

Golf Shore Villas

Rules & Regulations

And

Maintenance & Services Summary



Revised February 2024

Please keep this document for reference
Also available on Ravenel website – Communities - Golf Shore Villas
www.ravenelassociates.com

3730 Betsy Kerrison Parkway, Suite 2

Johns Island, SC 29455

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Introduction

This document provides owners with important information about the Golf Shore Villa (“GSV”) community. The purpose of these rules, regulations and helpful hints is to maintain a safe, attractive, and high-quality environment for owners and visitors, some of whom may become future residents of GSV. This document may be updated on a periodic basis. Any owner questions not addressed herein should be directed to the Management Company or a member of the GSV Owners Association Board of Directors.

Organizationally, the GSV community is governed by various entities, including Town of Seabrook Island, the Seabrook Island Property Owners Association, the POA Architectural Review Committee and the GSV Owners Association.

The GSV Owners Association consists of the 40 villa owners. There is a governing Board of Directors made up of five owners serving staggered two-year terms. The Board of Directors are elected annually by the membership. The GSV Annual Meeting is generally held on a Saturday morning near the July 4th holiday. The Annual Meeting includes a presentation of the next year’s proposed budget. Additional Board of Directors meetings are scheduled on a quarterly basis.

Management Company

Ravenel Associates is our management company and is a valued partner with our Community. They will provide effective management and a pro-active approach to review and solve our day-to-day challenges. They also oversee vendor services, manage vendor contracts and financials. Ravenel is experienced providing these services and the company is extremely familiar with Seabrook Island.

Ravenel should generally be your first contact for requests and additional information. They will act as a clearinghouse to address your questions, offer assistance or notify the Board as appropriate.

Management Office

Ravenel Associates
3730 Betsy Kerrison Pkwy, Suite 2
Johns Island, SC 29455
843-768-9480

Helpful Telephone Numbers

Emergencies: 911

In any emergency risking life or the safety of anyone at Golf Shore, please call 911 before contacting the Seabrook Security Gate.

Seabrook Security Gate: (843) 768-6641

Seabrook Island

Beach Club: (843) 768-1000

Lake House: (843) 725-1580

SIPOA Office: (843) 768-0061 www.townofseabrookisland.org

Real Estate Office: (843) 768-2560

Town of Seabrook: (843) 768-9121 www.townofseabrookisland.org

Seabrook Island Club: (843) 768-1000

Golf Shop: (843) 768-2529

Restaurant: (843) 768-2571

Tennis: (843) 768-7543

Utilities

Berkeley Electric: (843) 559-2458

Comcast Xfinity Cable: (877) 424-2028

Seabrook Island Utility Commission (SIUC): (843) 768-0102

I. GSV OWNER RESPONSIBILITIES

GSV Owners have the responsibility to adhere to and abide by established rules, regulations and laws and to be in compliance with policies and procedures established by GSV Owners Association, Seabrook Island Property Owners Association (SIPOA), the Seabrook Island POA Architectural Committee (ARC) and the Town of Seabrook Island, SC. The GSV community appreciates your efforts to ensure that your unit's occupants, renters, guests and contractors comply with these requirements and restrictions.

Villa Renovations and Modifications: Should an Owner wish to renovate, modify, or change the exterior of their villa, prior approvals and/or permits must be obtained. See section III Building Standards (page 7). **While some of these permits may be secured by your contractor, the responsibility for obtaining approvals and permits, complying with their requirements, and obtaining any final certificates of completion rests with the GSV Owner.** Any renovations, modifications, or changes made without proper approval are subject to retrofit and/or a fine up to \$500.00. The first step when planning renovations or modifications is to complete the ARC request form and submit it to our association manager at Ravenel Associates. Please submit/email your requests to Owen Gudridge our association manager at ogudridge@ravenelassociates.com
You can find the required ARC request form on the Seabrook Island Property Owners Association web site.

Quarterly HOA Assessments: The GSV Owners Association operates on a July 1st to June 30th fiscal year. Owners are responsible for the Quarterly Assessment charges established by the Golf Shore Board to maintain, renovate, and improve the Common areas. Covered expenses include the following: landscaping, villa painting, electricity costs, water costs, irrigation systems, external pest control, annual tree pruning, etc. These assessments are established and approved at the Annual Meeting for the subsequent year's operation. These quarterly assessments are to be paid in a timely manner and are managed by our property management company. A late fee of \$25.00 is assessed 30 days after the billing date. In addition, a 1.5% interest fee is charged for all unpaid assessments and late fees. A demand letter will be sent to property owners who are 60 days delinquent, and a lien will be filed on all properties that are 90 days in arrears.

Insurance: Owners are responsible for obtaining adequate insurance coverage that protects them in the event of a loss. This may include structure, contents, flood, wind and hail, etc. The Association covers insurance for common property general liability, and directors' and officers' coverage.

Maintenance: Owners are responsible for the maintenance and repair of the exterior and interior of their villas, porches, decks, stairs, and sheds. In the event you wish to repair or replace these areas, prior notification and approval may be necessary from the appropriate entities noted above prior to renovation starting. Our Management Company can recommend contractors, or in some cases, may provide exterior and interior repairs, remodel and design, and other miscellaneous services at the owner's expense.

II. GSV ASSOCIATION RESPONSIBILITIES

Landscape Maintenance: A landscape contractor hired by the Association provides landscape maintenance for all Common areas of our community. These contract duties include weekly mowing, edging of grassy areas, blowing and debris removal. They provide an on-going program of fertilization and pest control, tree pruning, pine straw application, and perimeter bush/tree trimming. They also make repairs and adjustments to the irrigation sprinkler heads and control systems when needed. All irrigation water usage is billed to the Association, so please refrain from making individual villa adjustments. If you have a particular problem or need, contact our Management Company with your request. Additionally, please note the following areas of concern:

- a. The care and maintenance of all plant life in the Common areas and around the individual villas is the responsibility of the Association. We have established a program to assess, prune, remove, replace, and enhance existing plant life.
- b. Owners may elect to add minor plantings adjacent to their particular villa. These additions should be hardy within this vegetation zone and enhance the overall look of the GSV landscape.
- c. Any major additions must have prior approval.
- d. No bushes/trees are to be removed without prior approval of the Management Company.
- e. Lawn ornaments are allowed in a reasonable number so as not to detract from overall appearance.

Pest Control: The Association contracts for pest control that treats the exterior of each villa.

Tree Pruning: Annual tree pruning (branches or trees over 12' in height) takes place each fall. The Association budgets for this service to reduce potential hazardous conditions, including the removal of dead branches and pruning of foliage. Trees are also pruned to improve and maintain views, thus preserving and protecting property values. This is the responsibility of our designated landscape company and part of our contracted program and services.

Tree Removal/Instillation: Owners may request dead, diseased, or damaged trees to be removed. This process involves SIPOA, ARC, and our landscape company. Although healthy live trees are generally not to be removed, the same procedures apply. Approval of the above

agencies is required, and the related costs may be borne by either the owner or the Association, depending on the circumstances.

Termite Bonds and Inspections: The Association does not provide termite bonds or inspections. This is the responsibility of each individual owner.

Maintenance of Property: If the Owner allows the development of any unsafe, unsightly or unkept condition of his/her property, the unsatisfactory condition shall be corrected by the Owner at his/her expense, upon written request of the Board or its designee. If the Owner fails to correct said condition within ten (10) days after this written notice, or in the case of major repairs, i.e. siding, roofing, windows, etc., 60 days, the Board or its designee shall have the right to correct the unsatisfactory condition at the expense of the Owner.

Painting: The Association has established a painting program to paint the exterior of all villas on a five-year recurring cycle. Villa owners who are not current on their quarterly assessments are not eligible for painting. Any repairs needed to the exterior of the villa prior to the painting are the responsibility of the Owner. The determination of needed repairs will be made by a GSV Owners Association representative, the management company, and the current painting contractor. Each Owner will be notified prior to the scheduled painting of the repairs needed to facilitate painting. This notice is an informational service only, and the Association is not held liable for the notice or information. Each villa Owner is to notify the management company within 60 days prior to the painting program schedule date as to the affirmative action to be taken. All repairs are to be accomplished within 30 days prior to the painting program scheduled date. In the event the Owner fails to complete the necessary repairs within the specified time frame, the Board may take actions under the provisions of Section 6 of the Golf Shore Association Covenants.

The painting program covers the cost of painting the exterior surface of the villa and shed. This cost is funded through the GSV quarterly assessments. The goal is to have the painting start in April/May of each year and then pick up again in the fall to take advantage of the prime painting weather. Generally 6 to 8 villas each year are on the painting schedule. If you are considering converting from wood to Hardie Plank cement siding contact the property manager about the painting cycle.

Painting Specifics: Units to be painted during a cycle may be power washed. The painting contractor will caulk and nail loose boards where needed. Warped boards are not considered loose boards and should be replaced at the Owner's expense. If an Owner would like the exterior trim to be painted out of cycle, the painting contractor can provide an estimate also. However, please note that this painting is at the Owner's expense.

Exterior villa repairs made earlier than thirty (30) days prior to your scheduled painting date should be repainted in GSV approved colors as specified .

Painting Specifications: Sherwin Williams “Super” paint grade

Base: Intellectual Grey (S W 7045)

Trim: Oyster White (S W 7637)

Door: Intellectual Grey (S W7045)

Deck: Anonymous (S W 7046)

The Seabrook Island Property Owners Association has approved these additional door colors:

Sherwin Williams “Super” paint grade

Red: Dinner Party Benjamin Moore (AF-300)

Blue: Gale Force Sherwin Williams (7605)

Green: Essex Green Benjamin Moore (RM)

Black: Black Forest Benjamin Moore (RM)

These door colors can be applied by our painting contractor at the owner’s expense or the paint can be applied by the Owner.

III. BUILDING STANDARDS

The following is an outline of GSV standards. Please note that these Standards are not inclusive of all the requirements or regulations of the Seabrook Island Property Owners (SIPOA), the Architectural Review Committee (ARC), or the Town of Seabrook.

Prior to beginning any repairs or renovations, please follow this process:

- A. Submit detailed plans and specifications to Ravenel Associates.
- B. Ravenel will notify the Board.
- C. Upon approval from the Board, Ravenel will notify the SIPOA-ARC, who will in turn approve and send specifications to the Town of Seabrook Island.
- D. Owner/contractor must obtain permits from the Town of Seabrook.
- E. Once permits are issued, they must be posted in a visible area at the job site.
- F. Upon completion of the project, the owner and/or contractor must notify Charleston County for final inspection and closure of the permit(s).

GSV Owners are responsible for their contractor actions. It is the owner’s responsibility to inform their contractor of our current standards, the need to obtain the necessary approvals and permits, and to post the same. Owners are responsible for damage that occurs to common areas because of their contractor’s actions, as well as the removal of construction/renovation debris. The above entities have the authority to issue fines or cease and desist orders, and require removal or reconstruction of any non-complying work. Contractors must follow the ARC guidelines for contractors. This can also be found on the SIPOA website at www.sipoa.org under “Resources.”

MAIN STRUCTURE:

1. **Roof Shingles:** All roof shingles must be of architectural grade, 30 year life span and comply with existing Hurricane and Wind standards. Golf Shore standard is:
 - Manufacturer: Certain Teed
 - Color: Georgetown Gray
2. **Roof-Mounted Attic Fan:** One roof-mounted attic fan may be mounted on the rear of the roof only and may not be visible from the front of the unit. The attic fan is to be a standard type fixture with a round dome, not to exceed 30” in diameter, and grey or black in color.
3. **Roof-Mounted TV Dishes:** Roof-mounted TV dishes are to be of the standard residential size and installed on the rear roof only. They should not be visible from the front of the unit and should be grey or black in color.
4. **Roof-mounted Sky Lights:** A maximum of two roof-mounted sky light may be installed on the rear roof only and trim should be grey or black in color.
5. **Siding:** The existing wood siding may be replaced with “Hardie Plank” cement siding. The installation is to be horizontal only.
 - Manufacturer: Hardie Plank James Hardie Co. and/or Certain Teed, or approved equal.
 - Color: pre-finished to base color spec, or pre-painted.
 - Reveal: 7”
6. **Windows:** All replacement windows are to be similar in size, shape and type as the existing windows and installed flush with the exterior walls. The approved frame color is white. The absence of grids or mullions is acceptable.
7. **Front Entrance Door:** Replacement doors shall be the same size as the original. They may be solid or have an upper full-glass pane with no mullions or grids and two panels at the bottom.
8. **Storm/Screen Doors:** Storm/Screen doors are optional. The standard is either a full glass door with no grids/mullions/panes, white frames, with an interchangeable screen component or a Fullview Retractable Storm Door with glass from top to bottom with a retractable insect screen for ventilation on demand.
9. **Back Porch Screen Door:** This door is to be replaced with a door of a similar size and style as the original screen door, flush with exterior wall, white in color.

10. **Back Finished Porch Door:** This door is to be replaced with a door of similar size. A door with half glass top and 2 panels at the bottom or a full glass type, no lattice or mullions, white frame.
11. **Front Porch Light:** The Association has replaced all front porch lights with a new standard fixture to match the new exterior post lamps. The brand is Designer Collection, model is Baywood.
12. **Gutters:** Gutters may be installed as an option. Front and/or back gutters are to be the full length of the fascia boards with a vertical downspout. All gutters and down spouts should be painted to match villa.

BACK PORCHES:

There are four types of approved back porch structures.

1. **Open Porch:** Open screened porch as originally designed with spindle/rail design remaining intact.
2. **Closed Porch:** This is defined as the original screened porch enclosed by a full length glass window structure or Eze Breeze Sliding System. The standard is as follows:
 - a. Glass structure from header to floor jamb, all glass panels w/o grids or panes, white frames. The original spindle/rail appearance must be maintained and any glass panels must be installed interior to the spindle/rail system.
 - b. Vinyl porch/screen enclosure system (e.g., Eze Breeze or similar product) may be installed provided the spindle/rail design remains intact and the panels are installed interior to the spindles and rails. White frames must be used.
 - c. Door, single hung style, with a half glass or full glass panels, no panes/grids, white frame. Or, Storm/screened door...optional, see previous storm door/screen door specification.
3. **Half Wall/Half Screen:** This is defined as the original screened porch openings above the horizontal board cap on the original spindle/rail system with a solid wall below the horizontal board cap. The standard for the solid wall below the horizontal board cap is as follows:
 - a. The original spindle/rail appearance must be maintained and the materials comprising the solid wall must be installed interior and flush to the spindle/rail system. Fasteners must be corrosion resistant and should be flush with the surface. (No nails should be visible from the exterior of the porch once the half wall is installed.)
 - b. The exterior wall must be made of smooth HardiePanel. HardiePanel installation standards must be followed.
 - c. Interior to the Hardie Board a layer of Tyvek (waterproof membrane) must be installed.

- d. Two by four framing is to be installed with studding 16” on center; this framing is interior to the Tyvek membrane. Two by four framing is to be used with ½ minimum exterior grade plywood for the wall section below the horizontal board that supports the screened sections. The plywood serves as the interior wall.
 - e. A beveled top rail must be installed on top of the horizontal board cap in a manner that allows rainwater to drain to the exterior of the porch.
 - f. Exterior caulking and GSV paint standards are to be applied to finish.
4. **Closed Room:** The porch is redesigned to become part of the villa and enclosed by finished walls and windows.
- a. Walls are to be of standard height, 33”-35”, finished, insulated.
 - b. Windows are to be double hung, no lattice, panes, or mullions, approx. 48” h x 32”w.
 - a. Door is to be all glass, single hung style, no panes, lattice or mullions, white frame, or a door with half glass top and 2 panels at the bottom, no lattice or mullions, white frame.
 - b. Storm/screened door...optional, see previous storm/screen door specifications.
 - c. Exterior wall design is to maintain original porch spindle appearance.
5. **Back Porch Light:** where applicable, to match the new front porch standard.
6. **Under Porch Gate:** is to be of lattice construction, similar to original design and secured.
7. **Porch/Stair Decking:** replacement decking is to be of “pressure treated” wood and painted the approved color, or may be replaced with a “Trex” type product of the approved color.
8. **Shed:** the unit shed is to be maintained, functional, and securely closed. If the villa is going to be refitted with a “Hardie Plank” material, then the shed is to be finished in this material also. The roof shingles are to be of the approved standard and the reveal of the “Hardie Plank” is to be of the approved standard.

IV. OWNER AND GUEST GUIDELINES

This information is provided to ensure an enjoyable environment for all owners, guests, renters, and visitors to Golf Shore. The following is a general list that has been adopted to comply with the governing policies of SIPOA and Golf Shore. Continual non-compliance of these policies are subject to fines.

Pets: Pets must be leashed and attended. All feces must be immediately picked up and placed in proper containers. Pet owners are responsible to see that their pets are not a nuisance or cause damage.

Garbage: All garbage and/or recycling is always to be placed in POA-provided containers and stored inside the storage sheds and out of sight. Containers will be collected from the storage shed by the waste management company, usually on Mondays. Recycling should be placed near the curb on collection days.

Parking: Parking is limited to the paved and assigned areas. Use of other owners' assigned areas is by permission only. No parking is allowed on the grass and planted areas or sidewalks. No overnight parking is allowed on the roadway. Parallel parking is not permitted in GSV. No storage of vehicles, boats, trailers, etc. is permitted in parking areas. These items can be stored in the Club designated area if available.

Bicycles: All bicycles are to be stored behind each unit shed, in the shed, or in the villa.

Portable Sports Equipment: Portable sports equipment like soccer goals and basketball hoops are not permitted.

Exposure: No linen, household, or recreational items are to be stored, draped on railings, steps, or decks. They are to be stored out of sight.

Flags: No more than two medium-sized flags may be displayed on each villa. Flags are either official (national or state) or theme (holiday) in nature. They are to be flown from a staff of no longer than 6 feet and are to be bracket mounted. No free standing flags are allowed.

Irrigation System: The irrigation system is solely the responsibility of our Landscape contractor. No individual is to handle any portion of the irrigation system. If a problem is observed, please contact Ravenel Property manager, who will address the situation with the Landscape contractor.

Grills: Gas grills and charcoal grills may be used in safe areas away from dwellings, sheds, planted areas, pine straw, etc. Grills must not be used on, balconies, stairways, and porches. All grills are to be stored out of sight when not in use.

Boats: Boats may not be stored at the GSV. Canoes and kayaks can be stored in a unit's back alcove area providing sufficient vegetative screening is available to screen them from plain view. They should otherwise be stored in the shed area.

Flower Pots/Plants: Flower pots and plants are permissible in a reasonable number if they do not detract from the general appearance of the community and are attended and maintained on a regular basis. These items are not to be placed on/in common areas or hinder the growth of existing plants.

Fire Pits and Chimeneas: Fire pits and chimeneas are prohibited.

Vehicle Storage: All vehicles are governed by SIPOA covenants and Golf Shore Owners Association by-laws, rules and regulations. Unattended vehicles (whose owners are not present at

GSV) should not be left at GSV for more than 30 days. These vehicles can be stored at SIPOA designated areas. If for any reason, a vehicle is to be unattended for a shorter period of time, a key may be left with a neighbor or our management company so that it may be moved if necessary.

Garden Items: Garden items are allowed if minor in nature and reasonable number, so long as they do not detract from the general appearance of the community or hinder any landscaping operations.

Seasonal Decorations: Seasonal decorations are permitted so long as they do not present a safety or fire hazard and are removed by owner after a reasonable period of time. Such decorations must also not detract from the general appearance of the community. Owners must also follow the ARC guidelines for seasonal décor. The guidelines can be found on the SIPOA website at www.sipoa.org.

Fireworks: Fireworks are **not** permitted by Town, Island, or Association ordinances.

V. STORM AND HURRICANE PREPARATION

In the event of a severe storm or hurricane warning, owners should arrange for all loose items and deck furniture to be secured or taken inside their villas. Owners who do not have storm preparation pre-arranged, are responsible for hiring alternative vendors to complete these tasks. Ravenel Associates Property Manager **will not** be able to facilitate these actions in the event of a storm or hurricane.

During a Hurricane Watch: A watch is issued when there is a threat of hurricane conditions within 36 hours. If you or your family intends to evacuate early, you may wish to do so during the WATCH to avoid traffic jams on the bridges or highways. When the Town of Seabrook Island is covered by a Hurricane Watch, if you decide not to evacuate early, continue normal activities but stay alert and listen to National Weather Service advisories on the radio (FM: WXTC 970, AM: 1390) or television.

During a Hurricane Warning: A governmental emergency agency will declare a Warning when hurricane conditions are expected in the area within 24 hours or less. You should be prepared to take immediate action.

Management Company Services: Our management company does not provide individual homeowners with Storm Preparedness Services. They will be responsible for reviewing any damage to the exterior properties and common areas after Seabrook Island is deemed safe to return. They will also oversee clean-up with landscape contractors and ensure the appropriate contacts are made to ensure roadways are passable. They will coordinate first response for the removal of trees from the buildings and roadways within the Association.

Homeowners: Will be responsible for making sure all loose items are removed from porches and decks. If you have an individual Property Manager and/or Rental Agents they may be able to assist with this in the event you are not on the island.

VI. ARCHITECTURAL AND ENVIROMENTAL CONTROLS

A coordinated set of controls help to insure the Architecture and Environment of Golf Shore continues to develop in a style that is suitable to the area, in the best interest of all owners, and supportive of the original design intent. It functions through:

1. **Seabrook Island Protective Covenants & By-Laws**
Seabrook Island Property Owners Association (SIPOA): Each Property Owner on Seabrook Island, including but not limited to owners of unimproved lots, single family residences, villas, patio homes, condominium units, apartments or other residential units, upon acceptance of title are by virtue of such ownership, is or becomes a member of the SIPOA with voting rights as set forth in the By-Laws of the SIPOA and obligations as set forth in these Protective Covenants and their derivative regulations.
2. **Architectural Review Committee (ARC)**
The Architectural Review Committee is an arm of the SIPOA. All property owners are required to conform to the Protective Covenants and to the Architectural Review Board's Policies and Procedures.
3. **Golf Shore Villa Board of Directors**
The Board of Directors of Golf Shore, governed by the Owners Association By-Laws and the Seabrook Island Protective Covenants & By-Laws, has the responsibility to establish approved standards and manage the Architecture and Environment of Golf Shore. This oversight in no way implies directly or indirectly any financial or physical responsibility outside that stated within the Owners Association By-Laws or as directed by the Seabrook Island Property Owners Association.
4. **Owners**
Owners have the responsibility to adhere to and abide by the established Covenants, By-Laws and Standards. Owners are responsible to ensure all occupants comply with the Covenants, By-Laws and Standards.
5. **Compliance**
Complying with the provisions of permits and obtaining records of approvals are the responsibility of the owner. Owners who have modified exterior structures and/or landscaping without prior approval may be subject to fines or other measures necessary to rectify any violations or issues of noncompliance.