



5200 Dallas Highway, Suite 200 #266  
Powder Springs, GA 30127  
Tel: 678-363-6479 Fax: 678-363-6481  
customerservice@allinonemgmt.com  
www.allinonemgmt.com

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Dear New Sweet Pine Creek Resident(s):

All-in-One Community Management would like to welcome you to the Sweet Pine Creek homeowners association of which you are now a member. We are dedicated to providing consistent attention to details in the day-to-day operations of your community.

**Protective Covenants:** One of the responsibilities of All-In-One Management is the enforcement of the protective covenants of Sweet Pine Creek Homeowners Association. The protective covenants not only help us to protect your investment in your home, but ensure that Sweet Pine Creek will continue to be a beautiful, well-maintained and safe neighborhood for you and your family. Sweet Pine Creek inspections are conducted monthly and covenant violations are reported to the BOD. These letters are not intended to offend you but to make you aware of any situation that needs correcting.

**Assessments:** You will receive an invoice for the Sweet Pine Creek annual assessment at the beginning of May. Payments are due by May 31. Late fees are applied on June 1st. For your convenience, payments may also be made online by visiting our website and clicking the Smartstreet Bank icon. Follow the instructions for making a one time payment. You will need your account number listed on your coupon to make a payment.

**Architectural Change Requests:** Any changes visible from outside your home need to be submitted to the Architectural Control Committee (ACC) and may be submitted online or printed and faxed or mailed to our office. Go to [www.allinonemgmt.com/communities.htm](http://www.allinonemgmt.com/communities.htm) and scroll down to *Sweet Pine Creek* to download forms. ACC request for change forms and/or supporting documents/attachments (diagrams, paint color names/chips, drawings, etc.) may be emailed, faxed or mailed to the address above. Label **all** ACC attachments with your name and address. Please remember that the ACC has up to 30 days to respond to your requests, so plan accordingly. A list of examples of items needing approval are located on the AIO or Sweet Pine Creek website.

**Online Access to your Community Information:** Please visit our website often for access to your neighborhood forms such as newsletters, ACC Change Request Form, covenants & bylaws, directory information form, etc. Go to <http://www.allinonemgmt.com/communities.htm> - scroll down to Sweet Pine Creek, or go to Sweet Pine Creek website [www.sweetpinecreek.org](http://www.sweetpinecreek.org).

**Pool & Amenity Bathroom Access:** Enclosed is your key to the amenity bathrooms. Please email us to be sure that you have the most up to date access code to the pool gate – current is 8297.

**Contact Us:** Email us anytime [info@allinonemgmt.com](mailto:info@allinonemgmt.com) or if you prefer to call, our office hours are 10AM-4PM, Monday-Friday. We encourage you to visit our website at [www.allinonemgmt.com](http://www.allinonemgmt.com). We strive to respond to all inquiries in a timely manner.

We look forward to working with your community.

Cordially,

*Ruann Bunker and Denise Hindes*[info@allinonemgmt.com](mailto:info@allinonemgmt.com)

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