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Village Creek Association, Inc.
Summary of Rules and Regulations
General Information
January 2019

Association Management:
 Property Management Services
 Lisa D. Landy
 1340 G Ben Sawyer Blvd
 Mt. Pleasant, SC 29464

881-5459 or 881-5616 fax
 Email: lisa@charlestonpms.com

Mt. Pleasant Police Dept. and Animal Control	884-4176
Mt. Pleasant Water	884-9626
Comcast Cable	800-ixfinity
Terminix	856-.0103
SCE&G	554-7234
Charleston County Recycling Center	720-7111
Website: recycle.charlestoncounty.org	

Your condominium is part of Village Creek Horizontal Property regime. It has its own Master Deed and By-Laws and is covered by the South Carolina Horizontal Property Regime Act. All owners are members of the Village Creek Homeowner's Association. This regime is governed by a Board of Directors, whose members are elected at Annual Meeting by ballot of the Association members.

The monthly regime fee is based on the annual budget as proposed by your Board of Directors. Each unit is assessed at the same rate. The regime fee is due on the 1st of each month and a late fee of \$10 plus 2.5% of balance owed is charged when payment is not received in 30 days.

The regime fee pays for exterior building and grounds maintenance, pool upkeep, fire, flood and earthquake insurance, management and administrative services and routine pest control.

Costs of maintaining doors, windows, A/C units, screens, back steps, balcony and patio decking are NOT included in your regime fee. Please see the Master Deed and By- Laws for details.

All lines providing service to an individual unit such as water, electricity, cable, etc. are the owner's responsibility. This includes dryer vents and other vents for your individual unit.

Utility lines are not allowed to run on the exterior of the buildings.

Please call the appropriate utility company for service.

Garbage

All garbage is to be taken to the trash compactor. Please make sure all garbage is placed in bags to refrain from attracting animals. Large Household items are to be placed in the wooden enclosure.

Paint cans still holding paint should NOT go in the compactor or recycle bins. Only cans with dried paint should go in the garbage.

Trash such as cardboard boxes must be broken down (flat) and placed in the dumpster inside of the wooden enclosure.

Other trash such as limbs, boards, bags of leaves, old appliances, furniture etc. should also be placed inside of the wooden enclosure.

Please do not park in front of the enclosures or within several feet of them to allow proper clearance for removal. Trash for the claw to pick up should be placed inside of the enclosures no earlier than Monday afternoon for Tuesday pick up.

It takes an entire Village to keep it clean. Please do your part for cleaner, healthier living and to beautify our community.

Recycling Dumpster

(Located to the right of the Household enclosure)

IMPORTANT:

- *Put items loose in cart, not inside plastic bags or boxes. The following items ARE allowed in the recycle bins:
- *Cardboard and paperboard-please flatten.
- *Paper- office paper, folders, magazines, newspaper, junk mail, envelopes, shredded paper (please bag), books/textbooks, paper bags- if you can tear it, we will take it!
- *Plastic bottles/containers- all plastic bottles, jars, jugs, tubs, clamshell containers-please empty and rinse. Caps and lids can remain on.
- *Aluminum and steel- aluminum, steel and tin cans, empty aerosol cans, clean aluminum foil and baking pans.
- *Glass bottles and jars- please empty contents and rinse. Caps and lids can remain on.

The following items DO NOT go in recycling dumpster:

- *Food waste
 - *Yard waste
 - *Plastic bags or plastic wrap (it can become tangled in processing equipment causing shut downs)
 - *Styrofoam cups, containers or packaging
- TAKE THE FOLLOWING ITEMS TO A CONVENIENCE CENTER FOR RECYCLING:
- *electronics
 - *batteries
 - *light bulbs
 - *motor oil
 - *paint
 - *tires

The Recycling Center will be glad to answer any questions on what and how to recycle.

Pets and Pests

Pets MUST be on a leash and under your personal control. No large animals allowed on premises. No more than two (2) pets are allowed in each unit. The Town of Mt. Pleasant leash law and Village Creek regulations require that you MUST clean up after your pets immediately (defined by Mt. Pleasant as within 3 minutes). This includes inside patio enclosures.

Exterior barrier is treated quarterly. If you require more than this routine service provided by the regime for pests, please call Terminix to set up an interior spray.

Outdoor Grilling

FIRE CODE PROHIBITS GRILLING OF ANY TYPE IN THE BUILDING OR ON THE PORCHES. Barbecue grills should be placed outside the building on the grass for use and stored inside on your porch when not being used.

Fireplaces, Chimneys and Dryer Vents – Owner Responsibility

Owner has responsibility for fireplaces, chimneys and dryer vents. These should be inspected and/or cleaned annually. Please supply documentation to management when this is done.

If your dryer is not drying in a timely manner the vent probably needs cleaning. This is a fire hazard and should be taken care of **immediately**.

Balconies, Porches, Walkways and Building Exteriors

No owner, resident or lessee of the property shall:

- 1) Post any advertisement, poster or notice of any kind, in or on the property except as authorized by the Regime.
- 2) Hang garments, rugs, or similar objects, from the windows or from any part of the exterior of the property.
- 3) Dust rugs, mops or similar objects by beating on the exterior part of the property.

Walkways outside the front door shall not be used for storage of any kind (garden hoses, bicycles, toys, tools etc.). These items should not be stored in the common area or exposed limited common area when not in use or personally attended.

Damage to landscaping or property in the common area will be repaired at the expense of the owner responsible for the damage.

Although drapes and curtains are personal items, they must not detract from the rest of the building. The Board reserves the right to determine acceptability of all window coverings as to the outside appearance.

Only appropriate furniture and attractive plants are to be kept on balconies and patios. All other personal belongings are to be kept inside. Nothing should sit on the balcony rails including plants of any kind.

Parking

There is currently one reserved parking space per unit in Village Creek. Please park one car in your reserved space and any additional cars in unassigned spaces away from the unit. Vehicles with expired tags, inoperable or illegally parked vehicles, boats or trailers will be towed at the owner's expense. No vehicles larger than one-half (1/2) ton are permitted. Vehicles are not to be repaired on the premises.

Fire lanes, sidewalks and breezeways must never be obstructed with automobiles, boats, bicycles, motor bikes, toys or other objects.

Handicap Parking will be provided for your unit if proper paperwork is provided to management. Anyone currently using a handicap space or in need of a handicap space should send in the documentation immediately.

Noise

All residents have the right to peaceful possession of their unit. Please be considerate of your neighbor. Excessive noise from any source is governed by town ordinances and should be reported to the police for resolution. The use of radios, CD players, ipods, etc. is prohibited at the pool or in other common areas without the use of earphones.

Fireworks are prohibited on Village Creek property.

Boats, Trailers and Recreation Vehicles

None of the above is permitted in the common areas except for the purpose of loading and unloading equipment and will NOT be allowed to remain on the property overnight. Recreational vehicles or campers are NOT allowed to be parked at Village Creek. All illegally parked vehicles will be towed at the owner's expense.

PODS

Owners wishing to have a POD on property may do so for a 2-week time period. Owners must provide in writing to the management company the date of arrival and departure of the POD prior to it being delivered. A **\$200 refundable deposit is required**. If the POD is on property for a length of time exceeding 2 weeks, there will be a \$25 per day fine assessed.

Speed Limit

The speed limit in Village Creek is 20 MPH. Please remember children and owners walk around the complex. Watch your speed for the safety of all.

Security Lights

Security lights come on at dusk and go off at dawn. Please contact management if you experience trouble with your security lights.

Leasing of Units

All leases must be in writing and for a period of no less than thirty (30) days. The Association may terminate a lease should the Tenants or their guests not follow the rules and regulations of the Association as stated in the Master Deed and the Bylaws. A copy of the signed lease must be received by the Association at least five days before the lease is to begin. The owner must, at the same time, provide the Association with an acknowledgement that the Tenant has received a copy of the Governing Documents and agrees to abide by them. The tenant's(s') full names, addresses, email addresses, and telephone numbers must be provided at the same time.

Occupancy of Unit

Not over four (4) occupants (persons) at any one time may occupy any two (2) bedroom unit and units may be regularly occupied by no more than two (2) adults (persons over the age of 18). Regular occupancy means occupancy for a period of time in excess of thirty (30) days on any one occasion or thirty (30) days in one calendar year. There may be no more than 2 occupants

per bedroom unit (subject to change if Federal Fair Housing Regulations should at any point preclude this guideline).

Pool and Facilities

The pool, dock and common areas of Village Creek are for the exclusive use of the homeowner, lessee and accompanied houseguests. No guest of any owner or lessee will be permitted to use the amenities unless accompanied by the homeowner or lessee. Please ensure that the pool gate is locked behind you as you enter and leave the area. At real estate closing, please transfer pool key to new owners. Each additional key requested will be charged at the price of \$15.00. All dogs on Village Creek property MUST be on a leash. The grass area besides building 1148 is not a dog park, leashes are mandatory at all times.

The pool must be reserved for parties after 5:00 p.m. by contacting management. A deposit of \$100 is required. The deposit will be returned after assuring that the pool area has been cleaned properly. At least one deck must be left open so that the other residents may enjoy the pool. Reservation for parties does not permit exclusive use of the area. Only one (1) party may be reserved on any given day.

Please comply with the posted pool hours and regulations. **NO GLASS OR PETS ALLOWED IN THE POOL AREA.** A person (18 or older) must accompany children under the age of 12. No diving. There is no lifeguard on duty.

Improvements and Alterations

Village Creek encourages owners to enhance the beauty of their particular area. Please submit your request in writing to the Board of Directors for approval at least 45 days prior to making desired changes.

Standard Specifications for replacement of windows and glass doors have been developed by the Board. Please refer to these when planning your renovation. Under no circumstances will any change, alteration, or addition be made to any building, inside or out, fence, sidewalk, landscape or any other common element without written approval from the Board. Any contractor hired by an owner to do work affecting the exterior or structure of a building must be licensed, insured and approved by the Board.

No owner or tenant shall install wiring for electrical or telephone installation, television antenna, machines or air conditioning units, or similar objects on the exterior of the building, which protrude through the walls or the roof of the unit except as authorized in writing by the Board.

Installation of propane tanks and gas lines are not allowed under any circumstance.

Cable TV & Satellite Dishes

Cable, Satellite or Internet provider lines are not allowed to run on the exterior of the building. Lines must be in conduit provided on the exterior of each building.

It is recognized that installation of cable television requires that the cable enters the units at some point but it must be installed such that it is not visible from the exterior of the unit. The

Covenants clearly state repair and maintenance of any utility lines servicing one individual unit are the responsibility of the Owners.

Satellite dishes are to be located on the property at the back of the unit desiring the dish, in the ground and within 5 feet of the building. Any other placement requires written Board approval. A single unit may install or cause to install no more than one (1) dish. Any abandoned dishes will be removed at owner's expense.

Walls, Fence and Building clearance criteria

To lessen maintenance cost because of moisture buildup and to permit access for painting and maintenance activities the following clearance criteria must be followed:

- 1) No vine or trellis for vines may be attached to any wall, fence or building.
- 2) All shrubs, bushes, vines or trees will be trimmed at all times to permit at least an eight (8) inch clearance from any wall, fence or building.
- 3) All shrubs, bushes or vines will be trimmed to a height even with, but in no case exceeding twelve (12) inches above background or adjacent fence.
- 4) Firewood may be neatly stacked within a limited common area for your unit but cannot be closer than twenty-four (24) inches from any wall, fence or building and should not be visible from the street.
- 5) Trees in limited common areas will be limited in height so as to not damage common property to create excess maintenance costs.
- 6) Root or trunk growth of trees, shrubs, bushes or vines must not encroach upon walls, fences, buildings, foundations, sidewalks or planters.

Maintenance Requests

Owners should call or email management lisa@charlestonpms.com with any work requests. Renters should contact the owner of their unit.

I certify that the foregoing Summary of Rules and Regulations constitutes the original Summary of Rules and Regulations of Village Creek Horizontal Property Regime, as duly adopted by the Board of Directors thereof, and have executed the Summary of Rules and Regulations this 2 day of January, 2019.

VILLAGE CREEK HORIZONTAL
PROPERTY REGIME

By: Mike Kerby
Printed Name: MIKE KERBY
Its: President

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 STE 604
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Village Creek Homeowner's Association

Fine Schedule

January 2019

The following guidelines have been listed by the Board of Directors of the Village Creek Homeowner's Association and are part, directly or indirectly of the Declaration of Covenants, Conditions and Restrictions for Village Creek. Violators of these Rules and Regulations are subject to assessments and penalties.

Step 1	Letter of Warning with 7 days to correct.
Step 2	Owner was given 7 days to correct violation. If violation persists, a second letter is sent with a \$50 fine.
Step 3	If violation persists the Owner will be sent a third letter with a \$100 fine.
Step 4	If violation persists past the third warning, the Owner incurs a \$500 fine and a \$10/per day fine until violation is corrected. At this point the violation will be turned over to legal counsel where any action will be at the expense of the Owner.

