

## ***Summer Wind Cottages Owner Packet***      ***UPDATED JULY 2022***

**The Summer Wind Cottage Owners Association (SWCOA)** is comprised of homeowners who are full and part time residents. There are 66 cottages that make up the SWCOA community. Summer Wind Cottages are owned in fee simple. As such, this includes the structure and all property within the drip line of the structure. The Association's common property is that portion of the land located outside each cottage drip line.

The SWCOA Board of Directors has engaged Ravenel Associates to provide management and administrative services for the ongoing operation of the community. Ravenel Associates is located at 3690 Bohicket Road, Suite 1-A, Johns Island, SC 29455. The main number is: 843-768-9480.

### ***Cottage Owner Responsibilities***

**FISCAL:** SWCOA dues are paid quarterly in: January, April, July, and October. If paying by check, bank debit or credit card (there will be a service charge for credit card payments), you will receive a booklet with a quarterly coupon for each payment that will be due for the fiscal year. As an alternative, you may sign up for auto-debit from your bank account. Details are available through Ravenel Associates for setting up auto-debit pay. Dues for Seabrook Island Property Owners Association (SIPOA) and Seabrook Island Club and property taxes are separate entities of SWCOA. Please call SIPOA, the club, and Charleston County for further details regarding those payments.

#### **As a cottage owner, you are responsible for the following:**

- Create a sign in to access your personal account through SWCOA portal hosted by Ravenel Associates. The portal is home to your account information, announcements, SWCOA documents including cottage standards for improvement and repairs, meeting minutes, operating budget, welcome package, rule and guidelines, and governing documents to name just a few. You can sign up at the following link: <https://summerwindcottages.eunify.net/default.asp>.
- Maintenance and upkeep of interior and exterior of the cottage. Exterior includes touch up paint, as needed between regular SWCOA covered paint cycles; replacement of exterior lightbulbs (except for the cottage number which is SWCOA responsibility), putting out trash and recycling cans and bringing them back under your cottage
- Repair or replacement of windows and screens including screened in porches.
- It is recommended to obtain a termite bond. A bond guarantees that the pest control company will keep an eye on your cottage and make sure that an infestation doesn't happen. You should consider additional protection against Formosa termites.
- When considering modifications to the cottage, it is your responsibility to work with your contractor at submitting the necessary forms. No work can commence until the SWCOA External Modification/Repair Form has been submitted to the HOA and SIPOA and approvals and necessary permits are obtained.
- As a suggestion, you might consider hiring a property caretaker or manager for periodic maintenance checks of your cottage during vacancy. This is particularly important during extended periods away and during hurricane season.
- If you rent your cottage, be aware of new permitting and operating requirements for Short-Term Rental Units. You are responsible to obtain a business license and STR permit. For all the details, please refer to the section "Important information for owners who rent their cottage" further in this packet.

## ***Association Responsibilities***

The SWCOA Board of Directors has engaged Ravenel Associates to provide management and administrative services for the ongoing operation of the community. Ravenel Associates is located at 3690 Bohicket Road, Suite 1-A, Johns Island, SC 29455. The main number is: 843-768-9480. Be sure to sign up for homeowner portal access as valuable information is available on the site. You can sign up at the following link: <https://summerwindcottages.eunify.net/default.asp>. SWCOA membership meets 2 times a year in the spring and fall. Meeting dates are set at the SWCOA Annual Meeting of its Members. Membership meetings can be conducted either in person or by virtual meeting. Board members welcome your input and ask that you contact Ravenel Associates and/or a board member at any time with questions or concerns.

### **SWCOA Board of Directors**

President: Debra Lehman  
[debraklehman@yahoo.com](mailto:debraklehman@yahoo.com)

Vice President: Joseph Ficarra  
[jofi821@gmail.com](mailto:jofi821@gmail.com)

Treasurer: Mollie Korski  
[mkorski@emory.edu](mailto:mkorski@emory.edu)

Secretary: Marie Wardell  
[marievwardell@gmail.com](mailto:marievwardell@gmail.com)

Board Member at Large: David Orr  
[deorr51@gmail.com](mailto:deorr51@gmail.com)

### **SWCOA handles the following aspects of the community:**

- All landscaping and grounds maintenance in accordance with and as outlined in our yearly landscaping contract.
- Common area lighting on the cul-de-sac streets. Summer Wind Lane is a SIPOA property and street lighting outages should be reported to Berkeley Electric. Make a note of the pole tag when reporting this type of outage. Berkeley allows online streetlamp outages.
- Replacement of cottage house number decals and light bulbs.
- Arrangement of quarterly cottage pest control. Please note, pest control is done on the inside and exterior of the cottage. For inside the cottage pest control to happen, Ravenel Associates must have a copy of the cottage key for pest control technicians to enter the cottage. This pest control does not include termite control. It is strongly recommended you obtain a termite bond.
- Exterior Painting on a cyclical schedule.
- Maintenance of front entry lit sign, mailbox stands, and mailboxes.

## ***Important information for owners who rent their cottage***

Many SWCOA cottages are used as rental properties. On December 15, 2020, Seabrook Island Town Council adopted [Ordinance 2020-14](#), which established new permitting and operating requirements for [Short-Term Rental](#) units. All short-term rental units operating in the town must apply for and obtain an annual [Short Term Rental Permit](#). Each unit shall be required to have a separate permit. A short-term rental unit is defined as a residential dwelling that is rented or leased, or offered for rent or lease, as an overnight accommodation for periods of less than thirty (30) consecutive days at any time during a calendar year. A short-term rental unit is generally used by renters and their guests in a manner that is consistent with the residential character of both the dwelling and the surrounding area.

In addition to the short-term rental agreement, you must apply and obtain an annual [business license](#) as outlined in the [Business License Ordinance](#) by completing the following form: [Business License Application](#).

For more information, please contact Town of Seabrook by phone at (843) 768-9121 or go to the following link: <https://www.townofseabrookisland.org/str.html>

If you rent your property, we ask that you please place a copy of the Summer Wind Cottage Rules & Regulations, located at the end of this packet, in a prominent location in your cottage.

For additional copies of the rules and regulations, please visit the SWCOA portal on the Ravenel site. You will need to create an account to access the document, but you will find it is well worth it to keep several on hand for you and your guests.

### ***SWCOA Resources***

Ravenel Associates, our property manager, provides management and administrative services for the ongoing operation of the Summer Wind Owners Association. Located at 3690 Bohicket Road on Johns Island, Ravenel is available to assist you with your association needs. The number is 843-768-9480. Access to Ravenel Associates website is located at the following link: <http://ravenel-associates.com>. In order to gain access to the SWCOA Portal, you will need to register for an account by establishing a unique user profile and password. See the following link: <http://ravenel-associates.com/ravenel-associates-owners-portal>

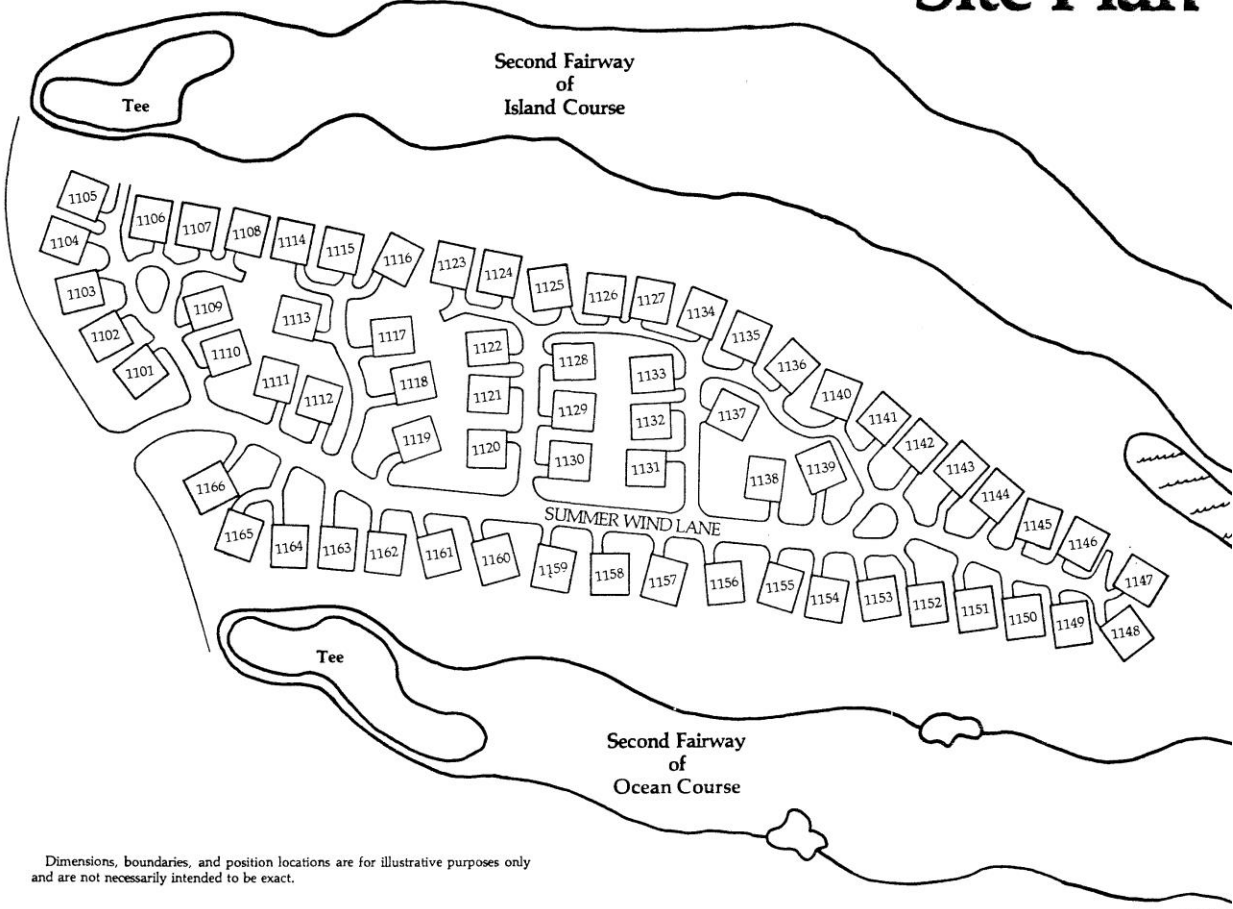
After registration, you will have continued access to Summer Wind Community documents and forms. Available to you, among other items, your account information, annual meeting minutes, board meeting minutes, annual budget, a community map, governing documents, and other helpful documents such as a Summer Wind Cottage Owners directory and the Summer Wind Cottage Owners Association Guidelines for Exterior Repairs and Improvements.

As a member of Seabrook Island Property Owners Association (SIPOA) you have access to an abundance of information through several websites. The SIPOA website found at the following link: [www.sipoa.org](http://www.sipoa.org) will give you access to information to help you become acclimated with SIPOA. You will be required to set up a user account but after doing so you can search the site for useful information. The tabs across the green menu bar have drop down items and will direct you to SIPOA specific information.

The Discover Seabrook website is located at the following link: [www.discoverseabrook.com](http://www.discoverseabrook.com). The tabs across the blue menu bar have drop down items and will direct you to information on Seabrook Island and its amenities including golf, dining, tennis, the beach club, and the equestrian center. In addition, you can access your club membership, view Charleston attractions, link to The Town of Seabrook, view an interactive Seabrook Island map and view interesting links all homeowners will find interesting.

**Summer Wind Cottages Community Map**

# Site Plan



Dimensions, boundaries, and position locations are for illustrative purposes only and are not necessarily intended to be exact.



## ***Summer Wind Cottage Courtesy Guidelines, Rules, and Regulations***

**UPDATED SWCOA JULY 2022**

Summer Wind Cottages consists of 66 full-time and part-time residents who are all members of the Summer Wind Cottage Owners Association (SWCOA). SWCOA is governed by an elected board of directors that follow the rules and regulations and covenants of the SWCOA.

**OWNERS:** If you rent your property, share these guidelines with your renter and/or rental agent. These guidelines should be prominently displayed in your cottage and be included as part of the rental agreement.

**RENTERS:** As a courtesy to the Summer Wind community, please be mindful of the enclosed regulations. Please be aware all SWCOA cottage owners and residents take great pride in their homes and the surrounding community property. Please be respectful of this wonderful community.

Following the simple guidelines in this document is important to the SWCOA and enhances the quality of life on this island home.

For clarification on any guideline or rule, it is best to contact your rental host or rental property manager. They will contact the proper authority to get the answers you need to make your stay a happy one.

### ***Summer Wind Cottage Contact List:***

## **Fire / Rescue / Sheriff Dial: 911**

**Security/Gate Entry:**

**843-768-6641**

**SWCOA Property Manager:**

**Ravenel Associates: 843-768-9480**

**Berkeley Electric**

**843-559-2458**

**Water/Sewer SIUC**

**843-768-0102**

**Seabrook Island Property  
Owners Association: SIPOA**

**843-768-0061**

**Amenity Office**

**843-768-3942**

**Seabrook Island Club**

**843-768-2500**

**Racquet Club**

**843-768-7543**

**Golf Shop**

**843-768-2529**

**Food and Beverage:  
Bohicket's Lounge and**

**Palmetto Room**

**843-768-2571**

**Pelican's Nest,  
Cap'n Sam's Grill and**

**Osprey Cafe**

**843-768-1244**

**Parking:**

- ♦ ALL vehicles including LSVs must park in the driveway and/or under the cottage.
- ♦ Maximum allowed is 1 car per bedroom per cottage. For additional parking options call your rental agent or SIPOA (Seabrook Island Property Owners Assoc.) Security at 843-768-6641.
- ♦ All vehicles, including LSVs, must display SIPOA owner issued barcode or guest permit on dashboard.
- ♦ No parked vehicle can protrude from driveway into the street.
- ♦ All parked vehicles must give proper allowance for neighboring vehicles to pull in and out of their cottage driveway.
- ♦ **NO PARKING ON PINE STRAW.** Vehicle and LSV weight can damage shallow underground water lines.
- ♦ Overnight parking is not permitted on any Summer Wind Road. Any vehicle parked overnight may result in a citation issued by SIPOA Security.
- ♦ Parking shall not impair access by emergency vehicles, impede the flow of traffic or otherwise create a hazardous condition. This infraction may result in a citation issued by SIPOA security.
- ♦ Trailers, mobile homes, campers, and boats, if small enough, may park under the cottage. If oversized, these vehicles are not permitted anywhere on Summer Wind common property.
- ♦ There is no parking in other cottage driveways without the consent of the cottage owner's approval.

**Trash Disposal:** Use proper bins for trash and recyclable materials. All bins should be secured in a way that animals cannot get in. All bins must be visible for pickup. **All bins must be placed back under cottage after pickup.** If your departure from the cottage makes you unable to return the bins back under the cottage, please take and dispose your trash at the SIPOA Maintenance Facility located at 2902B Seabrook Island Rd.

Trash pickup is on Monday all year round and additionally on Thursday from April thru Labor Day. Recyclables are picked up on Monday all year round.

**Quiet Hours:** Community quiet hours are **11:00 PM to 7:00 AM** and will be strictly enforced.

Charleston County Sheriff's department will be called to interact with offenders. No owner, their guest(s), or renter(s) may make or permit excessive noise or do anything that will interfere with the quality of life for any Summer Wind resident and/or jeopardize the SWCOA community property and surroundings. Please be respectful of the community during quiet hours.

**Dogs:** Dogs MUST always be leashed when off cottage property. This includes on Summer Wind Lane, the cul-de-sacs, and all other cottage properties. A dog on voice command without a leash is not abiding by the regulation. This will be enforced for the safety of the residents and the pets enjoying Summer Wind Cottages. Dog owners are expected to remove dog feces from any area. An area of concern is behind cottages that back both golf course fairways. Failure to pick up after your pet will be considered littering and will result in a fine to be imposed by SIPOA. **Please note: Dogs may run off lead in designated areas on the beach. These areas are properly marked at each beach entrance.**

**Grills, Fire Pits, Kerosene Heaters Usage:** The use of barbeque grills (gas, charcoal or electric) shall be used in open, ventilated areas of the property. Gas/electric grills may be used on the rear open cottage deck away from roof line. All types of grills may be used in the driveway. **At no time may barbeque grills be used under the cottage, under trees, or near shrubs and on pine straw.** Grills may not be used on common areas or on Summer Wind Lane or cul-de-sacs. Be mindful to properly extinguish all hot coals before leaving a grill unattended. The use of fire pits and kerosene heaters are forbidden on any SWCOA property.

## Summer Wind Cottage Owner Contact Form

Having your contact information on record will keep you informed of all essential and important association business. Your email allows SWCOA E-blasts to arrive in your inbox and keep you in the know! Return the completed form via email to [notifications@ravenelassociates.com](mailto:notifications@ravenelassociates.com) or mail to Ravenel Associates, 960 Morrison Drive, Suite 100, Charleston, SC 29403

**If you have several cottage owners, please complete multiple forms.**

COTTAGE NUMBER: \_\_\_\_\_ FULL TIME or PART TIME \_\_\_\_\_

OWNER NAME AND PREFERRED CONTACT #: \_\_\_\_\_

OWNER E-MAIL \_\_\_\_\_

OWNER NAME AND PREFERRED CONTACT #: \_\_\_\_\_

OWNER E-MAIL \_\_\_\_\_

PREFERRED MAILING ADDRESS \_\_\_\_\_  
IF DIFFERENT THAN  
COTTAGE ADDRESS: \_\_\_\_\_

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RENTAL INFORMATION:

IS THE PROPERTY RENTED? \_\_\_\_\_ IF YES, IS THE PROPERTY SELF-MANAGED? \_\_\_\_\_

IF MANAGED BY SOMEONE ELSE PLEASE PROVIDE THAT INFORMATION BELOW:

RENTAL OR PROPERTY MANAGEMENT COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_