



# SOUTHBRIDGE

## HOMEOWNERS ASSOCIATION

### PROPERTY OWNERS HANDBOOK

## Welcome to Southbridge!

We're delighted that you have chosen to make your home in our community and hope that the information in this booklet will help smooth your transition into a new neighborhood. You can find a great deal of information on the HOA's website, [southbridgehomeowners.org](http://southbridgehomeowners.org), and we suggest that one of the first things you do is visit the site and request a login and password so you can access the "property owners" side of the site.



## A Brief History of Southbridge

Southbridge was created in 1987 as a planned unit development by Hall Development, Inc. and is part of unincorporated Chatham County. By 2004, the neighborhood encompassed more than 1400 acres and 1650 home sites and stretched over four miles from Dean Forest Road to the fountain at Berwick Boulevard. In 2008, the developer turned control of the community over to the Southbridge Homeowners Association (SBHOA), a Georgia non-profit corporation. Single-family lots are still available for development and homes of various sizes, ages and price ranges are available for sale.

# The Southbridge Homeowners Association and You

All Southbridge property owners are automatically members of the SBHOA, which owns and maintains the common properties within the community. The SBHOA also is responsible for administering and enforcing the covenants and regulations, which preserve the value, safety, desirability, attractiveness, and architectural integrity of the community. As SBHOA members, all property owners agree to abide by the covenants and procedures upon the purchase of their home or lot.



If you live in the newest part of the community, called Southbridge at Berwick (all property in Tract F or lot numbers 881 and higher), you are automatically also members of the Berwick Plantation POA, which is not affiliated with the SBHOA. Members of the Berwick Plantation POA also pay a separate annual fee to the POA. The requirement for property owners to be members of both associations was negotiated by the developer at the time the property became part of Southbridge and unfortunately is not negotiable.



Several sub-communities exist within Southbridge and have their own separate HOAs: Canterbury Park (townhomes), Jayd Forest (condominiums), Steeple Run (townhomes), Villas on the Green (condominiums), and The Woodlands (condominiums and townhomes in gated section). Residents of these areas pay both SBHOA annual dues and monthly dues for their respective community's HOA, and all of them are different.

## Some helpful information about the SBHOA

### How to Contact the SBHOA

The SBHOA mailing address is 5710 Ogeechee Road, Suite 200, Box 225, Savannah, GA 31405. The SBHOA does not maintain an office in the neighborhood.

- For general questions, email [secretary@southbridgehomeowners.org](mailto:secretary@southbridgehomeowners.org); the SBHOA Secretary monitors this email account and will either answer your question or forward it to someone who can.
- For help with dues or other accounting issues, email [hoasouthbridge@gmail.com](mailto:hoasouthbridge@gmail.com); this email account is monitored by the SBHOA's business office and a staff person will respond.
- For help with any property maintenance issues, email [propertymanager@southbridgehomeowners.org](mailto:propertymanager@southbridgehomeowners.org); the SBHOA Property Manager monitors this email account and will respond. Emails are preferred so there is a record of all requests or inquiries.

### MEETINGS

All members are encouraged to participate in the SBHOA. Quarterly general membership meetings are held in February, May, August and November. Meeting dates, times and locations are listed on the SBHOA website and message boards. The web administrator sends email reminders to property owners who have registered their email address with the SBHOA.

### BOARD OF DIRECTORS

The SBHOA is managed by a 5-person Board of Directors who are elected by the members to serve 2-year terms. Terms are staggered so 2 Board members are elected one year and 3 are elected the next year to provide continuity on the Board. All SBHOA Board members are volunteers. SBHOA members whose names are on the deed for their property and who are in good standing with the Association (current with dues and no assessments outstanding) may be nominated to serve on the Board and are eligible to vote. The Board election is held each year in November.

### ANNUAL DUES

The SBHOA assesses and collects annual dues from each property owner. Dues cover maintenance of the common areas (including HOA-owned recreational areas and many of the lagoons), extra-duty security patrols, payments to contractors and vendors, contributions to the reserve fund, and the general management of the community. SBHOA dues do not include any utilities or access to privately owned amenities located in our neighborhood. The Board of Directors has the authority to raise the annual dues assessment by a maximum of 10% each year without a vote of the general membership.

Invoices for annual SBHOA dues are mailed in December and payable in full by January 31 of the following year. Late fees on unpaid balances are assessed monthly beginning February 1. Dues should be pro-rated between buyers and sellers at closing for the current year.

### BUSINESS OFFICE

The SBHOA has a contract for all business and accounting services needed to support the association. The Business Office staff will be glad to answer any questions you may have about your SBHOA account. Please send questions or requests for information to [hoasouthbridge@gmail.com](mailto:hoasouthbridge@gmail.com). Additional contact information for the Business Office may be found on the SBHOA's website.

### WEBSITE

The SBHOA has a secure website with information for both residents and non-residents. Residents' features, including a community directory, are accessed with a username and password. Public features, requiring no password, include the covenants, bylaws, architectural procedures, and general contact information. Visit [southbridgehomeowners.org](http://southbridgehomeowners.org) and request a resident login account to access the residents' pages and receive emails with updates and announcements from the SBHOA.

### SOCIAL MEDIA

In addition to its website, the SBHOA is active on several social media platforms.

On Facebook, the **Southbridge Community Patrol** group page provides safety and security news and

updates, while the **Southbridge Garage Sale Sellers** page provides an outlet for residents to sell items to other residents year-round.

Our Twitter handle is [@sbhoasav](#); it was created to send SBHOA messages and information. All these accounts are managed by SB residents.

## MESSAGE BOARDS

Announcements from the SBHOA are posted on the message boards at both exits from the neighborhood. Please read the boards to stay informed!

## COVENANTS

Southbridge is a covenant-enforced community. If you were not given a copy of the covenants at closing, please visit the SBHOA website to review and/or download the covenants and bylaws to understand how they protect you and your investment in a home and/or a lot. To ask questions about the covenants, please send an email to [secretary@southbridgehomeowners.org](mailto:secretary@southbridgehomeowners.org).

## ARCHITECTURAL REVIEW COMMITTEE

The SBHOA Architectural Review Committee (ARC) has responsibility to review and approve construction of all new homes and all exterior changes to existing homes (including the sides and back of the home). Exterior changes may include updating paint colors, home additions, installing fences and/or pools, and landscaping updates, among others. Residents must contact the ARC before making any decisions about new construction or exterior changes to existing homes. The enclosed postcard provides general information and instructions. Contact the ARC by email at [ARC@southbridgehomeowners.org](mailto:ARC@southbridgehomeowners.org) for more information or to ask questions.

## SIGNAGE

The SBHOA covenants restrict yard signage. Approved signs generally include for sale signs by the owner or realtor of a lot/home site. Political signs, signs advertising specific contractors, and homemade signs announcing garage sales or lost pets are not permitted. The requirements for signage are available on the website and from the ARC.

## RECREATIONAL AND SOCIAL OPTIONS

The SBHOA provides several recreational areas within the neighborhood: the ball field and Amberwood Park (both on Southbridge Boulevard) and a children's playground (on Wedgefield Crossing). Residents may

submit reservations for private events hosted at these locations; visit the SBHOA website to download the reservation form and review the requirements and fees.

The SBHOA maintains a number of lagoons on common property throughout the neighborhood that are available to residents only for "catch and release" fishing. Residents may also fish from their property if it is located on a lagoon. No fishing is allowed from the golf course on golf course lagoons or on anyone else's private property.

Other recreational and social amenities in the subdivision are independently owned and operated and not affiliated with the SBHOA. Each has its own membership levels and rate structures.

Southbridge Savannah Golf Club  
415 Southbridge Boulevard  
(912) 651-5455  
[southbridgegolfclub.com](http://southbridgegolfclub.com)

Southbridge Men's Golf Association  
[southbridgemga.org](http://southbridgemga.org)

Southbridge Racquet Club  
80 Wedgefield Crossing  
(912) 651-5466  
[savannahtennis.com](http://savannahtennis.com)

Grand Lake Club  
815 Southbridge Boulevard  
(912) 233-2466  
[grandlakesav.com](http://grandlakesav.com)

Southbridge Women's Club  
[southbridgewomensclub.org](http://southbridgewomensclub.org)

## COMMUNITY EVENTS

The SBHOA may sponsor or organize community events during the year. Past annual events have included the Concert on the Green, the Community Garage Sale, and Shred Day. These events are open to all residents and are advertised through the SBHOA message boards and through email and social media. Please contact the SBHOA to propose ideas for additional events and to volunteer to help.



## UTILITIES AND SERVICES

### ELECTRICITY

Southbridge is an all-electric community. There are no natural gas lines, but propane is allowed and locally available. Propane tanks must be screened so they are not visible from the road.

### GEORGIA POWER: [georgiapower.com](http://georgiapower.com)

Residential Customer Service and to report street light outages: (888) 660-5890  
Power Outage: (888) 891-0938  
Refrigerator/Freezer Recycling Program:  
(888) 594-8596

### INTERNET / CABLE / VOICE

AT&T: [att.com](http://att.com)  
Comcast: [xfinity.com](http://xfinity.com)

### WATER / SEWER

For all homes in phases 1-18 (or lot numbers 1-869, Canterbury Park, Jayd Forest, Steeple Run, Villas on the Green and The Woodlands):  
City of Savannah Utility Services  
(912) 651-6460  
[savannahga.gov/2386/Utility-Services](http://savannahga.gov/2386/Utility-Services)

For homes in Southbridge at Berwick:  
Consolidated Utilities  
(912) 233-3254  
[consolidatedutilites.com](http://consolidatedutilites.com)

## POLICE AND SECURITY

Southbridge is served by the Chatham County Police Department. The SBHOA also contracts extra-duty officers with local law enforcement agencies to patrol the neighborhood. These patrols are supplemented by stationary day/night vision cameras to monitor vehicles entering and leaving through our two entrances combined with an active independent Neighborhood Watch Program.

## FIRE PROTECTION SERVICES

Chatham Emergency Services (CES) provides fire protection services to unincorporated Chatham County and all property owners are required by the SBHOA covenants to subscribe to this service. Fees are billed annually and are based on the value of your home. CES also provides the 911 and emergency ambulance services to all of Chatham County. For information and to establish service, call (912) 354-1011 or go online to [chathames.org](http://chathames.org).

## TRASH SERVICES

Chatham County does not provide household garbage or recycling collection services; all property owners must arrange for that service through an individual subscription with a private waste hauler. The collection service choices and pick-up days vary from company to company. A comprehensive listing of waste haulers may be found by searching online for "garbage collection Chatham County." Property owners may also take their household garbage to the City of Savannah landfill at 1327 Dean Forest Road for an annual fee. To inquire about this option, contact the facility at (912) 651-6626.



## YARD WASTE

Chatham County provides single family residents in the unincorporated area a weekly curbside yard waste pickup on Mondays. Containerized or stacked yard waste is placed at curbside no earlier than 24 hours ahead and no later than 7am on collection day. Southbridge is included with the "Westside" schedule. Please note that no yard waste pickup is provided on legal holidays observed on Mondays. For holiday schedules and information on how to prepare yard waste for successful pickup: [publicworks.chathamcounty.org/Solid-Waste/Solid-Waste](http://publicworks.chathamcounty.org/Solid-Waste/Solid-Waste)

## BULKY ITEM PICKUP

Chatham County provides single family residents in the unincorporated area a monthly bulky item pickup on the first Friday of every month. For more information, refer to: [publicworks.chathamcounty.org/Yard-Waste/Yard-Waste-and-Bulky-Item-Collection-Schedules](http://publicworks.chathamcounty.org/Yard-Waste/Yard-Waste-and-Bulky-Item-Collection-Schedules). Items for pickup should be placed curbside no earlier than 24-hours ahead and no later than 7am on collection day.

## HOME LEASES

Lease agreements for homes are permitted under certain conditions by the SBHOA covenants. Property owners are strictly prohibited from leasing their property for transient or hotel purposes (i.e., AirBnB or VRBO type rentals) and from leasing less than the entire home or living unit. Leases must be in writing and property owners

are responsible for making sure that any long-term lessees are aware of their responsibility to abide by the SBHOA's governing documents while they live in the community.

## MAIL BOXES

Southbridge uses a specific black metal design for new or replacement mailbox stands for all single-family homes. To order a new mailbox stand or to request repairs to an existing one, property owners may contact Richmond Hill Welding & Fabrication at (912) 667-7412 or (912) 727-2418. Black metal or plastic mailboxes meeting USPS standards should be purchased for the metal stands. The SBHOA recommends the use of reflective numbers, at least 3" in height, on both sides of the mailbox

## PARKING

In order to keep the roads safe throughout the neighborhood, residents must park their personal vehicles in garages, carports or the driveway area provided on each lot. The habitual parking of personal vehicles on the street or commercial vehicles/trucks, boats, buses, trailers, camping trailers, motor homes or other recreational vehicles on lots, on rights-of-way of any public street in or adjacent to the owner's lot or grassed area is prohibited. The SBHOA has established a resolution that provides limitations on the parking of personal vehicles on the street and the parking of boats/trailers and recreational vehicles on an owner's driveway under certain conditions (see the SBHOA website for specific restrictions).

## GOLF CARTS

Georgia law requires golf cart drivers to have a valid driver's license in hand while driving. Underage drivers may be cited.

## ROAD MAINTENANCE & SPEED LIMIT

Southbridge is part of unincorporated Chatham County. All roads and curbs are owned and maintained by the county. Residents may report road maintenance issues by accessing the county's mobile application (Chatham County Connect) or online at [publicworks.chathamcounty.org/Service-Requests](http://publicworks.chathamcounty.org/Service-Requests). The speed limit throughout the community is 25 mph and is strictly enforced.

## PETS

SBHOA covenants and Chatham County's Animal Control ordinance requires pet owners to confine their pets to their own lot or living unit unless on a leash. In addition, the SBHOA covenants limit the number of pets

per household to five. Dog owners are expected to pick up after their pets while on common areas or vacant lots. [animalservices.chathamcountyga.gov/resources/ordinances](http://animalservices.chathamcountyga.gov/resources/ordinances).

## PROPERTY TAXES

The Chatham County Tax Assessor's office mails statements for property taxes twice a year. Payments are due by June 1 and November 30. Applications for homestead exemption must be filed by April 1 following the purchase of your primary residence. All single-family residents in Chatham County, including Southbridge, are charged a Special Services Fee on the first property tax bill for road maintenance and drainage. For single-family residents only, the second tax bill includes a Special Services District Solid Waste Fee for weekly yard waste and monthly bulky item pickups. This service is not available to property owners in the multi-family sections of Southbridge. The second property tax bill also includes a street lighting fee for all Southbridge residents; the fee is then remitted to Georgia Power.

222 W. Oglethorpe Ave., Suite 113

Savannah GA 31401

(912) 652-7271

[boa@chathamcounty.org](mailto:boa@chathamcounty.org)

## VEHICLE REGISTRATION / TAGS

Vehicles must be registered within 30 days of relocating to Chatham County; renewals are due within the 30-day period ending with the vehicle owner's birthday.

295 Police Memorial Drive

Savannah, GA 31405

(912) 644-4010

[tax.chathamcounty.org/Tag-Offices/Westside](http://tax.chathamcounty.org/Tag-Offices/Westside)

## SAVANNAH DDS CUSTOMER SERVICE CENTER:

1117 Eisenhower Drive, Ste B, Savannah, GA 31406

Tuesday-Friday, 7:30am to 6:30pm;

Saturday 7:30am to 12pm

[dds.georgia.gov/your-georgia-drivers-license](http://dds.georgia.gov/your-georgia-drivers-license)

## VOTER REGISTRATION

Voter registration forms may be completed at the same time you apply for a driver's license or new residents may register online.

[registertovote.sos.ga.gov](http://registertovote.sos.ga.gov)



## GA DRIVER'S LICENSE/SAVANNAH DDS CUSTOMER SERVICE CENTER

Applications for a new Georgia driver's license or an address change on your current Georgia driver's license must be filed within the first 30 days of residency. Visit the Savannah Department of Driver Services (DDS) Customer Service Center at 1117 Eisenhower Drive, Ste B, Savannah, GA 31406.

Tuesday-Friday, 7:30am to 6:30pm;

Saturday 7:30am to 12pm

[dds.georgia.gov/your-georgia-drivers-license](http://dds.georgia.gov/your-georgia-drivers-license)

## U.S. POST OFFICE

Mail for Southbridge (zip code 31405) is processed by the Bingville Post Office at 3601 Montgomery Street, Savannah, GA 31405.

(912) 234-8935

*For other options, search for "postal services 31405".*

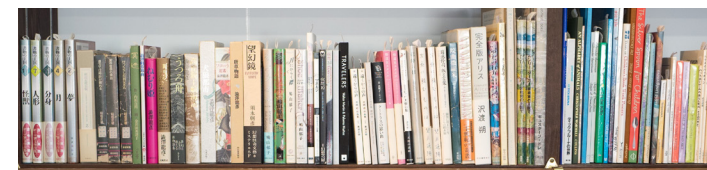
## PUBLIC LIBRARY

The Garden City Branch is the closest location of the Live Oak Public Libraries System:

104 Sunshine Avenue, Garden City, GA 31405

(912) 644-5932

[liveoakpl.org](http://liveoakpl.org)



## GROCERY STORE

The closest grocery store is the Kroger at Berwick: 5720 Ogeechee Road, Savannah, GA 31405

(912) 234-3420

*Search for "grocery stores near me" for other options that include Publix, Walmart, Sam's Club, and more.*

## HOSPITALS

### MEMORIAL MEDICAL CENTER

4700 Waters Avenue, Savannah, GA 31405

(912) 350-8000

[memorialhealth.com](http://memorialhealth.com)

### ST. JOSEPH'S/CANDLER HOSPITAL

5353 Reynolds Street, Savannah, GA 31404

(912) 819-8000

[sjchs.org](http://sjchs.org)

### ST. JOSEPH'S/CANDLER HOSPITAL

11705 Mercy Boulevard, Savannah, GA 31419

(912) 819-4100

[sjchs.org](http://sjchs.org)

## URGENT CARE

### URGENT CARE OF BERWICK

5730 Ogeechee Rd #192, Savannah, GA 31405

(912) 201-1140

[urgentcarefamily.com](http://urgentcarefamily.com)

*Located at the Kroger Shopping Center off HWY 17*

## SAVANNAH AREA INFORMATION

Get information about what to see and do in Savannah from the Savannah Area Chamber of Commerce at [savannahchamber.com](http://savannahchamber.com) and the Savannah Visitor's Center at [visitsavannah.com](http://visitsavannah.com)



Back Cover Photos: The Southbridge Women's Club Photography Group

## Southbridge Homeowners Association

5710 Ogeechee Road, Suite 200, Box 225

Savannah, GA 31405

[southbridgehomeowners.org](http://southbridgehomeowners.org)

[hoasouthbridge@gmail.com](mailto:hoasouthbridge@gmail.com)