not leave any junk mail in the mail area or library. Dispose of it in your unit or the dumpster behind the building. Please put any mail that doesn't belong to you in the mail slot in the Association office to be properly routed. Please see Office Mgr if you need your Mailbox lock replaced.

Deliveries

Small Packages UPS, USPS and Fed Ex ground have keys to the building and will deliver to the lobby mail area. If signature required, they will leave with manager if available. If not, they'll put notice on your door. NOTE: Fed Ex Express DOES NOT have key to building. If office not open, they will leave notice on the front door call box for you.
Large/Bulky Items such as furniture/appliances must come thru basement service entrance. Please see Moving & Contractor Guidelines for the proper procedure. Any exceptions must be cleared beforehand by management.

Bicycles

Bicycles may not be brought into the courtyard (use side entrances) and they may not be fastened to the trees planted on the sidewalk. Any bicycle found chained to any of the ironwork at the DeRenne or the trees or in the courtyard will be removed. The office will issue you a key to the secure bike room in the basement.

Pest Control

Exterminators spray the building and inside the units monthly. They need access to each unit when scheduled, usually the first Friday of each month starting at 9 a.m. Please contact the office with any questions or concerns.

Pets

The DeRenne has a policy of **no pets for renters.** Violation of this policy will result in fines and/or cancellation of your lease. Service Pets must have a certificate from the state and a copy will be required and given to the office manager.

Parking

The parking lot next to the building is privately owned. Please contact the office for information for free residential parking permits from the City of Savannah, see their website.

Laundry

For your convenience, a laundry room is located in the basement. Please remove clothes promptly so other residents may use. Also, do not leave kitchen garbage in that room. Place in dumpster outside.

Other/Misc
Satellite dishes, waterbeds and antennas are not allowed.

Photography/Filming at DeRenne in the common areas of the building or grounds is NOT ALLOWED without written permission by the Board of Directors. Film-making crews, large equipment, etc are also not permitted in the units without permission of the Board. Please see office manager for details.

Association Office
Core hours for the manager are Monday-Friday, 9-5 pm The office phone number is 912-234-7205

Debra's Cell#912-509-5038 Debra Doran Building manager is often here later or out-and-about in the building. A message board is on door for updates or to leave messages, or drop a note through the mail slot in the door. Please bring a copy of the Tenant Data sheet to the Office so manager knows who you are, where you live and how to get hold of someone in case of emergencies, plus where to deliver your mail and/or packages if needed.

DERENNE MOVE-IN FEE
As of June, 2017, the Derenne Plaza requires a non-refundable move-in fee of $150 per unit for each new renter , due upon move-in. Please contact the office with any questions regarding this matter.

Tenant Agreement Sheet – SEE ATTACHED. Fill out and return to DERENNE OFFICE MANAGER.

PLEASE NOTE: If you have a non-emergency repair or maintenance issue in your unit, please contact the Property Manager or owner of your unit!

DeRenne Plaza Tenant Agreement

All residents must be registered with the DeRenne. All changes must be reported to the Office. Violations of the DeRenne rules may result in cancellation of your lease.

Unit No. _____ Move In Date: _____Move Out Date:_____

Rental Agent (or) Owner _____

Tenant One - PRINT NAME _____

PHONE: _____ EMAIL _____

Emergency contact (name/relationship) _____

Emergency contact (Phone/email) _____

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY DERENNE PLAZA RULES

TENANT SIGNATURE:_____

Tenant Two (PRINT NAME) _____

PHONE: _____ EMAIL _____

Emergency contact (name/relationship) _____

Emergency contact (Phone/email) _____

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY DERENNE PLAZA RULES

TENANT SIGNATURE:_____

PLEASE RETURN THIS FORM TO THE OFFICE MANAGER AT THE DERENNE, not your landlord. Office Hours are Mon-Fri 9am-5pm. After hours please drop thru mail slot in door. Manager can be reached at office # 912-234-7205 Cell # 912-509-5038or DERENNEPLAZA@GMAIL.COM if you have any questions. Thank you!

***Move in Fee-$150.00 per tenant / payable to The DeRenne Plaza Home Owners Association

DeRenne Rules for Renters:

Moving in/out: pick up a copy of the guidelines at the office

Tenant agreement: website: derenneplazasavannah.com or pick up a copy at the office. (Every tenant must have an agreement on file)
Move in fee: $150 per tenant/paid to DeRenne Plaza Homeowners Association.

Bicycles: The DeRenne has a bicycle room located in the basement. All bicycles are to be keep in the bike room. You may pick up a key to the bike room from the office. (Please do not use signs or other railing in or around the building to chain bikes.) Please make sure your bike has your unit # on it.

Dumpster: All trash will be need to be discarded of in the dumpster located in Perry Lane, just outside of the Drayton Street side entrance. If you have any items that are too large for the dumpster, you will be responsible for hauling them away. The city does not pick up any loose items such as old mattresses or old furniture left in the lane.* (Please do not place any unwanted items in the basement.)**

Mail boxes: Mail boxes are located on the first floor. Each unit is assigned a box, the owner of your unit will be responsible for getting the key to you. Any packages that are delivered to the DeRenne will be placed in the same area, please make sure that if you are receiving large packages to pick them up from the area in a timely manner.

Pet Policy: The DeRenne Plaza does not allow renters to have pets, per the HOA Service Pets must have a certificate from the state and a copy will be required and given to the office manager

Laundry Room: The laundry room is located in the basement. There are coin washers and coin dryers. Please be courteous of others and remove items in a timely manner, as well as placing trash in proper trash receptacles. Trash can in laundry room should be used to dispose of lint and/or empty detergent containers. Please do not dispose of any food related item or food containers.

Balconies: Please do not use balconies to store bikes or any other items. Plants or patio style furniture is preferred. Be cautious to what is left on the balcony so that the wind does not catch the small items that then become trash on the areas below.

Parking: There is a privately owned parking lot beside the building. This area is rented out by tenants and the attorneys office adjacent to The DeRenne. Unless the owner of your unit has assigned a space to you, please do not park in this area at any time or your vehicle will be towed.