

Litchfield Hundred

“The fable behind the Litchfield Hundred name says that once upon a time, a family came from England and purchased one hundred acres of beautiful land in Georgia because it reminded them of the rolling English countryside. They brought with them the traditions of an old English estate called Litchfield. It was their wish to preserve the dignity and essence of estate living in this new place; thus, naming the land, Litchfield Hundred.”

Litchfield Hundred Homeowner's Association

1. MISSION STATEMENT

To maintain and enhance the beauty, serenity, and value of the Litchfield Hundred Subdivision.

2. GOALS

- To provide a governing body that will be sensitive to the wishes and needs of the homeowners while assuring adherence to the policies, which are created and agreed upon by members.
- To provide consultation and guidance pertaining to development, enhancement, and maintenance of individual properties.
- To maintain and improve the aesthetics and function of the amenities and common areas in a way that best suits the residents.
- To protect our quality of life as residents, as well as our investment in Litchfield Hundred.

Revised June 2025

3. MEMBERSHIP ANNUAL DUES POLICY

Each member has the option of paying \$950.00 in total by January 1st or two installments of \$475.00 due January 1st and July 1st. Your balance will show \$0 until the charge appears on the morning of the due date in our ACS portal.

Online: <https://acs.cincwebaxis.com/>

Physical Address: Litchfield Hundred HOA

P.O. Box 1028

Commerce, GA 30529.

Unpaid, dues will be charged a \$35.00 late fee and a 10% annual interest rate will be assessed on the unpaid dues.

- The Board may grant a member having financial difficulties special payment arrangements.
- A \$500.00 **transfer** fee is due upon closing on all resales.
- A **\$1,500.00 submission fee** is due from the developer on all newly constructed homes at the time a plat is issued.
- A **\$1,500.00 submission fee** is due when a builder purchases a lot of new construction.

4. BOARD OF DIRECTORS

PRESIDENT: **Chad Teat**

VICE PRESIDENT: **Lisa Shipley**

SECRETARY: **Crystal Gold**

TREASURER: **Devin Borland**

Community Liaison: Open

Social Director: **Amanda Baldé , Kristen Sullivan,**

Nicholas Porche-Riner

Amenities Director: **Lisa Shipley**

Grounds Director: **Paul Scheib**

Architectural Control: **Amanda Baldé**

COMMITTEE CHAIRPERSONS

Historian: **Sylvia Spade-Kershaw**

Newsletter: **HOA Board**

Web Administrator: **HOA Board**

Welcome Baskets: **Sylvia Spade-Kershaw**

Litchfield Web Site
<https://www.litchfieldhundred.com/>

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5. MANAGEMENT COMPANY

Atlanta Community Services
6150 Southard Trace
Suite 202
Cumming, GA 30040
Portal: <https://acs.cincwebaxis.com/>
Web: www.atlantacommunityservices.com

Contact: **Victoria (Tori) Minish**
Phone: 770-904-5270
Direct: 678-845-8112
Fax: 770-904-5269
tori@atlantacommunityservices.com

6. PROPERTY IMPROVEMENTS, MODIFICATIONS, AND ADDITIONS

Please check with the Architectural Control Committee (ACC) **BEFORE** you make any changes or additions to your property. You must submit an approval form <https://acs.cincwebaxis.com/cinc/my-modification-requests/> and detailed plans of any improvement/change to the physical appearance of your home and/or lot that adheres to the **Litchfield Covenants and Bylaws**. There is a 30-day approval process through the Board of Directors.

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7. POOL INFORMATION

DATES/HOURS OF OPERATION:

The pool will be open from dawn to dusk Sunday through Saturday during the swim season. Stay connected via our emailed newsletters to learn when the pool opens and closes as these dates change yearly.

Lifeguards are generally at the pool on weekends and holidays. Swim at your own risk if no lifeguard is present.

ELIGIBILITY:

Homeowners whose association dues are paid in full

POLICIES:

Members and their guests must be familiar with pool rules and must abide by these rules. Members must accompany their guests at all times while at the pool and are responsible for the conduct of their guests. In conjunction with cabana and pavilion rental, homeowners will have access to the pool.

The pool may not be reserved exclusively for private parties.

Functions with twelve or more guests, whether you are renting the Clubhouse or not, must hire additional lifeguards.

12-25 guests = 1 additional lifeguard

26-50 guests = 2 additional lifeguards

51-75 guests = 3 additional lifeguards

75+ guests = company discretion on additional lifeguards

Rentals can be made at

<https://acs.cincwebaxis.com/cinc/reservations/> for the clubhouse and pool, and lifeguard acquisition can be found at

<https://www.sweetwaterpools.net/pool-parties/pool-party-request-form/>

Please know rentals can be made 45 days in advance but

no less than 2 weeks before the desired date of rental.

POOL PHONE: 770-552-9662

The pool phone is for emergency use only and is located outside the cabana next to the women's bathroom. Dial 911 for emergency.

The street address is 1060 Cold Harbor Drive, Roswell, GA 30075.

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POOL RULES:

- Pool is open from dawn to dusk
- Pool is swim at your own risk
- Swimmers must wear appropriate attire. No cut offs or frayed edges on shorts allowed.
- Children 13 and under shall not use the pool without a parent or guardian 18 years of age or older present in the pool area at all times
- Children between the ages of 14 and 17 may only swim unsupervised WHILE LIFEGUARD IS ON DUTY. When lifeguards are NOT present, children under the age of 18 must be accompanied by their parent or legal guardian during adult swim hours.
- All swimmers are encouraged to swim with a partner
- Swim diapers must be worn on all children who are not toilet trained.
- No running, or boisterous/rough play.
- No spitting or blowing nose in the pool.
- No food or drink is allowed within 4 feet of the pool edge.
- Bathers with ear, eye, skin, or nasal infections; diarrhea; skin disease; infectious or communicable disease; viruses; open lesions; or blisters shall be excluded from the pool.
- No animals or pets allowed in the pool area or covered deck.
- No glass; sharp objects; or hazardous materials allowed in the pool area, pavilion or covered deck.
- No member shall be permitted to use the pool if they have a past due balance or are not current with their Association dues.
- A Litchfield club member must accompany nonmembers
- There is a maximum of 6 guests per family to the pool, covered deck or pavilion.

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- All users of the pool, pavilion and covered deck are responsible for cleaning their trash and debris.
- The maximum number of people allowed in the pool is 265.
- A first aid kit is onsite. See the lifeguard when on duty.
- An emergency phone is located at the cabana. Dial 911 for an emergency.
- The street address is 1060 Cold Harbor Drive, Roswell, GA 30075.

Pool and Playground Wading Rules

- Wading pool is swim at your own risk
- Life guards do not supervise wading pool
- Children under 12 must be accompanied by an adult (age 18 or older) at all times
- Swim diapers are required for non-toilet trained children
- Playground equipment is designed and intended for children 12 years of age and younger.
- Wading pool capacity is 31

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Pool Discipline Policy

This section is not currently being enforced as of the edit date of this document, but is being kept in this document should the need arise to reinstate this policy.

When the lifeguard is on duty, his/her discretion will be used for the enforcement of the pool rules and regulations. Homeowners who feel that an item is being overlooked by the lifeguard should address the issue with the lifeguard. When the lifeguard is off duty, rules enforcement then falls to homeowners.

- 1st Offense: Offender is excused from the pool area for the remainder of the day. A letter of warning will be issued from the Association and/or Management Company to the offender and his/her parents.
- 2nd Offense: Offender is excused from the pool area, and privileges are suspended for one week. Written notice of warning will be issued from the Association and/or Pool Management Company to the offender and his/her parents. For this suspension of use privilege, a written notice will be sent to the violator/owner and his/her parents when applicable, giving 10 days to request a hearing with the Board to challenge the suspension.
- 3rd Offense: Offender is excused from the pool area, and privileges are suspended for the remainder of the pool season. A \$50.00 fine will be assessed against the offending party. For this suspension of use privilege, a written notice will be sent to the violator/owner and his/her parents when applicable, giving 10 days to request a hearing with the Board to challenge the suspension.

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8. TENNIS COURTS

ELIGIBILITY/RESERVATION SCHEDULING:

- **Litchfield Home Owners whose dues are current and paid in full can reserve the courts.**
- Tennis court reservations can be made online or on the app, Reserve My Court (RMC). <https://reservemycourt.com/login>
- Members may reserve one court for no more than three hours each day
- Scheduling is on a first come, first serve basis
- No match play/practice during neighborhood sponsored events (ex- Easter event, end of/back to school, Casino night, Chili cook off)

POLICIES/RULES:

- Tennis shoes and appropriate clothing are required at all times
- NO black soled, running shoes
- Men must wear shirts
- Children under 12 years of age, must be accompanied by a responsible adult at least 18 years old
- Profanity is prohibited
- Smoking is prohibited
- Glass is prohibited
- Homeowners are responsible for their guests
- Homeowners are responsible for the proper clean-up of courts
- Homeowners are responsible for turning off lights, and making sure all gates/doors used are securely closed (including bathrooms)
- Chairs other than tennis benches are prohibited on courts
- Pets, skateboards, roller blades, roller skates, bikes, and scooters are prohibited on courts
- Members and their guests play at their own risk

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TEAM ELIGIBILITY:

- Team Captain and/or Co-Captain **must be** a Litchfield Homeowner **whose association fees are current and paid in full**
- The Captain and or/Co-Captain, i.e. the Litchfield Homeowner, is responsible for submitting team league ALTA, USTA, (Mixed Doubles, Senior Womens, Mens, etc) to tennis coordinator six weeks prior to season start. Any additions after the original roster is submitted must also be provided to the tennis coordinator
- Litchfield Homeowners will have preference over non LHO on team roster
- The Captain and or/Co-Captain, i.e. the Litchfield Homeowner, is responsible for submitting roster and guest fees, to tennis coordinator when submitting roster, a minimum of four weeks prior to the start of the tennis season is required for approval
- Non LHO/guests must pay a \$30.00 fee per person, per team season
- Checks should be made payable to LHOA
- The Captain and or/Co-Captain, i.e. Litchfield Homeowner is responsible for submitting additions to the initial roster, as well as fees when applicable, to the tennis coordinator, as additions are made

TEAM SCHEDULING:

- Captain/Co Captain, i.e. Litchfield Homeowner is responsible for submitting requests to the tennis coordinator for practices and home matches via email or US Mail, a minimum of six weeks prior to season start
- Teams may reserve no more than two courts, one day or one night a week
- One court will remain available during match play, practice or lessons
- Captain/Co-Captain, i.e. Litchfield Homeowner, is responsible for coordinating make up matches with tennis coordinator

COURT TEAM POLICIES:

- Captain and Co-Captain are responsible for:
 - a. Proper conduct and play of their team members
 - b. Cleaning and collection of trash from pavilion, grounds and tennis court areas/receptacles after practice and match play
 - c. Proper disposal of trash in containers provided behind cabana
 - d. Furniture moved must be returned to its original site
 - e. Locking of courts, clubhouse, restrooms
 - f. Turning off all lights

**ALL RULES SUBJECT TO MODIFICATION AT ANY TIME
BY LHHA BOARD OF DIRECTORS**

9. MISCELLANEOUS INFORMATION

City of Roswell (Curbside recycling)	(770) 442-8822
City of Roswell	(770) 641-3727
City of Roswell website	www.roswell.ga.us.gov
Fire (non-emergency)	(770) 640-3730
Garbage Pickup	(770) 641-3961
LHHA Web Site	https://www.litchfieldhundred.com/

Parks and Recreation:

East Roswell Park	(770) 594-6134
Hembree Park	(770) 569-9746
Roswell Area Park	(770) 641-3760
Waller Park	(770) 641-3997
Police (non-emergency)	(770) 640-4100
Sweet Water pools	(770) 939-5757
Recycling Center	(770) 442-8822

Schools:

Sweet Apple Elementary	(770) 643-3310
Elkins Point Middle School	(770) 667-2892
Roswell High School	(770) 552-4500

Utilities:

Cobb EMC (street lights)	(770) 429-2100
Fulton County Sewer	(404) 640-3066
Fulton County Street Dept.	(770) 410-3410
Fulton County Water	(770) 640-3040
Roswell Streets (LH streets)	(770) 641-3773
Fulton County Sewer	(404) 640-3066