

Deerbrook Resident Information

2024



Deerbrook Homeowners Association

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Deerbrook entry photo credit: Tom Heinze

Deerbrook Homeowners Association Welcome Packet Contents 2024

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Basic Information about Deerbrook

Neighborhood

Deerbrook is a lovely community of 98 homes built in 1980 and 1981. We are all single-family homes on approximately half-acre lots situated on curved streets and rolling hills, landscaped by old hardwoods and many species of native vegetation. We are buffered by the Yellow River and its adjoining flood plains on the south, where various forms of wildlife such as rabbits, turtles, hummingbirds, birds of prey, and deer also make their home. Many homeowners have lovely annual and perennial beds that enhance that natural effect as well as show seasonal color for which Georgia is famous.

Covenants

The Deerbrook covenants are a list of rules that apply to property appearance and are REQUIRED to be followed whether or not the resident is a member of the HOA. When the neighborhood was built covenants were set to expire in 20 years. In 2003 all but 9 homeowners signed the updated covenants, binding all future homeowners until 2043. The purpose of the covenants is to help protect property value by ensuring all homeowners keep up their property at an agreed standard. They are an implicit contract granting any homeowner the standing to sue another who does not follow the contract. Gwinnett County also has a "Clean and Beautiful" campaign, along with a property maintenance ordinance to help protect its communities.

See the Declaration of Covenants for Deerbrook in the welcome packet.

Overview of Deerbrook Homeowners Association (DHOA)

Deerbrook's is a voluntary HOA. The purpose of DHOA is to protect, preserve, and enhance the property values; to promote integrity and good faith and friendly relations amongst its members; to prevent or address controversies; and to represent the community in the consideration and decisions of public policy in municipal, county, and state affairs.

Membership is at the cost of \$60 per year per household and can be paid by the homeowner or the resident. The primary use of these funds is to pay for landscaping and lighting at the front entrance off Killian Hill. When funds are available, DHOA also sponsors other events for residents, depending on what volunteers want and wish to organize. During the warmer months we may have neighborhood-wide garage sales, which are hugely popular. As winter sets in, we may have a special evening in which we set out luminaries to line our streets. We sometimes have a holiday cookie swap or another activity. Some years we've had parties with visits from Santa and carolers.

DHOA helps to monitor for Covenant violations and remind residents of their Covenant agreements. If you notice someone has a maintenance problem or an eyesore in the neighborhood, you can call or email your volunteer DHOA Board for ideas or help. If there are issues with property maintenance or other problems, residents and board members alike can call on Gwinnett County to enforce the property maintenance ordinances and other county regulations if needed.

Logistics of DHOA

There are 2 neighborhood association meetings per year in May and October. The meetings are announced via flyers, Facebook and web pages. Members vote on the use of the membership funds at each meeting. DHOA officers and board members are nominated and elected by the membership present at the May meeting. DHOA board members are unpaid volunteers who meet approximately every 6 weeks throughout the year. They arrange for the upkeep of the frontage, pay the website and domain name costs, keep up the not-for-profit designation, post information in paper flyers, signs, and online, keep this welcome packet current, and plan neighborhood activities. With 10 board positions, we are always looking for new residents who want to be active on the board.

Even if you don't want to serve on the DHOA Board, there are many jobs, small and large, that you can do for your neighborhood. Remember, everyone makes a difference. If you'd like to sign up for something, call any Board member or email us. We'd love to have you.

HOA Dues

Dues were increased from \$35 to \$40 in 2003 and to \$60 in 2007. This rate increase resulted from the increase in the cost of upkeep to the Killian Hill frontage.

Timber Glen Neighborhood

You may see from the map that Timber Glen is a neighborhood accessible only by going through some part of Deerbrook. Timber Glen, a cluster of 23 homes, was built after Deerbrook. In May 2004, the Deerbrook HOA voted to amend the bylaws to allow Timber Glen residents to join as associate members for the same yearly dues. They can contribute to the neighborhood by paying dues, join in neighborhood activities and meetings (although they cannot vote) and receive paper notification of meetings. Since then, we've had a position on the board for a Timber Glen representative as well.

If you have any questions or would like to participate further, please visit our Facebook page, our Instagram page, or our Web site at www.DeerbrookHOA.org. contact any officer or email us at Mail@DeerbrookHOA.org.

Sincerely,
Your Deerbrook Homeowners Association

BYLAWS OF THE DEERBROOK HOMEOWNERS ASSOCIATION
AS APPROVED MAY 3, 2004

ARTICLE 1 -NAME

This association shall be known as the "Deerbrook Homeowners Association" and may be referred to as DHOA.

ARTICLE II - OBJECTIVES

The objectives of this Association shall be to protect, preserve, and enhance the property values; to promote integrity and good faith and friendly relations amongst its members; to prevent or adjust controversies; and to represent the community in the consideration and decisions of public policy in municipal, county, and state affairs.

ARTICLE III - MEMBERSHIP

The membership in the Association shall be made up of the following classes: A.) Full Resident Membership, B.) Associate Membership.

Full Resident membership in the Association is limited to those men and women, 18 years of age or older, residing within the compounds of this area designated as that served by this Association and known as Deerbrook.

Associate membership in the Association is limited to those men and women who own real property within said compounds but who are not residents therein. Associate members shall have no voting privileges nor be eligible to hold office. Homeowners in the Timberlanes/Timber Glen area may also be Associate members and participate in DHOA activities if they choose to pay dues.

ARTICLE IV - VOTING

Each and every individual premises, property and/or dwelling thereon shall be limited to ONE VOTE regardless and irrespective of the number of members or family units who reside thereon or therein; to the end that the number of eligible votes shall not exceed the number of individual plots or parcels of ground into which the said area is subdivided and on which are erected the homes in which the members reside; the above described classification shall be hereinafter referred to as a "VOTING UNIT." This limitation shall apply in each and every instance or occasion where voting is required or necessary. Only a person over 18 years of age may represent a Voting Unit at any meeting.

When a special meeting has been called and the specific agenda has been published as required, a proxy vote or absentee ballot may be accepted concerning the specific topic(s) under discussion. Thus an absentee ballot will be attached to any flyer announcing a special meeting. It will be turned in to the presiding officer in advance of the meeting.

ARTICLE V - FISCAL YEAR

The fiscal year of this Association shall begin on the first day of January and end on the last day of December of the same calendar year. Hereinafter, all references to the Association's year will imply the fiscal year.

The Association will hold two regularly scheduled meetings annually. Special meetings may be called under regulations later described.

ARTICLE VI - DUES

The dues of this Association shall be an amount set by the voting members at a General Membership meeting, currently \$40 per household annually for each and every voting unit. If any voting unit shall remain delinquent in the payment of said dues for more than thirty (30) days from the due date, which shall be the first day of the Association's fiscal year (January 1), all of the members who comprise said voting unit shall be stricken from the membership rolls without the right to hold office or vote. Such Voting Units may be reinstated at any time in the future by payment of the full year's dues.

ARTICLE VII - OFFICERS

The officers of this Association shall be President, Vice President, Secretary and Treasurer.

All elected officers shall hold office for a term of one (1) year, and in no event shall any officer serve more than two (2) consecutive terms in the same office.

ARTICLE VIII - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer and up to six (6) elected voting members, all to be elected at the same time. All Executive Committee members shall serve a term of one year. Executive Committee members may be composed of voting household members of the same family because all votes require a quorum.

ARTICLE IX - MEETINGS

Meetings of the Association shall be held in May and October, at a time and place designated by the Executive Committee. The President or other presiding officer may cancel any meeting if circumstances so warrant.

Twenty percent (20%) of the eligible Voting Units shall constitute a quorum. Special meetings may be called by the President when deemed necessary or upon written request of any five Voting Units of the Association. Written notices of all special meetings shall be distributed to all of the Voting Units, together with the purpose of such meetings at least seven (7) days prior to the time of such special meetings, and such special meetings shall be limited in scope to the particular purpose(s) set out in the written notices.

The Executive Committee shall meet when deemed necessary by at least four (4) members of the Executive Committee.

ARTICLE X - ELECTION

The election of the officers and other Executive Committee members shall be held at the May meeting of the Association. The President shall appoint a Nominating Committee one month prior to the Association meeting to prepare a slate of nominees. Additionally, nominations may be made from the floor by members of the Association. If no nominations are made from the floor, the proposed slate compiled by the Nominating Committee will be voted on as a whole.

In the event that any officer or Executive Committee member can not fulfill his or her obligations of office, the Executive Committee shall select a member to complete the balance of the term. The Vice President shall automatically become "President Pro-Tem" in the event that the president cannot fulfill the term. The newly selected member shall become a non-officer but member of the Executive Committee. The position of Vice President shall be appointed by the President Pro-Tem from the existing Executive Committee members.

ARTICLE XI - DUTIES OF OFFICERS

The President shall preside at all general meetings of the Association and Executive Committee and shall have the power to appoint all committees, shall be able to call special meetings, shall draft and sign all correspondence under the name of the Association.

The Vice President shall assist the President in the performance of duties, preside in the President's absence, and succeed to the office of President in the event that the President can not complete his or her term, or is otherwise temporarily unavailable.

The Secretary shall be responsible for the performance of all the usual duties pertaining to the office of Secretary, including the permanent recording of minutes of each regular and Executive committee meeting and to be read at each of the following corresponding meetings. The Secretary shall be responsible for typing all correspondence of the Association and Executive Committee, arrange for the preparation and mailing of all notices, maintain and distribute an annual roster of membership, and otherwise assume any other duties of Secretary. The Secretary shall also maintain a list of all homes that are under covenants, which ones are under covenants with waivers, and which homes are not under covenants. It may be necessary to update the list as more homeowners sign onto the covenant agreements.

The Treasurer shall receive the dues and all monies belonging to the Association, shall keep the funds of the Association in a bank protected by the Federal Reserve Deposit Insurance Corp., shall keep accurate records of all money transactions of the Association and submit statements of the financial status of the Association at regular general meetings, shall submit the books and records to an annual audit of the new and old Executive Committees at the time of transfer of duties. In addition, the books and records shall be subject to the audit of the Executive Committee or an independent outside auditor upon vote of the majority of the members.

The outgoing Treasurer shall validate with the bank the signatures of those officers authorized to countersign checks by the first day of the fiscal year. (Authorized signatures will be outlined in Article XII.)

The Executive Committee shall constitute the executive body of the Association and shall exercise general supervision over the interests of the Association. The Executive Committee shall also be the final authority for the interpretation of these Bylaws in light of any action taken or contemplated by the Association.

The Executive Committee shall have the right at all times to examine any and all records of the Association.

Article XII - APPROPRIATIONS AND EXPENDITURES

The Association shall make available to the Treasurer a petty cash sum of \$100 for miscellaneous expenditures connected with the Association. This fund shall be replenished after a written accounting. Any appropriations or expenditures shall be submitted to the Executive Committee prior to purchase, for authorization. Any expenditure over \$500.00 requires approval of the majority of Voting Units present at a General Meeting or Special Meeting called for the purpose of such approval. The Treasurer shall draft a budget for the upcoming year and present it at General Meetings for approval by DHOA members. In general, there will be allowed a 20% variance for unexpected overruns.

The persons authorized to sign such checks will be the President, Vice President and Treasurer. Financial records are open and can be reviewed by any DHOA member by setting up a mutually convenient appointment with the Treasurer.

ARTICLE XIII - ORDER OF BUSINESS

Order of business for regular meetings of the Association shall be as follows:

- 1) Read minutes of previous meeting.
- 2) Treasurer's report.
- 3) Special Committee reports.
- 4) Unfinished business.
- 5) New business.
- 6) Suggestions for the good of the Association.
- 7) Adjournment.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

The rules contained in the ROBERT'S RULES OF ORDER, most recent Revised Edition, shall govern the conduct of the meetings.

ARTICLE XV - IMPEACHMENT

If any officer or member of the Executive Committee shall be absent from any two (2) successive meetings without just cause or reason, either the Executive Committee or members may institute proceedings to impeach said person. Impeachment shall constitute a vote of the majority of Voting Units present.

ARTICLE XVI - AMENDMENTS

These Bylaws may only be modified, amended or altered by a two thirds (2/3) vote of the Voting Units present at any regular meeting of the Association or at a special meeting called for this purpose, provided however, that in any event, prior notice in writing shall be distributed to the members and/or Voting Units of any proposed modification, alteration, or amendment to the Bylaws giving the substance of such proposed modification, alteration or amendment.

ARTICLE XVII - INDEMNIFICATION AGREEMENT

The Association shall indemnify and hold harmless any person, who was or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he/she is or was a director, committee member or officer of the Association, against

expenses (including attorney's fees) judgments, fines, and amounts paid in the settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith in a manner he/she reasonably believed to be in, or not opposed to, the best interests of the Association, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Any such indemnification, however, shall be made by the Association only as authorized in the specific case upon determination that indemnification of the person is proper in the circumstances because he/she has met the applicable standard of conduct set forth hereinabove. Such determination shall be made (1) by the Executive Committee members who were not parties to such action, suit or proceeding; or (2) by the affirmative vote of a majority of the members of the Association entitled to vote; or (3) by a firm of independent legal counsel then employed by the Association, in a written opinion.

ARTICLE XVIII - COVENANTS

All homeowners are compelled by virtue of the ownership of their property to observe the covenants of Phases I & II of the Deerbrook Subdivision until these expire in 2003 and 2005, respectively. (See Appendix I - Covenants, Deerbrook Phase I). All homes whose owners signed onto the 2003 covenants are held to the 2003 covenants (with negotiated waivers, in some cases) after the expiration of the aforementioned original covenants. Covenants may be invoked by individual homeowners, by the DHOA Executive Committee, or by their designees if an Architectural Control Committee is given this function. For homes not under covenants, Gwinnett County Property Maintenance Laws and other local ordinances may be used, in that Board Members or other residents may report problem situations to the County for enforcement. This measure may also be used for homes under covenants if the home is in violation of any local ordinance.

Addenda to Bylaws, Summarized as of 2019:

Privacy Policy (see separate detail) passed in 2005 and updated in 2008 by the General Membership.

Dues for household membership increased to \$60 per year per household in May 2006.

Quorum for General Meetings changed to 20% in May 2004

Update submitted by Patricia Yeargin May 8, 2019

DHOA Privacy Policy

Passed May 9, 2005, at general membership meeting
With changes passed at May 12, 2008 general membership meeting
[Additional changes to be discussed at the 10/12/08 general meeting
underlined on page 2.]

Directory (discontinued)

The last revision of the directory was compiled in 2020 and is not intended to be revised again. The telephone numbers may be used by the DHOA Board to notify residents of meetings or other neighborhood gatherings; or may be used to call residents in regard to neighborhood business. Residents may use the directory to call other residents as needed. At no point will any copy of the directory be made available electronically to guard against identity theft.

Guarding of E-mail addresses

Everyone hates spam e-mail, and it is hard to stop once it starts. Because of that, e-mail addresses are only collected for use in sharing information of interest to the entire neighborhood. E-mail addresses were not placed in the neighborhood directory, and when notices are sent out to DHOA homeowners, the list of addresses to which it is sent is "blinded," or suppressed in such a way that the recipient cannot read addresses of other recipients.

Types of Notices for Which E-mail May and May Not Be Used

E-mail addresses are kept by a Board member who is also responsible for determining what does and does not get sent out via e-mail. Any resident can request to have a notice sent out to the DHOA e-mail address list, but only certain types of notices may be accepted for sending out, as follows.

Information that can be sent out via e-mail include such information that is shared for the good of the recipient or the neighborhood, such as:

- Newsletters
- Yard sale notices
- Hazard situations within the neighborhood
- Reminders of general meetings or DHOA gatherings

Solicitations for sales or services of any kind that will provide profit for a person or company are not accepted for e-mail distribution. This means no e-mail ads are accepted.

Frequency of E-mail Notices to DHOA Residents

Taken all together, this should never average more than one message per month from DHOA. This rule may be temporarily suspended if there is a way to use e-mail to improve safety conditions in an emergency situation, where there is some danger of harm to DHOA residents' person or property.

Web Site

DHOA has a small web site that is maintained by volunteer residents. Although newsletters may be placed on the web site, and other notices of general interest, information such as telephone numbers and email addresses are not to be placed there without the consent of the resident. Board members' phone numbers and the general DHOA email address may be listed if they are part of the newsletter. However, to avoid automatic web crawlers picking up email addresses, we will start using the word AT instead of the symbol @ when email addresses are published.

Any information on the website pertaining to a resident which he/she does not wish to have publicly available shall be removed by the DHOA at the resident's request. Articles of information that may be removed include, but are not limited to, full name, address, telephone numbers, and e-mail addresses. If a resident wishes information to be removed, they should contact a board member with details of the information they would like removed, along with the URL where the information is located. The board member should then forward this request to the DHOA webmaster, who shall remove the information as soon as possible.

Advertising

The membership does not wish pop-up ads on the DHOA web site. However, they are willing to allow paid ads that they may click into from the home page.

Disclaimer

The DHOA is a small organization run by volunteer members. DHOA is not liable for harm caused by errors in interpreting or implementing this policy.

STATE OF GEORGIA
GWINNETT COUNTY

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

FOR

DEERBROOK SUBDIVISION

IN RE: All those tracts or parcels of land lying and being in Land Lot 83 of the 6th District of Gwinnett County, Georgia, and being all of Deerbrook Subdivision, Units One, Two, Three and Four, in Land Lot 83 of the Sixth District, Gwinnett County, as per plat books 12, page 208; plat books 13, page 222; plat books 21, page 193; plat books 21, page 221; plat books 25, page 12; plat books 28, page 77; plat books 27, page 14; plat books 32, page 190; Gwinnett County Records (hereinafter referred to collectively as "Deerbrook" and/or the "subdivision") and, those certain prior restrictions as recorded in Deed Book 1923, Page 76; recorded in Deed Book 2631 Page 139; recorded in Deed Book 2979 Page 309, recorded in Deed Book 2762 Page 370 and as said prior restrictions may have been modified or revised (hereinafter referred to collectively as the "prior restrictions").

THESE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS, (hereinafter the "Declarations"), are made and published this 1st day of November 2003, by the undersigned property owners.

WHEREAS, the undersigned are the owners of certain lots in Deerbrook (the exact lot numbers being enumerated adjacent to their herein below). These Declarations shall supersede and replace those prior and will, where conflicting therewith, control and be binding upon each of the undersigned property owners and their successors.

WHEREAS, it is in the best interest, benefit and advantage of the undersigned and to each and every person who shall hereafter purchase any lot from the undersigned in said subdivision (whether vacant or containing a dwelling thereon) that certain covenants governing and regulating the use and occupancy of the same be established, set forth, declared, imposed and adopted as covenants running with the land;

NOW THEREFORE, for and in consideration of the premises and of the benefits

to be derived by each of the undersigned and each and every subsequent owner of any lot or dwelling in said subdivision, the undersigned do hereby establish and declare the following protective covenants to apply to the undersigned and to each and every lot or dwelling owned by the undersigned in said subdivision and said properties shall be sold, devised, conveyed, used, mortgaged or otherwise encumbered subject to these protective covenants. Every subsequent owner of any interest in any such lots or dwellings by acceptance of a deed or other conveyance of such interest, whether or not it shall be so expressed in any such deed or other conveyance, whether or not such deed or other conveyance shall be signed by such person, and whether or not such other person shall otherwise consent in writing, shall take subject to this Declaration and to the terms and conditions hereof and shall be deemed to have assented to such terms and conditions.

1. Duration. These Declarations shall be effective for a period of twenty years from the date on which the same are filed of record in the Deed records of the Clerk of Superior Court of Gwinnett County, and shall, thereafter be automatically extended for an additional like term unless terminated pursuant to the provisions of O.C.G.A. Section 44-5-60 as amended.

2. Architectural Control. No building shall be erected, placed, altered or permitted to remain on said land until the building plans, elevations, specifications of exterior materials, specifications of exterior finishes have been approved in writing by the Deerbrook Homeowners Association, its successors or assigns as to the conformity and harmony of exterior finishes, exterior design and as to the location of the building with respect to topography and finished ground elevations, which approval shall be at the sole discretion of the Deerbrook Homeowners Association. The above covenant also applies to exterior re-decorations, alterations, and additions.

An Architectural Control Committee, appointed by the President, must approve in writing any such changes and additions prior to work beginning.

All exposed metal roof flashings, stack vents, attic ventilators and metal chimney caps shall be painted to match roofing color. All stack vents and attic ventilators must be located on the rear slopes of roofs.

3. Land Use and Building Type. No lot shall be used except for single-family residential purposes. No building shall be erected, altered, placed or permitted to remain on any lot other than one detached single family dwelling not to exceed two and half stories in height and a private garage for not more than three cars. No lot may be re-subdivided nor more than one dwelling may be placed on a lot.

a) No schools, churches, kindergartens, temporary buildings, shacks, tents, mobile homes, modular homes, relocatable or relocated homes shall be placed or maintained on any lot in the subdivision.

b) Notwithstanding anything contained in this Declaration to the contrary, Deerbrook Homeowners Association reserves the right to build or place on any

lot or lots or on any part or portion of any lot or property subject to this Declaration, community recreational facilities, including but not limited to, clubhouses, swimming pools, tennis courts playgrounds and accessory buildings or structures, including fences surrounding same.

c) Utility buildings must be constructed of wood or cinder block, must be compatible with the style of house, and must be located to the rear of the dwelling and not visible from the street.

4. Blocks. Whenever dwellings erected on any lots are constructed in whole or in part of concrete blocks, cinder blocks or any other fabricated masonry block units, such blocks shall be veneered with brick, natural stone, painted stucco or other approved material over the entire surface exposed above the finished grade.

5. Site Distances at Intersections. No fence, wall, hedge or shrub planting which obstructs sight lines at elevations between two and six feet above the roadway shall be, placed or permitted to remain on any corner lot within the triangular area formed by the street property lines and a line connecting them at points 25 feet from the intersection of the street lines, or in the case of a rounded property corner from the intersection of the street property lines extended. The same sightline limitations shall apply on any lot within ten feet from the intersection of a street property line with the edge of a driveway or alley pavement. No tree shall be permitted to remain within such distances of such intersections unless the foliage is maintained at sufficient height to prevent obstruction of such sight lines.

6. Fences and Walls. Fences and walls shall not be erected, placed or altered on any lot closer to any street than the rear edge of the dwelling built on said lot unless the same be retaining walls which do not in any event rise above the finished grade elevation or the earth embankments so retained, reinforced or stabilized. The exposed part of the retaining walls shall be made of railroad ties, landscape timbers, brick, and natural stone or other approved materials. No fences shall be constructed without written approval of the association. On corner lots, no fence or wall shall be constructed closer to a street line than the alternate building line applicable to such lot. In any event, there shall not be erected or placed on any lot in this subdivision a fence of the "cyclone" or "chain link" type.

For so long as any "cyclone" fences, existing as of August 1, 2003, remain, they will be grandfathered and shall be exempted from the terms of this provision, provided, however, that said cyclone fences are not visible from any street and are not located on any lot closer to any street than the rear edge of the dwelling built on said lot. On corner lots, no fence or wall shall be constructed closer to a street line than the alternate building line applicable to such lot. In the event, however that any such existing cyclone fence is removed or replaced after the date of these Declarations, any replacement fence erected on the property shall be subject to the terms and conditions of these Declarations.

7. Maintenance of Lots.

A) The grounds of each lot shall be maintained in a neat and attractive condition, as determined by the Deerbrook Homeowners Association, at all times, which such determination shall not be unreasonable.

b) Upon failure of any owner to maintain his lot in a neat and attractive condition, Deerbrook Homeowners Association may, after fifteen (15) days written notice to such owner, enter upon such lot and have the grass, weeds and other vegetation cut when, and as often as, the same is necessary in its judgment, and may have dead trees, shrubs and other plants and trash removed therefrom.

c) Such owner shall be personally liable to Deerbrook Homeowners Association for the reasonable cost of cutting, clearing, maintenance or removal and the liability for amounts expended for such cutting, clearing and maintenance shall become a permanent charge and a continuing lien upon such lot, enforceable by Deerbrook Homeowners Association by any appropriate proceeding in law or in equity including foreclosure of the lien against the lot to which it relates.

Although notice as given, hereinabove provided shall be sufficient to give Deerbrook Homeowners Association or its designated committee the right to enter upon such lot and perform the work required, entry for the purpose to perform the work required shall be only between the hours of 7 am and 6 pm on any day except Sunday or a legal holiday.

d) No dwelling or structure on any lot shall be allowed to fall into neglect or disrepair. In the case of fire damage, such dwellings shall be demolished and the debris removed within 75 days after said fire damage, except where the repair or rebuilding is begun within said 75 days and is completed within a reasonable time thereafter. Deerbrook Homeowners Association may from time to time grant an extension when deemed necessary. In any event, failure by the owner to take such action as is necessary to maintain, repair, or replace his dwelling shall, after 30 days written notice from Deerbrook Homeowners Association, shall be deemed as authorization to Deerbrook Homeowners Association to take such action as is necessary to repair or demolish said property at the charge or cost as a lien against the property, which shall be enforceable by any means available at law or equity, including foreclosures of the lien against the lot to which it relates.

8. Business Activity. No activity shall be conducted on any lot within the subdivision where a business license is required.

9. Mailboxes. All mailboxes shall be of a standard type as prescribed by Deerbrook Homeowners Association. No brick, stone or special design mailboxes are accepted.

10. Drainage. Catch basins and drainage areas are for the purpose of the natural flow of water only. No obstructions or debris shall be placed in these

areas.

11. Gardens Play Equipment and Pools. Only ornamental plants and shrubbery shall be allowed between the rear of the dwelling and any street line. Any vegetable garden or play equipment must be located between the rear of the dwelling and the rear lot line. No above ground pools are permitted.

12. Eyesores.

a) All clothes drying equipment and areas shall be so constructed so as to be hidden from any view from the street.

b) No lot or property shall be used as a dumping ground for rubbish or garbage. All garbage containers shall be decoratively hidden so as not to be visible from the street or adjoining lots.

13. Easements. Easements for installation and maintenance of utilities and drainage facilities are reserved as shown on the recorded subdivision plat.

14. Vehicles. Vehicles shall not be parked on any subdivision street or on any lot, including the driveway, so as to be visible from the street for periods of more than twenty-four continuous hours. The term vehicles, as used herein, shall include automobiles, trucks, motor homes, boats, trailers, buses, commercial vehicles, tractor-trailers, construction or farm equipment.

15. Guns. The use of firearms on the subdivision premises is prohibited. The term firearms include "B-B"guns, pellet guns and small firearms of all types.

16. Antennas. No one shall mount an antenna on their dwelling, which extends more than six feet above the highest part of the roof. Antennas should be mounted on the rear slope of the roof. The word "antenna" is used herein to include any-and all devices, including satellite dishes, designed to receive or transmit any type of communication signal.

17. Livestock and Poultry. No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except dogs, cats or other household pets may be kept provided that they are not kept, bred or maintained for any commercial purpose.

18. Signs. No sign of any kind shall be displayed to the public view on any lot except a professionally lettered sign of not more than five square feet advertising the property for sale or rent.

19. Security Lighting. No residents shall have exterior lighting visible from the street other than: a) one decorative post light, b) a street light in conformity with an established street lighting program for the subdivision, c) seasonal decorative lights at Christmas, unless specifically approved by the Deerbrook Homeowners Association.

20. Severability. Whenever possible each provision of this Declaration shall be interpreted in such manner as to be effective and valid, but if any

provision of this Declaration or the application hereof to any person or to any property shall be prohibited or held invalid, such prohibition or invalidity shall not affect any other provision or the application of any provision which can be given effect without the invalid provision or application, and to this end the provisions of this Declaration are declared to be severable.

21. Captions. The captions of each section hereof as to the contents of each section are inserted only for convenience and are in no way to be construed as defining, limiting, or otherwise modifying or adding to the particular sections to which they refer.

22. Implementation.

a) Zoning regulations applicable to property subject to this Declaration shall be observed. This document is inclusive of any and all Gwinnett County Property ordinances. In the event of any conflict between any provision of such zoning restrictions and the restrictions of this Declaration, the more restrictive provisions shall apply.

b) The above provisions notwithstanding, this Declaration does not impose or mandate that the Deerbrook Homeowners Association have any duty or obligation to act, or omit to act, to enforce any of the provisions in this Declaration. The failure of the association to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, provisions, or agreements herein contained shall not be construed as a waiver or a relinquishment in the future of the enforcement of any such terms, covenant, condition, provision or agreement. The acceptance of performance of anything required to be performed with knowledge of the breach of a term, covenant, condition, provision or agreement shall not be deemed a waiver of such breach, and no waiver by the Association of any term, covenant, condition, provision or agreement shall be deemed to have been made unless expressed in writing and signed by the authorized governing body of the Association.

23. Enforcement. If anyone bound to observe and comply with these Declarations shall or attempt to violate any covenant while the same is in force, it shall be lawful for any other person owning an interest in land subject to these covenants to prosecute any proceeding at law, or inequity, against such violator to prevent, or to recover damages for such attempt or violation. However, notwithstanding such individual right, any such person bound to so observe and comply with these covenants may, at any time and from time to time, delegate and assign to the Deerbrook Homeowners Association, in whole or in part, his/her rights under these covenants; and, if so assigned, is bound by the actions of said association. Any expenses incurred by the Deerbrook Homeowners Association Inc., legal or otherwise, with regards to enforcement of these protective covenants shall be a charge to cost as a lien against the property which shall be enforceable by any means available at law or equity, including foreclosures of the lien against the lot to which it relates.

In witness whereof, the undersigned being the owners of the property

described herein and enumerated by their signatures below, have hereunto set their hands and seals the day and year first set out above.

Signed, Sealed and Delivered in the Presence of:

_____ Witness

_____ Date

_____ Notary Public

_____ Date

_____ Deerbrook Homeowners Assoc. Inc.
(President)

_____ Date

_____ Witness

_____ Date

_____ Deerbrook Homeowners Assoc. Inc. (Secretary)

_____ Date

_____ Witness

_____ Date

*To receive a signed copy please contact DHOA secretary at deerbrookHOA@netscape.net This electronic copy has been provided for your convenience only.

Gwinnett County Requirements for Property Maintenance

Information regarding common violations of Property Maintenance Requirements can be found below in the **Gwinnett County Code Violation Explanation Sheet** which is reproduced here. The most recent (Aug 2019) PDF of the Explanation Sheet can be found online at

https://www.gwinnettcountry.com/static/departments/planning/pdf/QOL-02_code_enforcement_explanation_sheet.pdf

If you receive a citation that your home or property is in violation:

Citation cases are heard in the Environmental Division of Records Court at 115 Stone Mountain Street in Lawrenceville. Property Maintenance violations are subject to a minimum \$250 fine, not to exceed \$1000 and/or 60 days in jail per violation. Each day the violation continues shall be deemed a separate offense.

To report possible violations:

Please call the Quality of Life Unit at 770.513.5004, or report online:

<https://www.gwinnettcountry.com/web/gwinnett/departments/planninganddevelopment/codeenforcementqualityoflife>

For more info

Read the county's most-requested info on property maintenance:

<https://www.gwinnettcountry.com/web/gwinnett/departments/planninganddevelopment/frequentlyrequestedinformation>

Read the full Gwinnett County property maintenance ordinance here:

https://www.gwinnettcountry.com/static/departments/planning/pdf/property_maintenance_ordinance.pdf

January 28, 2020

Code Violation Explanation Sheet

PROPERTY MAINTENANCE ORDINANCE

Transfer of Ownership (14-260) – It shall be unlawful for the owner of any building or structure who has received a notice of violation to sell, transfer, mortgage, lease or otherwise dispose of such building or structure until the provisions of the notice of violation have been complied with.

Fences and Walls (14-284) – Fences & walls shall be maintained in a structurally sound condition and in good repair. Fences shall be free from loose or rotting materials and shall have braces and supports attached or fastened in accordance with common building practices. Fences shall be maintained free of nails protruding more than 1/16th inch beyond the face of any uncovered fence member. All multi-family parcels which contain eight units per acre or more, shall be fenced on all side with a chain link or wrought iron fence or other material approved by the Director of Planning and Development, no less than 4 feet in height. All damaged or missing portions of a fence shall be replaced with comparable materials and shall be attached to the existing portion of the fence. Fences shall not be externally braced in lieu of replacing or repairing posts, columns or other structural members.

Graffiti (14-285) – It shall be a violation of this Article for any person having a legal or equitable interest in a parcel of real property to permit graffiti to remain on a structure located thereon for a continuous period of more than 72 hours. For purposes of this section, the term “graffiti” shall have the same meaning as set forth in O.C.G.A. § 17-15A-2.

Grass, Weeds, and Uncultivated Vegetation (14-286) – Premises & exterior property shall be maintained free from grass, weeds, or uncultivated vegetation in excess of twelve (12) inches in height. The only exceptions are: 1) any parcel zoned RA-200 (Agriculture-Residence District) that is greater than one acre in size or 2) any parcel within a single-family residential zoning classification that is greater than 3 acres in size. Property owners abutting a right-of-way shall not allow yard trimmings to accumulate on a public street or sidewalk. The unpaved areas of front yards shall be maintained with grass, ground cover or other type of landscaping to such an extent that the soil is not subject to erosion.

Junk Vehicles (14-287) – Shall not be kept, permitted, parked, stored or maintained on any premises or public right-of-way. A *Junk Vehicle* is defined as any vehicle, automobile, truck, van, trailer of any kind or type, or contrivance or part thereof which is wrecked, dismantled, partially dismantled, stripped, partially stripped, inoperative, abandoned, discarded, or kept parked, stored or maintained on any premises or public right-of-way without a current license plate and/or decal displayed on the vehicle. Exceptions: 1) kept within a fully enclosed building on property in residential zoning districts, 2) kept on property zoned for repairing, reconditioning, or remodeling (cannot be stored for salvage).

Driveways and Walkways (14-288) – All private driveways & walkways connecting a driveway to a building shall be maintained in a passable condition so as to allow safe vehicular & pedestrian ingress/ egress to the building served. It is considered impassable if the driveway or walkway contains a grade separation of six inches or more.

Open or Outdoor Storage (14-289) – The open or outdoor storage of appliances, building material or debris, equipment, garbage, glass, material, merchandise, rubbish, trash or similar items shall not be permitted, maintained or stored on any premises. Exceptions include: Cut wood which is neatly stacked in lengths not to exceed 3 feet for the personal use of the owner or occupant and which is stored in a side or rear yard; Rubbish, garbage, trash or other similar items placed outside for collection by an authorized waste hauler not more than 24 hours prior to the designated collection date for that property.

Trees (14-290) – **Dead trees** that are hazardous to persons on adjacent property or to adjacent property are not allowed. **Tree Stumps** over 12 inches in height above ground level are not allowed more than 14 days after the tree has been cut. **Tree debris** which is felled trees, slash, or fallen tree limbs are not allowed on the ground more than 14 days. Exemptions: Cut wood neatly stacked in lengths not to exceed 3 feet and stored in a side or rear yard, Composting activities that comply with state law, and properties that are covered by a valid land-disturbing permit or zoned RA-200 (Residence-Agriculture) are exempt from both tree stumps and tree debris.

Swimming Pools (14-291) – Swimming pools, spas, and similar structures above ground, on ground, or in ground, shall be maintained in a safe, clean, sanitary, secure, and structurally and mechanically sound condition, so as to prevent stagnant water, which is conducive to the harboring or breeding of mosquitoes or other insects. A finding by a health official of the County Environmental Health Department shall constitute prima facie evidence that stagnant water in a swimming pool is conducive to the breeding or harboring of mosquitoes or other insects. All swimming pools shall be completely surrounded by a fence or other barrier having a minimum height of 4 feet. When the sides of an above ground pool are used as the barrier the ladder or steps shall be capable of being secured, locked or removed to prevent access; or the ladder or steps shall be surrounded by a barrier which meets these requirements.

Numbering Requirements (14-318) – Each one and two-family dwelling unit shall have posted and maintained in a conspicuous place on the property, visible from the street, providing general public access, the street number of such dwelling unit in figures at least four inches high on a contrasting background that will allow 24-hour visibility.

Exterior Surface Treatment (14-319) – All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches and trim shall be maintained in good repair. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints shall be maintained weather resistant and water tight.

Exterior Walls (14-320) – Exterior walls of buildings shall be maintained free from holes, breaks, rotting or loose materials; and shall be maintained weatherproof and properly surface coated as needed to prevent deterioration.

Foundation Walls (14-321) – All foundation walls shall be maintained so as to carry the safe design and operating dead and live loads of the structure and shall be maintained plumb and free from open cracks and breaks so as not to be detrimental to public safety and welfare. Every foundation, exterior wall, and other exterior surface shall be maintained in a workmanlike state of maintenance and repair.

Roofs (14-322) – Roofs of buildings shall be maintained so that they are structurally sound and in a safe condition and have no defects which might admit rain or cause dampness in the interior portions of a building. All portions, additions or sections of a roof including, but not limited to, the fascia, eave, soffit, sheathing, rafter tail, barge rafter, vent screening, gutter, downspout, roof jack, and metal flashing, shall be complete with all trim strips, moldings, brackets, braces and supports attached or fastened in accordance with common building practices. Gutters must be free of vegetation and in good repair. Roof drainage shall be adequate to prevent rainwater from causing dampness or deterioration in the walls or interior portion of the building.

Exterior Stairways, Decks, Porches, and Balconies (14-323) – Exterior stairways, decks, porches and balconies, and all appurtenances attached thereto, of buildings shall be maintained so that they are structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Windows (14-324) – Windows of buildings shall be fully supplied and maintained with glass window panes or with a substitute approved by the Director of the Department of Planning and Development, and such glass or substitute material shall be without open cracks or holes. Screens, if provided, shall be securely fastened to the window and maintained in good repair. Windows other than fixed windows shall be capable of being opened with reasonable ease and shall be held in position by appropriate window hardware.

Exterior Doors and Frames (14-325) – Exterior doors of buildings shall be maintained so that they fit reasonably well within their frames so as to substantially prevent rain and wind from entering a building. Exterior door jambs, stops, headers and moldings shall be securely attached to the structure and maintained in good condition without splitting or deterioration. Additionally, exterior doors shall be provided with proper hardware and maintained in proper working condition.

Garage Doors (14-326) – Garage doors shall be capable of being closed reasonably plumb, properly attached, and the exterior surface of garage doors shall be maintained weatherproof so as to prevent deterioration.

Decorative Features (14-327) – Cornices, belt courses, corbels, terra cotta trim, wall facings, shutters, light fixtures, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

Vacant Structure Registration (Permit) (VPR 14-437)

Vacant Real property that is intended for habitation, but not lawfully inhabited for at least 60 days and has no evidence of utility usage within the past 60 days or is partially constructed or incomplete without a valid building permit must be registered with Planning and Development, Building Permits Department within fourteen (14) days of the structure becoming vacant.

Vacant Structure Maintenance (PMO 14-328)

All vacant structures located within unincorporated Gwinnett County must be maintained in good repair and be in compliance with all applicable laws, codes and ordinances. Any vacant structure shall at a minimum:

- (1) Have all doors and windows and other openings weather-tight and secured against entry by the general public as well as animals. The vacant structure shall be secured using the conventional methods used in the original construction. Where securing the structure through conventional methods is not feasible or where the owner desires to board up the vacant structure, the owner or interested party must obtain a separate boarding-up permit from the Department of Planning and Development.
- (2) All roof and roof flashings shall be sound and tight such that no rain will penetrate the structure and must allow for appropriate drainage so as to prevent deterioration of the interior walls or other interior portions of the structure.
- (3) The structure must be maintained in good repair, be structurally sound and free from rubbish, garbage and other debris.
- (4) Supporting members of the structure shall be capable of bearing both live and dead loads and the foundation walls likewise shall be capable of supporting an appropriate load.
- (5) The exterior of the structure shall be free of loose or rotten materials as well as holes. Any exposed metal, wood or other surface shall be protected from the elements by appropriate weather coating materials (paint or similar treatment).
- (6) All balconies, canopies, signs, metal awnings, stairways, fire escapes or other overhanging extensions shall be in good repair and appropriately anchored. The exposed metal and wood surface of such overhanging extensions shall also be protected from the elements against rust or decay by appropriate application of paint or similar weather coating.
- (7) Any accessories or appurtenant structures, including but not limited to garages, sheds or other storage facilities shall meet the standards set forth in this subsection.
- (8) Have a plan for winterization of the vacant property if necessary.
- (9) Retaining walls, drainage systems, or other structures must be maintained in good repair and be structurally sound. Any existing fence shall be maintained in good repair with gates locked at all times.
- (10) Be in compliance with all applicable provisions of Article 14 of the Gwinnett County Code of Ordinances and all other applicable codes and ordinances of Gwinnett County (Property Maintenance Ordinance).

Boarding-up Structures (14-329) – Boarding-up Permit. No person, firm, association or corporation shall erect, install, place, or maintain boards over the doors, windows or other opening of any building or structure or otherwise secure such opening by a means other than the conventional method used in the original construction and design of the building or structure without first obtaining a valid boarding-up permit in accordance with this subsection. All boarded openings shall be painted with a minimum of 2 (two) coats of exterior paint, which is of a color compatible with the exterior color of the building (matching). For complete details regarding Board-up Permits, see www.gwinnettqualityoflife.com, select the Property Maintenance Ordinance.

Burned Structures (14-330) – Whenever any building or structure is partially burned, the owner or person in control shall, within thirty days after completion of the scene investigation by the Fire Department and/or insurer of the property, remove from the premises all refuse, debris, and all charred and partially burned lumber and material. 1) If such building or structure shall be burned to such an extent that it is rendered **incapable of being repaired**, the owner or person in control shall, within sixty days after completion of the scene investigation by the Fire Department and/or insurer of the property, remove from the premises all the remaining portion of the building or structure. If the building or structure is to be **repaired**, a permit shall be obtained and work shall begin within sixty days after completion of the scene investigation by the Fire Department and/or insurer of the property and shall be completed within one hundred eighty days from the date a permit is obtained.

Overcrowding (14-353) – Occupancy limits allow a maximum of 2 persons for each 120 square foot bedroom space. A minimum of 50 square foot of bedroom space must be added for each additional occupant. (See also Non-Permitted Use for definition of Family).

UNIFIED DEVELOPMENT ORDINANCE (ZONING)

Accessory Building, Structure and Uses. (UDO 230-120)

All accessory buildings, structures & uses of land such as a detached garage, utility building, shed, gazebo, barn, pool or tennis court:

- Shall be clearly subordinate to and supportive of the principal use
- Located in the **rear yard ONLY**.
- Cannot be located in the public right-of-way.
 - **Basketball Goals** adjacent to driveways are allowed in most residential zoning districts. They are prohibited from being placed in the right-of-way (at the street).
 - **Landscaping** shall not be located within the public right-of-way unless approved by Gwinnett County Department of Transportation.
- Is not allowed in the side yard of a *corner lot* that faces a public street, (considered a front yard).
- Cannot be built before its principal building is constructed.
- Cannot be utilized unless the principal structure is also occupied.
- Set-back requirements from all property lines and right of ways are based on the structure size / area:
 - 0-100 sq ft 5 feet setback
 - 101-300 sq ft 10 foot setback
 - 301-500 sq ft 15 foot setback
 - 500 + sq ft 20 foot setback
- The maximum cumulative total of all accessory buildings is based on lot size (see 230-120.13)

In residential districts, accessory buildings cannot:

- Exceed 50% of the primary dwelling.
- Be used for any commercial operation or human habitation (exception – accessory dwelling)
- Be used to store hazardous materials, waste products or putrescent materials.

Customary uses allowed in the **front yard**: fences, walls, gates and gatehouses, signs, mailboxes, covered mail kiosks, sidewalks, walkways, driveways, parking pads, parking lots, parking decks, lampposts, flagpoles, birdbaths, arbors, trellises, and landscaping. Walls, fences and landscaping are not allowed to be placed in the county right of way.

Exceptions:

- In agricultural zoning districts, barns and stables, silos, animal enclosures and agricultural buildings that are customarily related to commercial farming are allowed in front yards.
- In commercial zoning districts, fountains, statuary and similar decorative features; gasoline pumps and canopies; vacuum stands and canopies; donation collection boxes (Section 230-130) are allowed in front yards.

Building Permit Required (CC 106.1) – No building or other structure shall be erected, moved, added to, or structurally altered without a Building Permit issued by the Department of Planning and Development. A building permit is required to be obtained for accessory buildings and structures that are 121 square feet or greater in size. A building permit is required regardless of size if the proposed structure contains electrical or plumbing systems. (Example: shed, workshop, gazebo, carport, deck).

Certificate Required (CC 113.1-Occupancy or CC 113.2-Completion) – A Certificate of Occupancy issued by The Department of Planning and Development is required prior to use or occupancy of any lot or building or change in any use thereof and shall not be issued unless the lot or building or structure complies with all the provisions of this Resolution.

Dumpsters (UDO 230-120.14) Dumpsters and screening shall be located only in the rear or side yard a minimum of 5 feet from property lines and any buffer. They must be placed on a concrete pad of sufficient size & strength to support the weight of service vehicles. Minimum pad size is 10 feet wide by 30 feet long. Screening is required not less than 6 feet in height. Construction dumpsters are allowed for 30 days or with an active building permit and are exempt from screening requirements.

Home Occupation (UDO 230-130.3.Q) – In addition to obtaining a Business License (18-20), operating a business within the dwelling of the home must meet the following requirements:

1. Only family members residing in the home can conduct the home based business.
2. No sale of product or service can occur on or adjacent to the home without a Special Use Permit.
3. The home occupation shall not involve group instruction or group assembly of people on premises.
4. There shall be no exterior evidence of a business. No business activity or signage.
The business shall be conducted only within the enclosed living area of the home (basement included).
There shall be no display or storage of products, materials, or machinery on the exterior of the home.
5. There shall be no increase or decrease in the normal flow of traffic.
There shall be no increase in on-street or off-street parking.
6. No equipment, supplies or materials may be utilized or stored in the conduct of the home occupation except that which is normally used for purely domestic or household purposes. Samples, however, may be kept on the premises but neither sold nor distributed from the residence.
7. No more than 25% of the home may be used for the business.
8. One business vehicle used exclusively by the resident is permissible. This vehicle may only be an automobile, pick-up truck, van or sport-utility vehicle.
9. Signage is not allowed (see Sign Ordinance 78-107(8))

Livestock (UDO 230-130.3.CC)

In agricultural zoning districts: corrals, stables, barns, pens, coops, chicken houses, and other similar livestock quarters shall be located no closer than 100 feet to any property line.

In non-agricultural zoning districts: the raising and keeping of livestock (cattle, horses, donkeys, mules, goats, sheep, swine and other hooved animals; poultry, ducks, geese, pigeons, peacocks and other live fowl; and fur or hide-bearing animals; (other than small species of pigs, cage birds or rabbits kept within a dwelling as a household pet or chickens) whether owned or kept for pleasure, utility or sale on a parcel which contains the dwelling of the owner of the livestock is permitted, provided that the parcel is at least 3 acres in area and all animal quarters are located no closer than 100 feet to any property line.

Exception: Chickens (UDO 230-130.3DD) In non-agricultural residential zoning districts: the keeping of chickens for personal pleasure or utility on a parcel which contains the dwelling of the owner is permitted, subject to the following requirements:

- a) Minimum lot size – 10,500 square feet (0.24 acres)
- b) Kept securely in an enclosed yard or 6-sided pen at all times
- c) Minimum pen area for chickens – 10 square feet per bird
- d) Housed at least 20 feet from any property line & 50 feet from any residence other than the owner’s
- e) Any structure housing chickens must be located in the rear yard
- f) Roosters are prohibited (not allowed).
- g) Maximum number of chickens per lot size
 - a. 3 birds = 10,500 sq. ft. – 12,499 sq. ft. (0.24 – 0.29 acres)
 - b. 5 birds = 12,500 sq. ft. – 24,999 sq. ft. (0.30 – 0.57 acres)
 - c. 8 birds = 25,000 sq. ft. – 39,999 sq. ft. (0.58 – 0.92 acres)
 - d. 10 birds = 40,000 sq. ft. – 2.99 acres (0.93 – 2.99 acres)
 - e. No maximum = 3 acres or more
- h) Minimum coop size – 4 square feet per bird
- i) Birds are only permitted as pets or for egg laying production; cannot be kept for slaughter.
- j) Birds must be kept under sanitary conditions & not a public nuisance as defined by State law.

Non-Permitted Use (UDO 230-100) – Only certain uses are allowed in each zoning district.

Residential Examples include:

Single Family residential districts do not allow multi-family dwellings or occupancy. A single-family dwelling allows one family defined as one of three situations: 1) related by blood, marriage adoption or 2) no more than three (3) unrelated persons; or 3) two 2 unrelated persons and their children. All are subject to the overcrowding requirements found in Section 14-345 of the Property Maintenance Ordinance. Also, single family structures cannot be converted to a multi-family dwelling without rezoning approval. Operating a commercial business from a residential zoning would also be prohibited (exception – customary home occupation).

Garage / Yard Sales (18-42) A private individual or group may conduct, not more than once in a six-month period, a sale of used items, baked goods, or other food items. Such an event shall be limited to three consecutive days. Signs advertising these events shall not be placed within the public right-of-way, on trees, utility poles and or traffic control devices. Signage allowed is as follows: up to four (4) four square feet signs, or one (1) single sign with a maximum square footage of sixteen (16) feet.

Off Street Parking (Yard Parking) (UDO 240-10.3.B,C) – In a residential district, the parking of any motor vehicle except on a hard-surfaced driveway or in carport or garage is prohibited. Any recreational vehicle or non-motor vehicle may only be parked in a carport, enclosed structure, or in the rear yard on a paved surface or approved porous or grassed paving system. Any vehicles parked in the rear yard not in a carport or an enclosed structure must be parked at least 15 feet from the property line. Vehicles or equipment used for agricultural purposes on residential property with 5 or more acres are exempt from hard surface requirements if parked outside the required front setback. The maximum allowable paved parking or hard surface area in front yards shall not exceed more than 35% in most zonings. No parking areas may be used for the sale, repair, dismantling, servicing or long-term storage of any vehicles or equipment. (UDO 240.10.5)

Driveway Design Standards (UDO 900-40) Driveways shall generally intersect streets at right angles. The portion of the driveway located within a public right of way shall be paved. Driveways providing access to parking lots which contain five or more spaces shall be paved in accordance with the parking requirements in Chapter 240.

Swimming Pool Permits & Location (UDO 330-50) A Swimming Pool Permit is required for any structure intended for swimming, recreational bathing or wading that contains water over 18 inches including in-ground, above-ground and on-ground swimming pools, hot tubs, spas and fixed-in-place wading pools. These are permitted as an accessory use and can be located only in the rear or side yard. (UDO 230-120.3)

Vehicle Parking Area – Residential (UDO 240-110.2) –In all residential zoning districts, the parking of the following vehicles is prohibited: any vehicle for hire including but not limited to limousines, taxis, box trucks, flatbed trucks, dump trucks, tow trucks, transport wreckers, tandem axle trucks, cab-on-chassis trucks, tractor trailers, wheeled attachments, pull behind cement mixers, or trailers, bucket trucks, buses, earth moving machinery, semi-trailers, and this restriction also applies to any vehicle over **20 feet** in length, or **7 feet in height**, or **7 feet in width**. Vehicles used for agricultural purposes on residential property with five (5) acres or more are permitted if parked outside the required front yard setback.

Exceptions: An automobile, pick-up truck, van, or SUV used to provide daily transportation to and from work (except those vehicles that fall under the requirements for Section 230-130 Customary Home Occupation) and a commercial vehicle that is parked temporarily in conjunction with a commercial service, sale, or delivery.

Walls and Fences (UDO 230-80) – Walls and fences are permitted in all zoning districts with no setback requirement. They cannot exceed 8 feet in height within a side or rear yard. Corner lots have 2 front yards.

Any wall or fence in the front yard of property less than 3 acres:

- 1) cannot exceed 4 feet in height
- 2) must be ornamental or decorative made of brick, stone, wood, stucco, wrought iron or split rail.
- 3) cannot be made of woven wire, metal fabric (chain link, hog wire or barbed wire) or electric.

No wall or fence can be made of exposed concrete block, tires, scrap metal, sheet metal, plastic/fiberglass sheeting, vinyl siding or fabric, plywood, pallet material, junk or other discarded items (residential and commercial). Walls and fences are not allowed to be placed in the county right of way.

COMMON COMMERCIAL VIOLATIONS

Commercial Vehicle Signage (UDO 240-110.1) – In any commercial zoning district, delivery/service vehicles & vehicles displaying advertising must be parked within the side or rear yard & may not be parked within the front yard.

Dumpsters (UDO 230-120.14) Dumpsters & screening shall be located only in the rear or side yard a minimum of 5 feet from property lines and any buffer. They must be placed on a concrete pad of sufficient size & strength to support the weight of service vehicles. Minimum pad size is 10 feet wide by 30 feet long. Screening is required not less than 6 feet in height. Construction dumpsters - allowed for 30 days or with an active building permit & exempt from screening.

Handicapped Parking Spaces (UDO 240-50) – Off-street parking shall comply with ADA standards and Georgia State Law for Accessible Design and the Georgia Accessibility Code for Buildings and Facilities for all multifamily and non-residential uses.

Maintenance and Appearance of Parking Lots (UDO 240-60.3.C) – Parking lots shall be maintained in good condition, free of potholes, weeds, dust, trash and debris. Porous paving and grass paving systems shall be maintained to function as designed.

Non-Permitted Use (UDO 230-100) – Only certain uses are allowed in each zoning district. There are several commercial zoning classifications such as C-1 Neighborhood Business District, C-2 General Business District, C-3 Highway Business District, then there are M-1 Light Industry District and M-2 Heavy Industry District as well as others. Within each, there are certain additional uses allowed when granted a Special Use Permit. For example: Both Auto repair and Auto Sales are allowed in C-3 zoning; however each would also be allowed in C-2 provided a Special Use Permit is obtained.

Numbering Requirements (PMO 14-318) –

Multifamily requirements- Each multifamily building with 3 or more dwelling units shall have posted and maintained in a conspicuous place on the building, visible from the parking lot or street providing general public access, the addresses or numbers of the building in figures at least 6 inches high on a contrasting background and each individual apartment/unit within the building shall be marked on or about its main entrance with the individual apartment/unit number and/or address in figures at least 4 inches high on a contrasting background that will allow 24-hour visibility. Also, if a multifamily building has more than one exterior entrance, each such entrance shall be marked, in figures at least 4 inches high on a contrasting background, with the number and/or address of each and every individual apartment/unit or numerical range of apartment units to which access is provided through that common entrance.

Business and other nonresidential building requirements- Each business or other nonresidential building shall have posted and maintained in a conspicuous place of the property visible from the street providing public access, the address and /or street number of such building in figures at least 4 inches high on a contrasting background that will allow 24-hour visibility. If the numbers are not placed within 15 feet of the back of the street curbing or edge of the street surface, then such figures shall be at least 6 inches high. A quadrant designation will be posted as part of the address in figures at least two inches high on a contrasting background of a material that will allow 24-hour visibility and be placed with the number designation.

Off Street Parking (UDO 240-10.3.A) - In any non-residential district, the parking of any vehicle on other than a paved surface is prohibited.

Operating Without an Occupational Tax Certificate (Business License) (18-20) – Each person engaged in any business, trade, profession, or occupation in unincorporated Gwinnett County shall pay an occupation tax for such business, trade, profession, or occupation. The actual Certificate is to be displayed in a conspicuous place and must be valid at all times. The following businesses are not covered by the provisions of this ordinance (18-33) but may be assessed an occupation tax or other type of tax: insurance companies, motor common carriers, and depository financial institutions (banks).

Vehicle Parking Area – Commercial (UDO 240-110.1) In any commercial or office zoning district, delivery/service vehicles and vehicles displaying advertising must be parked within the side or rear yard and may not be parked within the front yard.

SOLID WASTE

Placement of Containers & Collection Hours (82-56.a.6.c)

Each residential service unit shall place the solid waste storage container at the curb no earlier than 3:30 p.m. on the day prior to the scheduled pick up and shall have the container removed from the curb no later than the day following scheduled collection.

SIGN VIOLATIONS

Prohibited Signs [SO Section 78-107 (1-22)] – Types of prohibited signs include roof signs, streamers, portable, trailer, sidewalk, sandwich, curb, or A-frame signs, multi-faced signs, and animated signs (motion, flashing, blinking, rotating, varying light intensity). Signs that contain obscenities or simulate or hide a traffic control device are not allowed. Signs that emit noise, interfere with road visibility, obstruct the flow of traffic or access to fire escapes are not allowed. Signs that do not conform to building & electrical codes or that fail to display a permit number when required are prohibited. Temporary signs are not allowed in any **Overlay District**. All signs which are structurally unsound, dilapidated or neglected or abandoned commercial signs are also prohibited.

Although a sign may be allowed, it cannot be placed within any public right-of-way or nailed, fastened or affixed to any tree, rock, post, curb, utility pole, natural feature, street sign or marker, traffic control sign or other structure and cannot be placed on property without the owner's permission. Window signs cannot exceed 20% of the window area per tenant elevation.

Generally Permitted Signs (formerly known as Exempt) (SO 78-109)

Signs that are considered exempt or allowed would include:

Non-illuminated, temporary freestanding signs (banners excluded). Each lot or parcel is allowed either one large sign (16 square foot or less) **OR** 4 small signs (4 square feet or less). None can be taller than 8 feet above the grade level. These signs must be placed on private property, **not in the public right-of-way**.

These include ***garage or yard sale signs***.

- Signs for address numbers or private trespassing signs. One official Emissions sign is allowed per road frontage. Small swinging signs (less than 3 square feet), or projecting signs (no more than 3 sq. feet) that are attached under an eave or awning of a building above a business entrance.
- Also, signage (8 sq. ft. maximum) on courtesy benches, trash receptacles, newspaper boxes, automated teller kiosks and phone booths is allowed (1 sign per bench or receptacle per lot) and on vending machines.
- Graduation banners placed on residentially zoned property. Such banners may be no more than 24 square feet in size and must be maintained in good condition and individually attached to a pole, mast, arm, or other structure. A graduation banner may not be displayed on any lot for more than 60 consecutive days.
- Flags when displayed on purpose-built, professionally fabricated flagpoles and both maintained in good repair. In commercial zones, poles cannot exceed 50 feet unless approved. In residential zones, poles cannot exceed 25 feet in height. Each lot is allowed a maximum 2 flags per pole. Flagpoles must be setback from all property boundaries the same distance as their height. Flags displaying a logo, message, statement or commercial message and banners are subject to temporary sign requirements. On officially designated county, state or federal holidays there shall be no maximum flag size or number on display. A sign permit is not required for flags.

Temporary Signs (SO 78-108)

A permit is required for the following:

- (1) **Air or gas-filled device** (maximum 20 feet tall, 150 square feet in area) in commercial zones / 4 feet tall, 16 square feet in residential zones).
- (2) **Banners** (maximum 16 square feet in area, must be individually attached to a pole, mast or arm, only one per public street frontage and maintained in good condition).
- (3) **Search lights** and similar devices.

Updated 8-6-2019

Septic Tank Maintenance

It is the responsibility of the home or business owner to maintain, repair, or replace all components of the septic system. Failing to complete some simple but important maintenance steps can result in system failure and expensive repairs along with public health and storm water pollution problems. Maintaining this vital system is important for all these reasons. We have provided the following resources in an attempt to assist you in maintaining your septic system. Please make use of these materials and if you have any questions please contact the Environmental Health Section of the Gwinnett County Board of Health at **770.963.5132** or go to their website at www.gwinnetthealth.com.



Do I have a Septic Tank?

Every Deerbrook home has a septic tank.

Where is my septic system located on my property?

Homeowners often have difficulty locating their septic system(s) on their property. The Environmental Health Section maintains records for septic systems installed since 1959.

You can obtain a copy of a site sketch showing approximate location by contacting the Environmental Health Section. You can call them at 770.963.5132 or visit online at [https://www.gwinnettcounty.com/static/departments/ITS/pdf/GIS Browser Septic Tank Quick Start Guide.pdf](https://www.gwinnettcounty.com/static/departments/ITS/pdf/GIS_Browser_Septic_Tank_Quick_Start_Guide.pdf)

Free Septic Tank Maintenance Kit and Online Video Workshop

Gwinnett County has a wonderful publication with information on Septic Tanks, as well as pages you can use to track Septic Tank Maintenance all in one place. It's called the **Homeowner's Guide to Septic System Maintenance**. You can find this Guide online*: https://www.gwinnettcounty.com/static/departments/water/pdf/Septic_Kit.pdf

If you would like a printed/hard copy of the Kit, please e-mail your name, full mailing address, e-mail address, and phone number to dwrconserve@gwinnettcounty.com.

You can also find a video workshop about Septic Tank Maintenance online here: <https://www.gwinnettcounty.com/web/gwinnett/Departments/PublicUtilities/StormwaterManagement/PublicEducation/Videos>

Or search "septic tank maintenance video with Dr. Larry West" and it should come up.

*The Homeowner's Guide to Septic Tank Maintenance Kit is provided in pdf format and requires Adobe Acrobat Reader for viewing online. You can download a free copy of Adobe Acrobat Reader if you don't have it already.

How Septic Systems Work

Households that are not served by public sewers depend on septic systems to treat and dispose of wastewater. Septic systems represent a significant financial investment. If cared for properly, a well designed, installed, and maintained system will provide years of reliable, low-cost service.

A failing system can become a source of pollution and public health concern, causing property damage, ground and surface water pollution, and disease outbreaks. ***Once a septic system fails, replacement costs thousands of dollars.*** Plus, if you sell your home, your septic system must be in good working order. It makes good sense to understand and care for your septic system.

There are many different types of septic systems that fit a wide range of soil and site conditions. The following will help you understand the main components of a septic system and how to keep it operating safely at the lowest possible cost.

A standard septic tank system has three main parts:

- **The Septic Tank** — A septic tank's purpose is to separate solids from the wastewater, store and partially decompose as much solid material as possible, while allowing the liquid (or effluent) to go to the drainfield. Wastewater from your toilet, bath, kitchen, and laundry flows into the tank and remains there for up to 24 hours (known as the retention time) before it passes to the drainfield. The retention time allows the solids to separate from the liquids—heavy solids settle to the bottom as sludge and the lighter particles rise to the top, forming a scum layer. ***Although bacterial action breaks down some of the solids, up to 50 percent remain in the tank.*** This is the main reason that septic tanks must be pumped periodically. In addition, the solids left in the tank reduce the capacity of the septic tank over time, and increase the risk of system failure.
- **The Drainfield** — After solids settle in the septic tank, the liquid wastewater (or effluent) is discharged to the drainfield, also known as an absorption or leach field. The drainfield is a network of perforated pipes laid in gravel-filled trenches or beds. It's important to protect the drainfield from cars or heavy equipment to avoid cracking or crushing pipes.
- Drainfields have limited capacity, so it helps to conserve water and divert water runoff from the drainfield area. When there's more water than it can absorb, the system can't drain and filter effluent before it reaches groundwater.
- **The Soil** — The soil below the drainfield provides the final treatment and disposal of the septic tank effluent. After the wastewater has passed into the soil, organisms in the soil treat the effluent before it percolates downward and outward, eventually entering ground or surface water. The type of soil also impacts the effectiveness of the drainfield; for instance, clay soils may be too tight to allow much wastewater to pass through and gravelly soil may be too coarse to provide much treatment.

Maintenance Tips

Homeowners and residents have a great effect on septic system performance. Using more water than the system was designed to handle can cause a failure. ***Also disposal***

of chemical or excess organic matter, such as that from a garbage disposal, can destroy a septic system. The following maintenance tips can help your system provide long-term, effective treatment of household waste.

Inspect and Pump Frequently

The most important step to maintaining your septic tank is to remove sludge and scum build-up before it washes into the drainfield. How often your tank needs pumping depends on the size of the tank, the number of people in your household, the volume of water used, and amount of solids (from humans, garbage disposals, and any other wastes) entering the system. Generally, tanks should be pumped every 3 to 5 years.

Use Water Efficiently

Excessive water is a major cause of system failure. The soil under the septic system must absorb all of the water used in the home. Too much water from laundry, dishwasher, toilets, baths, and showers may not allow enough time for sludge and scum to separate. The less water used, the less water entering the septic system, resulting in less risk of system failure.

Minimize Solid Waste

What goes down the drain can have a major impact on your septic system. Many materials do not decompose and will build up in your septic tank. If you can dispose of it in some other way, do that rather than putting it into your system.

Keep Chemicals and Paint Out of Your System

Keep household chemicals out of your septic system, such as caustic drain openers, paints, pesticides, photographic chemicals, brake fluid, gasoline, and motor oil. Improper disposal of toxic chemicals down the drain is harmful to the bacteria needed to break down wastes in the septic system.

Septic System Additives

Adding a stimulator or an enhancer to a septic tank to help it function or "to restore bacterial balance" is not necessary. The naturally occurring bacteria needed for the septic system to work are already present in human feces.

What Can Go Wrong?

Like an automobile, septic systems are designed to provide long-term, effective treatment of household waste when operated and maintained properly. However, most systems that fail prematurely are due to improper maintenance.

If you notice any of the following signs or if you suspect your septic system may be having problems, contact a state-certified septic professional.

- Odors, visible sewage, wet spots, or lush vegetation growth in drainfield area
- Plumbing or septic tank backups (often a bad-smelling black or dark liquid)
- Slow draining fixtures
- Gurgling sounds in the plumbing system
- Lush green grass over the drainfield, even during dry weather

The above information was adapted 7/1/18 from Thurston County Washington's website at:
http://www.co.thurston.wa.us/health/ehoss/septic_basics.html

State certified Septic Tank Pumpers based in Gwinnett County:

- ✓ Action Septic Pro, LLC (678) 427-4442
- ✓ Beta Plumbing & Mechanical LLC (404) 641-0120
- ✓ C W Septic Tank Service (678) 863-1617
- ✓ Flanigan Brothers Septic LLC (770) 865-7704
- ✓ Global Septic Services (770) 564-3705
- ✓ Septic & Sewer Solutions, Inc. (404) 316-8854
- ✓ Septic Masters LLC (678) 646-7744
- ✓ Septic Service Pro, LLC (678) 292-8728
- ✓ Simply Septic Services (678) 755-6387
- ✓ Trapp Enterprises Inc. (770) 310-7716

For the most current information, please contact the State Environmental Health Office at (404) 657-6534.

Certified pumpers in other nearby counties may also service Gwinnett County, as certification is statewide and a company may work in multiple counties. The above listings were found on the State of Georgia website on July 1, 2018, and you can find the full listing of companies in other counties as well, at <https://dph.georgia.gov/sites/dph.georgia.gov/files/EnvHealth/Sewage/Contractors/EnvHealthPumpers2018-03-21.pdf>

VOLUNTEERING

Gwinnett Cares, a program of the Gwinnett Coalition, is a grassroots community actively and intentionally collaborating to help address real-time needs in the Gwinnett community. The initiative connects residents needing help to community-based organizations that can walk alongside them and help them regroup, revive and thrive. Gwinnett Cares also amplifies the work of local nonprofits and strategically helps streamline communication to Gwinnett's population of more than a million people about the vital resources and services they provide. Learn more at GwinnettCares.org.

The Gwinnett Helpline provides free and confidential information and resources to anyone calling with a need or concern. Callers speak to experienced volunteers who can help locate the type of service needed. The Gwinnett Helpline can be reached at 770-995-3339.

For more info, call 770-822-7955 or visit VolunteerGwinnett.net.

HEALTH & HUMAN SERVICES

OneStop 4 Help
770-822-8850

OneStop Buford
678-225-5360

OneStop Centerville
678-277-0228

OneStop Norcross
678-225-5400

Gwinnett Senior Services Center
678-377-4150

Lawrenceville Senior Center
678-277-0970

Gwinnett County Division of Family and Children Services (DFCS)
678-518-5500

Four Corners Primary Care Centers
770-806-2928

Ninth District Opportunity Inc.
770-532-3191

Buford Health Center
770-614-2401

Lawrenceville Health Center
770-339-4283

Norcross Health Center
770-638-5700

Gwinnett Senior Services
678-377-4150

View Point Health
678-209-2411

Veteran and Family Services Center
678-226-9177

HELPFUL NUMBERS

Al-Anon/Alateen
404-687-0467

Alcoholics Anonymous
404-525-3178

American Cancer Society
800-227-2345

American Heart Association
678-224-2000

American Red Cross
404-876-3302

Big Brothers/Big Sisters
404-601-7000

Boy Scouts of America
770-989-8820

Girl Scouts of Greater Atlanta
770-702-9100

Boys & Girls Clubs of Gwinnett
770-995-0100

Catholic Charities
678-222-3920

Cocaine Anonymous
404-255-7787

CredAbility
833-543-2733

Community Foundation for NE Georgia
770-813-3380

Creative Enterprises
770-962-3908

Emotions Anonymous
770-925-4825

Feminist Women's Health Center
404-728-7900

4-H Clubs of Gwinnett (UGA Cooperative Extension Service)
678-377-4010

GIVE Center East-Lawrenceville (Gwinnett Intervention Education Center)
770-338-4855

GIVE Center West-Norcross (Gwinnett Intervention Education Center)
770-246-5300

Goodwill of North Georgia
404-917-1684

Gwinnett Children's Shelter
678-546-8770

Gwinnett Clean & Beautiful
770-822-5187

Gwinnett Coalition for Health and Human Services
770-995-3339

Gwinnett County Department of Community Services
770-822-8833

Gwinnett County Parks and Recreation
770-822-8840

Gwinnett Habitat for Humanity
770-931-8080

Gwinnett Humane Society
770-798-7711

Gwinnett Legal Aid
678-376-4545

Mosaic Georgia
770-497-9122

Hi-Hope Service Center
770-963-8694

Jewish Family & Career Services
770-677-9300

Junior League of Gwinnett & North Fulton Counties
770-686-7463

March of Dimes Georgia Chapter
770-977-3114

Special Olympics Georgia
770-414-9390

United Way
404-527-7200

YMCA, Lawrenceville
770-963-1313

YMCA, Norcross
770-246-9622

COOPERATIVE MINISTRIES

Duluth (Hands of Christ)
770-623-9563

Lawrenceville
770-339-7887

Lilburn
770-931-8333

Norcross
770-263-8268

North Gwinnett (Buford)
770-271-9793

Southeast Gwinnett
770-985-5229

EMERGENCY

- Fire/Police/Medical Emergencies
911
- Child Protective Services Gwinnett
678-518-5500
dfcs.georgia.gov
- Crisis Line-Partnership Against Domestic Violence
404-873-1766
padv.org
- Elder Abuse Hotline
1-866-552-4464 (press "3")
aging.georgia.gov/Report-Elder-Abuse
- Emergency Mental Health & Suicide Prevention
Call or text 988
- Gwinnett Children's Shelter
678-546-8770
homeofhopegcs.org
- Gwinnett County Department of Fire and Emergency Services
678-518-4800
gwinnettfire.org
- Gwinnett County Police Department
770-513-5700
gwinnettpolice.com
- Gwinnett County Sheriff's Office
770-619-6500
gwinnettcountrysheriff.org
- Gwinnett Helpline
770-995-3339
gwinnettcoalition.org/helpline
- Mosaic Georgia - Gwinnett Sexual Assault Center
770-497-9122
866-900-6019 (24 Hour Crisis Line)
mosaicgeorgia.org
- Poison Center
800-222-1222
poison.org

NEWCOMER RESOURCES

- Gwinnett Chamber
770-232-3000
gwinnettchamber.org

- Gwinnett Convention and Visitors Bureau/Explore Gwinnett
770-623-3600
exploregwinnett.org
- Jobline (Gwinnett County Government Human Resources)
770-822-7915
gwinnettcountyjobs.com
- Volunteer Gwinnett
770-822-7955
volunteergwinnett.net

HOSPITALS AND HEALTHCARE

- Buford Health Center
770-614-2401
gnrhealth.com
- Children's Emergency Center at Northside-Lawrenceville
678-312-4382
northside.com
- Children's Healthcare of Atlanta
404-785-5437
choa.org
- Piedmont Eastside Medical Center
770-979-0200
piedmont.org/locations/piedmont-eastside-medical/about
- Emory Johns Creek Hospital
678-474-7000
emoryjohnscreek.com
- Northside Hospital Gwinnett
678-312-1000
Northside Hospital Duluth
678-312-6800
northside.com
- Gwinnett Women's Pavilion
678-312-4790
northside.com
- Lawrenceville Health Center
770-339-4283
gnrhealth.com
- Norcross Health Center
770-638-5700
gnrhealth.com
- Northeast Georgia Medical Center
770-848-8000
nghs.com/braselton

GOVERNMENT

- Animal Control
770-339-3200
gwinnettanimalcontrol.com
- Car Tags/Motor Vehicle Registration
770-822-8818
gwinnetttaxcommissioner.com
- Child Protective Services
678-518-5500
dfcs.georgia.gov
- Clerk of Court's Office
770-822-8100
gwinnettcourts.com
- County Administrator
770-822-7021
gwinnettcounty.com/web/gwinnett/departments/countyadministrator
- County Commissioners
770-822-8800
gwinnettcounty.com/web/gwinnett/Departments/BoardOfCommissioners
- District Attorney
770-822-8400
gwinnettcounty.com/portal/gwinnett/Departments/DistrictAttorney
- Driver's License Information
678-413-8400
dds.ga.gov
- Extension Service
678-377-4010
caes.uga.edu/extension/gwinnett
- Georgia Department of Economic Development
404-962-4000
georgia.org
- Georgia Department of Labor Gwinnett Career Center
770-840-2200
dol.state.ga.us
- Georgia Secretary of State
844-753-7825
sos.ga.gov
- Governor's Office of Consumer Affairs
404-656-3790
consumer.georgia.gov
- Gwinnett County Government
770-822-8000
gwinnettcounty.com

- **Gwinnett County Public Library**
770-978-5154
gwinnettpl.org
- **Gwinnett Justice and Administration Center**
770-822-8000
gwinnettcounty.com/web/gwinnett/Services/CourtsLawandJustice
- **License and Revenue Office**
678-377-4100
gwinnettcounty.com/web/gwinnett/Departments/PlanningandDevelopment/ Services/ BusinessLicense
- **Live Healthy Gwinnett**
770-822-3197
livehealthygwinnett.com
- **Parks and Recreation**
770-822-8840
gwinnettparks.com
- **Planning and Development**
678-518-6000
gwinnettcounty.com/web/gwinnett/Departments/PlanningandDevelopment
- **Probate Court**
770-822-8100
gwinnettcourts.com/probate
- **Schools - Buford City**
770-945-5035
bufordcityschools.org
- **Schools - Gwinnett County**
678-301-6000
gwinnett.k12.ga.us
- **Social Security**
800-772-1213
ssa.gov
- **Tax Assessor**
770-822-7200
gwinnett-assessor.com
- **Tax Commissioner**
770-822-8800
gwinnetttaxcommissioner.com
- **Transportation Department**
770-822-7400
gwinnettcounty.com/portal/gwinnett/Departments/ Transportation
- **Voter Registration**
678-226-7210
gwinnettelections.com
- **Water Resources**
678-376-6700
gwinnettH2O.com

OTHER FREQUENTLY CALLED CONTACTS

- **Atlanta Journal-Constitution**
404-522-4141
ajc.com
- **Better Business Bureau**
404-766-0875
bbb.org/us/ga/atlanta
- **Bright From The Start**
404-656-5957
decal.ga.gov
- **Community Foundation for Northeast Georgia**
770-813-3380
cfneg.org
- **Council for Quality Growth**
770-813-3370
councilforqualitygrowth.org
- **Gas South District Administration**
770-813-7500
gassouthdistrict.com
- **Gas South District Box Office**
770-626-2464
- **Gwinnett Citizen**
770-963-3699
gwinnettcitizen.com
- **Gwinnett Clean & Beautiful**
770-822-5187
gwinnettcbo.org
- **Gwinnett County Fairgrounds**
770-963-6522
gwinnettcountyfair.com
- **Gwinnett County Transit**
770-822-5010
gctransit.com
- **Gwinnett Daily Post**
770-963-9205
gwinnettdailypost.com
- **Gwinnett Historical Society**
770-822-5174
gwinnetths.org
- **Gwinnett Environmental and Heritage Center**
770-904-3500
gwinnetteh.org
- **Home Builders Association**
770-938-9900
atlantahomebuilders.com

- **The Hudgens Center for the Arts**
770-623-6002
thehudgens.org
- **Humane Society**
770-798-7711
gwinnetthumane.com
- **Mall of Georgia**
678-482-8788
simon.com/mall/mall-of-georgia
- **Senior Services**
678-377-4150
gwinnettseniorservices.com
- **Sugarloaf Mills**
678-259-1064
simon.com/mall/sugarloaf-mills
- **UGA Small Business Development Center**
678-985-6820
georgiasbdc.org
- **United States Postal Service**
800-275-8777
usps.com
- **YMCA - Lawrenceville**
770-963-1313
ymcaatlanta.org
- **YMCA - Norcross**
770-246-9622
ymcaatlanta.org

Please see numbers for volunteer and civic organizations in the "Community Resources" section of this publication.