

# WOODHAVEN HOMEOWNERS ASSOCIATION

DATE: \_\_\_\_\_  
UNIT #: \_\_\_\_\_  
TO: \_\_\_\_\_

FROM: WOODHAVEN Homeowners Association  
Board of Directors & Regime Management

SUBJECT: WOODHAVEN Rules, Regulations and Guidelines

On behalf of all homeowners, WELCOME to WOODHAVEN condominiums. WOODHAVEN provides you with an on-site Pool, Recreation Area, full Laundry Facilities and adequate parking.

To assure continued peace and tranquility for all WOODHAVEN residents and guests, we respectfully request the following rules, regulations and guidelines be strictly followed at all times by you and your guests.

- |                   |                           |                                     |
|-------------------|---------------------------|-------------------------------------|
| 1. Occupancy      | 4. Recreation Area        | 8. Outside Cooking Equipment        |
| 2. Motor Vehicles | 5. Pets                   | 9. General-Not Otherwise Classified |
| 3. Swimming Pool  | 6. Public Passage         | 10. Code Enforcement                |
|                   | 7. Disturbances/Nuisances | 11. Fines                           |

## 1. OCCUPANCY

- THE MAXIMUM NUMBER OF PERSONS OCCUPYING A UNIT IS THREE (3) INDIVIDUALS. EACH MUST BE REGISTERED AT THE OFFICE. VIOLATIONS OF THIS RULE COULD LEAD TO EVICTION.
- LOCK OUTS:** If a homeowner/tenant is locked out of their unit during regular office hours, Management will open the door of the unit after the owner/tenant provides proper identification. If you are locked out after normal business hours you can call a locksmith at your expense.
- NON-RESIDENT GUESTS:** All guests MUST be registered. This can be done by the tenant either coming to the office to register the guest or by the tenant calling a pass in office or by the tenant putting a written request in the code enforcement gate drop box/slot. All requests must contain the tenant's name, unit number, date and guests name. Tenants may have several guests but no more than two (2) total persons allowed overnight. Registration applies to all visitors, whether in a vehicle, walking or riding a bicycle. All daily guests must be accompanied by the tenant they are visiting at all times while they are on Woodhaven property.
- When the eviction of a tenant is in process, from the time an eviction order has been by the magistrate, until they actually, physically move from the property, such persons are no longer eligible for certain privileges. Such persons are not allowed to use or go into the following areas: pool, laundry room and the recreation area.

THE USE OF APARTMENTS FOR RESIDENTIAL RENTAL PURPOSES IS PERMITTED. RENTAL AGREEMENTS RELATED TO ANY APARTMENT SHALL BE IN WRITING AND SHALL SPECIFICALLY PROVIDE THAT THEY ARE MADE SUBJECT TO ALL PROVISIONS OF THE REGIME MASTER DEED, BY-LAWS AND THE RULES AND REGULATIONS THEN IN EFFECT, AND AS THEY MAY BE AMENDED FROM TIME TO TIME, WITH A COPY OF EACH AGREEMENT GIVEN TO MANAGEMENT SO THEY CAN MAINTAIN A ROSTER OF OCCUPANTS. EACH APARTMENT OWNER HAS THE RESPONSIBILITY OF CAUSING THE LESSEES AND OTHER OCCUPANTS OF HIS APARTMENT TO COMPLY WITH AND ABIDE BY ALL SUCH PROVISIONS, FAILURE TO DO SO MAY BE THE BASIS FOR THE IMPOSITION OF A CHARGE OR FINE AGAINST THE APARTMENT'S OWNER. SPECIFIC ADHERENCE TO THE APPROVED "RULES AND REGULATIONS" BY TENANTS IS REQUIRED.

## 2. MOTOR VEHICLES

### Decals, Temporary Passes, Daily Parking Permits

- Decal: Each tenant desiring to operate a motor vehicle on Woodhaven property has to obtain a decal for that vehicle. Requirement to obtain a decal is current registration in tenant's name (or written permission from owner), a valid driver's license and a valid lease or rental agreement. Decals shall be placed on the inside of the windshield, in the corner on the driver's side on vehicles with four wheels. On two or three wheel vehicles, the decal shall be placed on the fender of the windshield.

### Temporary Pass

- Tenants who do not have the required documentation to obtain a decal can get a temporary pass for a 30-day period. All guests staying over a 24-hour period up to 14 days must obtain a temporary pass. Temporary passes are to be displayed in the lower left side of the windshield with the expiration date and pass number facing outward.

### Daily Parking Permits

- Daily visitors parking permits during regular office hours at the office by calling office or by putting a written request in the code enforcement gate drop box/slot after regular office hours. These requests must include the tenant's name, unit number, date and guests name. NOTE: THE DAILY PASS IS NOT AN OVERNIGHT PASS.

### Overnight Pass

- Unauthorized parking on the property shall result in prompt removal of the vehicle at the owner's expense.
- Commercial vehicles, if registered to be driven by a tenant may be parked on Woodhaven property, provided they occupy no more than a single parking space. Boats, campers or any oversized commercial vehicles may not be parked on Woodhaven property without written approval of the regime manager or chief of code enforcement.
- There shall be no major vehicular repairs, changing oil or washing cars in parking areas.
- Motor vehicles which are inoperable and/or not currently licensed left in the parking lot for a period to two (2) days will be towed away at owner's expense.
- Any vehicle found parked for a period of 48 hours without a decal or a temporary pass will be towed at owner's expense.
- All vehicles shall be parked on paved parking spaces only and shall not block sidewalks, entrances, driveways or dumpsters.
- Motorized vehicles, bicycles, skateboards, etc. are not permitted on lawns, sidewalks or in hallways or pool area.
- Mopeds or any other motorized, flammable, fuel-driven or battery-powered cycles/vehicles cannot be brought inside any unit for any purpose, including charging of batteries.

- All vehicles must be pulled forward into parking spaces and not backed in.
- Motorized vehicles, bikes, etc. are not permitted to be covered with loose fitting plastic or fabric covers.
- No "For Sale" signs are permitted on vehicles.

#### Speed limit

- Roadways throughout Woodhaven have a speed limit of 10 miles per hour. Violators will be persecuted.
- While Code Enforcement and Management will make regular rounds and make every effort to protect the property, neither Woodhaven Home Owners Association nor Management will be responsible for damage to any vehicles parked anywhere on the property.

### 3. Bicycle Decals

Bicycles must be kept in a bicycle rack or in the tenant's unit. If bicycles are found in hallways or anywhere else besides permitted area they will be confiscated.

### 4. Swimming Pool

- Pool will be open for use from 8:00am to 9:00pm April 1<sup>st</sup> through October 1<sup>st</sup>. Pool is for the use of residents only. Removal of any furniture and/or fixtures from the pool area is not permitted (including pool rope and life ring).
- Shower before swimming.
- No alcohol or drugs allowed in pool area or in common area.
- No glass containers of any kind are permitted. Private pool parties are not allowed. No pets or floats are allowed in pool area. Only radios with earphones will be permitted. Infant life protectors are allowed.
- All children under 12 years of age must be accompanied by an adult.
- No running, horseplay or unnecessary noises are permitted.

### 5. Recreation Area

- Recreation area is for the use of residents and guests of residents only.

### 6. Pets

- PETS ARE NOT ALLOWED IN ANY APARTMENT OR ON THE PROPERTY EXCEPT GUIDE DOGS. Pets are defined as any living creature that is not human; examples: animals, birds, fish and reptiles.

### 7. Public Passages

- Access to all units is allowed only through the doors. No ingress or egress is allowed through any windows.
- Sidewalks, hallways and stairways must not be obstructed. Bicycles, garbage or other personal property shall not be left in halls, beside doors or passages of buildings. Personal property found anywhere other than in your unit will be disposed of. Sitting or loitering on stairs is not allowed.
- Littering of common area is not permitted. No towels, bedspreads or any other personal property may be draped over the balcony, railings, fences or shrubs.

### 8. Disturbance/Nuisance

- All residents shall exercise extreme care to avoid unnecessary noise which could disturb other residents; to include but not limited to the use of musical instruments, radios, televisions, stereos or other amplifiers. Excessive noise is further defined as that which can be heard beyond the perimeter of the unit itself. The use of community walkways and common areas shall be quiet and peaceful so as not to disturb others.

9. Outside Cooking Equipment

- Use of personal barbecues, hibachis or any other outside cooking equipment is strictly prohibited, either inside or outside of a unit.

10. General Not Otherwise Classified

- Exit and entrance are via the roadway only. Entrance or exit over the fences could lead to being charged with trespassing.
- Uniform window treatment (white mini-blinds) shall be in place at all times. When white mini-blinds are down, nothing is to be between the blinds and the windows. When white mini-blinds are raised nothing should be visible in the window area, either hanging (i.e. curtains, blankets, sheets, posters, plants, etc.) or sitting on the window ledge (i.e. plants, bottles, trophies, fans, etc.).
- No soliciting on premises and no business or commercial activity allowed in any apartment.
- All trash and garbage is to be placed in bags and deposited in dumpsters conveniently located on the property. If it doesn't fit in dumpster DO NOT FORCE, you will be fined and forced to take back.
- SMOKE DETECTORS ARE NOT TO BE DISCONNECTED OR REMOVED. ANYONE FOUND DOING SO WILL BE FINED. If the smoke detector is malfunctioning or if occupant feels justified, he/she may disconnect for a brief period of time. Management staff or Code Enforcement must be notified regarding the reason why and for how long the detector needs to be disconnected. If you cannot reach a member of staff or Code Enforcement, leave a note in the mail slot for management office giving name, unit number and reason for disconnection.
- Common property such as screens, fire extinguishers, etc. is not to be removed, except in case of an emergency. If found in disrepair, tenant will be charged to cover costs.
- No unit occupant shall use or permit to be brought into the complex any flammable oils or fluids such as gasoline, kerosene, naphtha or benzene or other explosives or articles deemed extra hazardous to life.
- No signs of any nature including (without limitation) "For Sale" signs shall be placed on or about the complex or any unit including (without limitation) the inside of windows or sliding glass doors visible from the exterior of the project. Nothing shall be taped to any doors.
- NO FIREARMS OR FIREWORKS SHALL BE DISCHARGED WITHIN THE CONFINES OF THE WOODHAVEN COMMUNITY.
- UNLAWFUL OR POSSESSION OF CONTROLLED SUBSTANCES IS CAUSE FOR EVICTION FROM WOODHAVEN.
- UNLAWFUL ACTS OF VIOLENCE (I.E. ASSULT. WEAPONS) IS CAUSE FOR EVICTION FROM WOODHAVEN.
- Tenant MUST receive approval from management for satellite dishes, there will be an application fee of \$50.00

11. Code Enforcement

- To assist in on site code enforcement, the Board of Directors have provided code enforcement with flexible hours to patrol the grounds and to assist you on all security matters. If you are questioned by code enforcement, please identify yourself and cooperate with his/her request. WOODHAVEN DOES NOT PROVIDE 24 HOUR SECURITY.

12. Fines

- Woodhaven Homeowners Association Management and Code Enforcement will issue fines to anyone who violates the Rules & Regulations of Woodhaven. This includes owners, tenants and guests of Woodhaven. Tenants are responsible for their guests actions and, therefore, will be held liable for any and all fines issued for violations by them or their guests. Fines are due no later than two (2) weeks from date issued.

An individual receiving a fine has the right to contest the fine and be heard if they feel the fine is not warranted. To do so, contact management before the due date no later than two (2) weeks from date issued.

A list of fines appears at the end of this section.

13. Pest Control

- Pest control service is provided monthly on the following schedule:
  - A Building (Units 1-40)-to be sprayed the 1<sup>st</sup> Monday afternoon of the month
  - B Building (Units 41-80)-to be sprayed the 1<sup>st</sup> Monday afternoon of the month
  - C Building (Units 121-160)-to be sprayed the 3<sup>rd</sup> Monday afternoon of the month
  - D Building(Units 81-120)-to be sprayed the 3<sup>rd</sup> Monday afternoon of the month

With regards to the fact that owners pay utilities, management will conduct monthly inspections of all units normally at the same time as scheduled pest control treatment. All units MUST be available for pest control, maintenance inspections and A/C filter changes.

TELEPHONE NUMBERS

Woodhaven Office	(843) 715-0335
On Island Emergency	911
Fire Department	(843)785-2608
Sheriff's Department	(843)785-3618
Hospital	(843)681-6211

Address

Woodhaven Homeowners Association  
101 Woodhaven Drive  
Woodhaven Office  
Hilton Head Island, SC 29928

The Woodhaven Office has been contacted by the local post office regarding the correct address for the units here at Woodhaven. Please note your address should be as follows:

Name  
101 Woodhaven Dr., Apartment #  
Hilton Head Island, SC 29928

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## ADDENDUM FOR DRUG-FREE HOUSING

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Tenant agree, as follows:

- Tenant(s) or any number of the tenant's household, a guest or other person under the tenant's control shall not engage in criminal activity, including drug-related criminal activity on or near WOODHAVEN premises, "Drug related criminal activity" means with illegal manufacture, sale distribution, use or possession with intent to manufacture, sell, distribute or use of a controlled substance (as identified in Section 102 of the Controlled Substances Act 21 US-C 802)
- Tenant(s) any member of the tenant's household, guest or other person under the Tenant's control shall not engage in any act intended to facilitate criminal activity, including drug-related on or near WOODHAVEN premises or otherwise.
- Tenant(s) or members of the household will not permit the dwelling unit to be used for or to facilitate criminal activity, regardless of whether the individual engaging in such activity a member of the household or a guest.
- Tenant(s) or member of the household will not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or near WOODHAVEN premises or otherwise.
- Tenant(s) any member of the tenant's household, a guest or other person under the tenant's control shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms on or near WOODHAVEN.
- **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF WOODHAVEN RULES AND REGULATIONS AND GOOD CAUSE FOR TERMINATION OF TENANT(S) LEASE AGREEMENT.** A single violation of any of the provisions of this addendum shall be deemed a serious violation and a good cause for termination of your lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be preponderance of the evidence.
- In case of conflict between the provisions of this addendum and any other provisions of your lease, the provisions of this addendum shall govern.
- This Addendum is incorporated into the WOODHAVEN RULES & REGULATIONS executed or renewed this day between Owner/Property Manager and Tenant(s)

Tenant	Date	Tenant	Date	Tenant	Date
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Owner/Property Manager	Date
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**THE FOLLOWING VIOLATIONS HAVE NO WARNING/NOTICE ISSUED**

1. USE OF POSSESSION OF DRUGS		1 <sup>ST</sup> Offense	
2. ACTS OF VIOLENCE (I.E. ASSAULT, WEAPONS, ETC.)		\$50.00/ Eviction Requested	
3. DISCHARGE OF FIREARMS		\$50.00/ Eviction Requested	
4. IMPROPER USE OF DUMPSTERS		\$50.00/ Eviction Requested	
5. DISCONNECTION OF SMOKE DETECTORS	1 <sup>ST</sup> Offense	\$50.00	2 <sup>nd</sup> Offense 3 <sup>rd</sup> & Subsequent
6. REMOVAL OR DAMAGE TO SCREENS, WINDOWS, FIRE EXTINGUISHERS, OR ANY OTHER COMMON PROPERTY	\$50.00	\$50.00	\$50.00/ Eviction Request
7. DISCHARGE OF FIREWORKS	\$50.00	\$50.00+Replacement cost	
8. GRILLS, BARBECUES & FIRES	\$25.00	\$50.00	\$50.00
9. FLAMMABLE LIQUIDS OR MATERIAL (I.E. Gasoline, Kerosene, Fuel Driven Motors)	\$25.00	\$50.00	\$50.00
10. PETS (Examples: Animals, Birds, Fish, Reptiles)	\$25.00	\$25.00/day until removed	

**THE FOLLOWING VIOLATIONS HAVE A NOTICE ISSUED**

11. LITTERING	NOTICE	\$25.00	\$50.00
12. DISTURBANCE/NOISE, ETC.	NOTICE	\$25.00	\$50.00
13. OPEN CONTAINERS (ALCOHOL)	NOTICE	\$25.00	\$50.00
14. SPEEDING	NOTICE	\$25.00	\$50.00 + Towing
15. EXCESSIVE OCCUPANCY/TENANT OR GUESTS	NOTICE	\$25.00	\$50.00
16. UNREGISTERED TENANT/GUEST	NOTICE	\$25.00	\$50.00
17. NO CAR/MOTORCYCLE, MOPED DECAL	NOTICE	\$25.00	\$50.00 + Towing
18. NO BICYCLE DECAL	NOTICE	\$25.00	\$50.00
19. IMPROPER PARKING	NOTICE	\$25.00	\$50.00 + Towing
20. USE OF ROLLER BLADES, BICYCLES, SKATEBOARDS AND TOYS IN HALLWAYS, STARIWAYS, POOL OR RECREATION AREA	NOTICE	\$25.00	\$50.00
21. VIOLATION OF POOL & RECREATION AREA RULES	NOTICE	\$25.00	\$50.00
22. UNATTENDED CHILDREN UNDER 12 IN POOL AREA	NOTICE	\$25.00	\$50.00
23. REFUSAL OF ENTRY FOR PEST CONTROL, MAINTENANCE, ETC.	NOTICE	\$25.00	\$50.00
24. LOITERING, BLOCKING SIDEWALKS, STAIRS, HALLWAYS, BANISTER	NOTICE	\$25.00	\$50.00
25. HANGING PERSONAL OBJECTS ON COMMON BANISTERS	NOTICE	\$25.00	\$50.00
26. TRASH IN HALLWAYS	NOTICE	\$25.00	\$50.00
27. VEHICLE REPAIR ON PROPERTY	NOTICE	\$25.00	\$50.00
28. VEHICLE-NO TAGS/INSURANCE/INOPERABLE	NOTICE	\$25.00	\$50.00
29. MULTIPLE NOTICES-4 OR MORE	NOTICE	\$25.00	\$50.00
	\$15.00	\$25.00	\$25.00

ALL TOWING AT VEHICLE OWNERS EXPENSE  
 ANY COMBINATION OF 4 OR MORE NOTICES WILL RESULT IN FINE  
 NOTE: REPEAT OFFENDERS WILL BE SUBJECT TO EVICTION REQUEST

The undersigned has read Woodhaven Rules and Regulations and acknowledges tenant(s) fully understands tenant(s) responsibility and agrees to comply with Woodhaven Rules and Regulations at all times.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Property Manager

\_\_\_\_\_  
Date