

# Courtside Villas I Horizontal Property Regime

## Rules and Regulations

\*Approved and Adopted May 7, 2016 at the Annual Owners Meeting  
\*\*Approved and Adopted May 19, 2018 at the Annual Owners Meeting  
\*\*\*Approved by Seabrook Island ARC, and adopted, in 2020  
\*\*\*\*Approved and adopted February 18, 2023 at the Annual Owners Meeting

This notice contains the Rules and Regulations adopted by the Courtside Villas I HPR (CSV I) owners that apply to all CSV I owners, guests, tenants, invitees and all others within the property boundaries of CSV I. Any questions regarding the CSV I Rules and Regulations should be directed to the regime manager; currently Ravenel Associates, Inc., 843-768-9480.

These Rules and Regulations are established in accordance with the terms of the Master Deed and Bylaws for Courtside Villas (Seabrook Island) I Council of Co-Owners, Inc. and do not supersede the Seabrook Island Property Owners Association Rules and Regulations. The Board of Directors and their appointed regime manager are authorized to enforce these Rules and Regulations. It is the responsibility of each Apartment/Unit owner to ensure that guests, tenants and property managers are made aware of these Rules and Regulations as any violation of these will be assessed to the owner of the unit unless otherwise stipulated in this document.

### **1. ACCESS TO APARTMENT/UNIT**

It is the responsibility of the owner to ensure that the regime management company has a key to each unit for emergency access, some maintenance and pest control access. If locks are changed, a new key must be supplied to the management office immediately.

### **2. VEHICLE ACCESS & PARKING\*\*\*\***

All vehicles must be parked in the designated carports for each unit or the CSV I parking area. Vehicles may not be parked on the roadway or on lawn areas. All vehicles must display an active SIPOA bar code and/or a dated SIPOA visitor's pass that corresponds to an address located in CSV I. All vehicles must bear valid state license registration tags when operated or parked on CSV I property. All vehicles in violation of these rules may be subject to towing. All fines and fees as a result of towing will be the responsibility of the owner of the vehicle and/or Apartment owner.

- a. Neighborhood Electric Vehicles. All NEVs being parked and charged at Courtside must first comply with SIPOA guidelines. Charging must follow the following guidelines from the fire department for safe charging: (1) Regular battery maintenance, (2) Vehicle maintenance according to the manufacturer's guidelines, (3) Charging station maintenance, (4) Correct cords for charging. Charging cords must be run along the ceiling so as not to be a tripping hazard or block the walkway in front of parking spaces. These rules apply to owner vehicles and rental vehicles.
- b. No trailers or boats may be stored on CSV I property. Trailers and boats may be temporarily parked on CSV I property for the purposes of loading, unloading and cleaning for a period of no more than 24 hours.
- c. Carports are for the use of parking vehicles and must be free of trash, debris. Large items such as bicycles and strollers should be stored in the designated locked storage areas for each owner; however bicycles may be temporarily locked and stored in parking spaces only when storage closets are unavailable. Kayaks and non-motorized boats may be stored with notification and permission of the regime manager. No items stored in the carports should at any time block any pathways to vehicle parking and stairwells as this is a fire hazard.

### 3. GENERAL MAINTENANCE OF LIMITED COMMON PROPERTY

Limited Common Property is defined as any attics, awnings, shutters, window boxes, doorsteps, stoops, porches, balconies, patios, compressors, locked storage areas, parking spaces and all exterior doors and windows or other fixtures, and is designed to serve one or more, but less than all Apartments/Villas. **Expenses for maintenance and repair of Limited Common Property are the responsibility of the Apartment/Villa owner.** Please refer to section 4 of this document regarding changes and modifications to these areas.

- a. **Locked storage areas** are to be maintained by the owner and should not contain any noxious or highly flammable materials. Owners must provide access to these units as needed for any repair of plumbing, electrical and/or mechanical lines.
- b. It is the responsibility of the owner to prevent the development of any unclean, unsightly or unkempt conditions of their **open decks/porches**. This includes repairs to paint, wood rot, and impermeable decking surfaces on second floor units.
- c. **Windows and doors** are the responsibility of the owners to maintain and should be repaired and replaced as needed. Damage to exterior siding resulting from faulty or damaged windows and doors may be the responsibility of the owner to repair. All window treatments visible from the exterior must be white or beige.
- d. **Screened Porches** may not be enclosed without approval of the CSVI Board (see section 4). The interior of the screened porches can be painted with CSVI Board of Directors and SIPOA ARC approval. The inside of screened porches cannot be altered. The square footage of these areas may not be included in the heated and cooled square footage of the Apartment/Unit.

### 4. MODIFICATIONS TO EXTERIOR AND INTERIOR OF UNITS, CONTRACTORS \*\*\*\*

Owners may not change the appearance of the limited and general common elements or any portion of the regime and may not install any interior window dressing visible from the exterior unless such has a white or beige liner, without permission of the CSVI Board of Directors. **Any Exterior Modification to a unit MUST be approved by the CSVI Board of Directors and SIPOA ARC before any work may be done.** Please refer to SIPOA Architectural Resources for more information. **The CSVI ARC application should be obtained by contacting the regime management company or downloading a copy from the CSVI owner website currently: <https://www.ravenelassociates.com/communities/view/5413>**

- a. Owners may not make any improvements or alterations to their Apartment/Unit that impair the structural integrity, mechanical system or lessen the support of any portion of the Regime. All interior improvements to any mechanical, plumbing or electrical system must be presented in writing to the CSVI Board via the management company.
- b. Contractors performing work for any CSVI Apartment/Unit, limited or common property must comply with all rules governing vehicles access and parking as outline in section 2 of this document. Owners are responsible for any damage to the common and limited common property caused by work performed by themselves or their contractor.
- c. Owners will be notified by the regime manager when any non-routine work that affects the limited and common areas is scheduled. Owners, guests and tenants are responsible for removing any personal items during these work periods. Neither the CSVI regime nor the contractor performing the work will be responsible for any damage done to any personal items not removed or protected.
- d. HVAC compressor units located in the common area the responsibility of the owner to maintain. Replacement of HVAC compressor units require owners to move them from their current location to the HVAC stands located on either side of the buildings per current Charleston County flood elevation code. **Specific instructions for proper location and installation must be obtained and reviewed with the contractor prior to any work being done. ALL HVAC installations must be approved by the CSVI Board of Directors prior**

**to any work being done. If HVAC installations are not approved, or not done per the HVAC Stand Regulations, the unit must be reinstalled at owner expense.** The HVAC Stand Regulations (instructions) document and the CSVI ARC application for Board approval should be obtained by contacting the regime management company or downloading a copy from the CSVI owner website.

- e. Satellite Dishes. Per the governing documents of CSVI, the exterior walls are all Common Property, and no alterations may be made without the consent of the CSVI board and SIPOA. **Owners must first complete and submit the request for exterior modification to the CSVI board and SIPOA ARC and receive written approval from both parties for the satellite dish installation. The specific instructions for installation must be followed. No satellite dishes are to be mounted on the exterior of any building in Courthouse Villas I.** The Satellite Dish Standards and Maps (instructions) document and the CSVI ARC application should be obtained by contacting the regime management company or downloading a copy from the CSVI owner website.

#### **5. USE OF CSVI AMENITIES - HERON POINT POOL\*\*\*\***

Owners that are current with all regime assessments and special assessments will have access to the Heron Point Pool located at the end of Live Oak Park. Owners must comply with all Pool Rules and Regulations or privileges may be revoked. Replacement cards are \$50 and can be purchased from the Heron Point Pool regime manager. **THE SHELTER COVE DOCK IS NOT A CSVI AMENITY NOR PUBLIC DOCK AND MAY NOT BE USED BY COURTHOUSE VILLAS I OWNERS, GUESTS OR TENANTS-** Violation of this rule may result in fines and sanctions from the Shelter Cove Villas Owners Association.

#### **6. ANIMALS\***

Only household pets are permitted on CSVI property. They must not constitute a nuisance or cause unsanitary conditions or an undesirable situation for residents or guests of CSVI.

- a. All permissible household pets must be leashed at all times when on common property
- b. Pet owners or caretakers are required to immediately remove animal feces from all common property and shall be performed in a sanitary manner. Failure to do so will be considered littering and may result in an immediate assessment in accordance with the Assessment Schedule.
- c. The feeding of undomesticated animals is not permitted; notwithstanding the foregoing, birdfeeders are permitted as designated by the ARC standards manual.
- d. Household pets must be limited to a maximum of three (3) animals per unit.

#### **7. FIREWORKS\***

No fireworks, sparklers, firecrackers, roman candles or any other device containing gunpowder or other combustible chemicals that cause an explosion when ignited may be used on CSVI property.

#### **8. GRILLING\***

No charcoal or propane grills are permitted on any decks, porches, stairwells, in carports or any CSVI common or limited common property. Only electric grills or small camping/ tailgating grills using propane tanks no greater than 1LB are permitted to be used on open exterior decks where there is no direct porch or deck overhang. Violation of this rule may result in fines as well as removal of any non-compliant grills by either CSVI or the Charleston County Fire Marshall

#### **9. GARBAGE/ RECYCLING/ YARD DEBRIS/ SPECIAL PICKUPS\***

Garbage collection is provided by SIPOA. Schedules may change from time to time, so please contact the SIPOA office at 843-768-0061 or check the SIPOA website, [www.sipoa.org](http://www.sipoa.org) for the current schedule.

- a. All garbage must be contained in bags and placed **inside** the trash bins located in either of the two enclosures located on the property. All garbage must be “wildlife proof” and able to fit inside the trash bins and cannot be left loosely in the enclosure areas. Garbage is not to be left on regime property for any reason.
- b. Recycling and maintenance of the recycling bins is the responsibility of the owner. No recycling bins may be stored in the trash enclosures. Recycling pickup is on Mondays ONLY. All recycling bins must be placed on the edge Live Oak Park on Sunday evenings and removed no later than Monday evenings.
- c. Large trash items such as furniture, boxes, appliances, household items etc. are to be removed from the CSVI property directly by owners or contractors and may be taken to the SIPOA Maintenance Facility (2902 Seabrook Island Road- Behind Laundry). Failure to do so will be considered littering and may result in an immediate assessment in accordance with the Violation Assessment Schedule.

## **10. MISCELLANEOUS RULES**

- a. Except for temporary holiday decorations no personal decorative objects may be placed on the exterior entrance doors to porches or in stairwells.
- b. The burning of trash, scrap lumber, debris, etc. is prohibited.
- c. Beach Towels, bathing suits and other clothing are not to be hung on or draped over exterior railings.
- d. Trespassing, activities that cause property damage or personal injury, theft or vandalism, activities which constitute a nuisance or disturbance are prohibited in all areas of CSVI.
- e. The playing of audio equipment in a manner which disturbs the quiet enjoyment of occupants of neighboring residences is prohibited. Violators should be reported directly to security (843-768-6641) and will be subject to an assessment in accordance with the assessment schedule.

## **11. REGIME FEES, SPECIAL ASSESSMENTS, LATE CHARGES, LIENS, FORECLOSURE POLICY\*\*\*\***

- a. Due Dates: Regime fees are billed monthly and are due in 30 (thirty) days but no later than the end of the same calendar month billed. If not received by the regime by the 1st day of the following calendar month, the payment will be considered late and subject to all applicable late fees as described below.
- b. Special Assessments will be billed as set forth by the Board of Directors as needed.
- c. Delinquency and Late Fees: If an owner does not pay the regime fee or any assessments in full within the due date described above, a late charge of 5% (five percent) of the missed payment amount will be charged to that owner.
- d. For any and all outstanding balances accruing 60 (sixty) days or more, a monthly interest charge of 1.5% (one and one half percent) of the total outstanding balance due will be added each month payment is not received in full.
- e. Upon continuous default in the payment of any installments of assessments, the Board of Directors has the option, after 10 days written notice, to accelerate and demand payment of the entire annual assessment.
- f. After a payment is 30 days late, the Board of Directors reserves the right to revoke access to the Heron Point pool. There will be a \$50 fee to reinstate access to the pool.
- g. Lien Notice: Owners with any outstanding balance accruing 61 (sixty-one) days or more will receive a notice asking for payment in full immediately. If the unpaid balance is not paid in full within thirty (30) days of this notice, a lien will be filed against the unit.
- h. If any outstanding balance accruing 61 (sixty-one) days or more is not paid in full within 30 days that notification was given, Courtside Villas H.P.R. reserves the right to foreclose on the property in no more than 30 (thirty) days from such date notification was given.
- i. All legal fees paid by the association will be billed to the corresponding homeowner for reimbursement.

## **12. ENFORCEMENT, PENALTIES AND ASSESSMENTS**

The CSVI Board of Directors shall have the power to impose sanctions, including monetary sanctions, for violations of the Master Deed or the Rules and Regulations. Provisions contained in the Master Deed and By-Laws govern the enforcement of violations of the Rules and Regulations and those provisions will supersede anything contained herein to the contrary. Owners are responsible for the conduct of their families, guests, tenants and/or invitees (including Contractors). Any violation of the Rules and Regulations by an owner's family, guest, tenant and or invitee or contractor that results in an assessment, the owner will ultimately be responsible for the payment of the assessment within the time period stipulated herein. Failure to pay the assessment may result in a lien being placed against the owner's Apartment/ Unit and/or other legal action as specified in the Master Deed.

The following schedule and table are used to calculate warning notices and monetary assessments for initial and repeated violations of the Rules and Regulations.

### **VIOLATION ASSESSMENT SCHEDULE**

- A. Warning
- B. \$50.00\*
- C. \$100.00
- D. \$250.00
- E. \$500.00
- F. \$1,000.00
- G. Board of Directors to consider on a case by case basis.

All first violations of these Rules and Regulations will result in a warning notice (Schedule A) with the exception of specific sections displaying the (\*) asterisk symbol which **may** receive an initial assessment of \$50.00 (Schedule B) for a first violation; more specifically sections: 2, 5.b, 6, 7 and 10. All subsequent violations of the same section of the Rules and Regulations within a rolling twelve month period will trigger escalating assessments in accordance with the Violation Assessment Schedule above, each subsequent violation stepping up one level. Violation Assessments must be paid within 30 days of the notification in writing either via email or USPS and will be subject to late fees according to the CSVI late and lien policy. Violation Assessments left unpaid for periods exceeding sixty (60) days or more may result in a lien on the property which could result in foreclosure action being taken by the CSVI Board of Directors