

TOWN PARK CONDOMINIUMS

RULES AND REGULATIONS

2016

TO: All Residents of Town Park

RE: Town Park Rules and Regulations

HOMEOWNERS AND TENANTS – We hope your living here will be enjoyable and memorable. For your convenience, information and easy reference, listed below are guidelines while residing at Town Park. Please keep in mind that these guidelines are for everyone's benefit to make Town Park one of the finest communities in which to live.

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These revised Town Park Rules and Regulations supersede all previous Town Park Rules and Regulations and the new revised Rules and Regulations are those now in effect and those which will be the basis of decisions by the Board of Directors on the matters to which they apply. If any of these Master Deed or the By-Laws of Town Park Association, the Master Deed and the By-Laws will take precedence over and control the Rules and Regulations.

A. OWNER / TENANT INFORMATION

1. THE FOLLOWING SPECIAL RULES APPLY TO TENANTS OF LEASED UNITS.

- a. Access to all facilities shall be assumed when a lease is properly executed. The OWNER thereby releases his use of the facilities. The tenant must abide by all the Rules and Regulations and it is the responsibility of the OWNER to see that this is done.
- b. All owners and their immediate families and all persons to whom an owner has leased his unit are subject to the provisions of the Master Deed and By-Laws and the Rules and Regulations as set forward by the Board of Directors.
- c. No alternations to the grounds without permission from the Board of Directors.
- d. No alterations to the exterior of the buildings.
- e. Tenants may have access to all facilities the same as the owner provided he abides by the Rules and Regulations. The owner relinquishes his own right to use of the facilities when his unit is rented.

B. THE FOLLOWING RULES APPLY TO OWNER

1. Sale or Lease
 - a. Should the owner sell or lease their unit, the Board of Directors shall be notified in writing.
 - b. Owners and Tenants must keep the Management Company notified as to the number of people, their names and contact information, their identity and automobile tag numbers so that our security is aware of who and what belongs on the property.
 - c. A copy of the Rules and Regulations must be given to each tenant. Failure to comply with this rule will be subject to a fine.
2. Each owner shall keep his unit in a good state of preservation and cleanliness and shall not weep or throw or permit to be swept or thrown therefrom, or from the doors or windows thereof any dirt or substance.
3. No immoral, improper, offensive, or unlawful use shall be made of any unit or grounds.
4. No owner is allowed to have anything done to his unit or in his unit which will increase the rate of insurance on the unit.
5. Town Park Residents, (homeowners and tenants) are responsibility for their guests at all times and for ensuring their compliance with all Association Rules and Regulations.
6. Absentee homeowners shall forfeit all rights and privileges to the common area. Absentee homeowners are also responsible for seeing that pool keys are recovered from their tenant when the tenant vacates the premises. Any homeowner who fails to do so will be assessed the cost of a replacement key.
7. The Owners shall close all windows while their units are unattended to avoid damage from the elements.
8. No Owner shall use or permit to be brought on the property any inflammable oils or fluids such as gasoline, kerosene, naphtha, or benzene or other explosive or articles deemed extra hazardous to life, limb, or property, without written permission from the Board of Directors.

9. No alternations to the exterior or structural interior of the unit shall be made without permission of the Board of Directors or with the Owner assuming responsibility for such change if approved by the Board of Directors.
10. No alternations to the grounds, fences, etc. shall be made without permission from the board of Directors.
11. Owner/ Tenant Information Form – all tenants and owners living at Town Park must have an information form on file with the Homeowners Association.

C. REFUSE COLLECTIONS

1. No raw garbage will be disposed of in the Dumpsters unless tightly wrapped in plastic bags. All garbage must be in garbage bags. **PLEASE DO NOT LITTER THE AREA AROUND THE DUMPSTER!**
2. No large items shall be discarded in the Dumpster. Removal and hauling off of large items is the responsibility of resident.

D. PARKING

1. Each unit is entitled to 2 parking spaces. There are no assigned parking spaces, however, be courteous to your neighbors and see that your guests park properly.
2. Vehicles on the property must be current legally licensed passenger vehicles. Vehicles parked in the road are illegally parked. No more than three vehicles per unit are to be kept on the property.
3. No disabled or wrecked vehicles, mobile homes, or tents shall be erected, placed, or permitted to remain on the property.
4. There shall be no overnight parking of school buses, or tractor trailer, or other vehicles over two tons.
5. All automobiles are to be parked in vertical lined parking spaces. No autos are to be parked in any way that would block cards in. Anyone not following these rules shall be considered trespassing on the common ground and the Board of Directors shall have the power to have the car towed away at the owner's expense.
6. No storage of boats or trailers in any of the parking areas. Due to limited parking, we do not have an area for this. Boats or trailers parked in the parking lot are considered to be stored if they remain in the parking area for more than 48 hours. **THIS WILL BE ENFORCED!!**
7. No motorbikes are to be parked or ridden on the sidewalks.
8. Motorcycles, motorbikes, and minibikes shall not be driven within Town Park except to travel to and from Town Park. No vehicles of any kind may be driven or parked on the grass.
9. Fifteen miles per hour is the maximum speed limit on all Town Park roadways.
10. No major repair work is permitted to be done on cars or motorcycles in the parking areas. No dead storage of cars, motorcycles, trucks or boats/trailers is permitted.

FOR ANY VIOLATION OF THESE RULES, THE ASSOCIATION WILL HAVE THE VEHICLE TOWED AT THE OWNER'S EXPENSE.

E. MASTER DEED

1. All owners shall have a copy of the Town Park Association master Deed. Please call your previous owner or Realtor since this should have been turned over to you at closing. A copy can be obtained from the property management company at prevailing cost.

F. CLUBHOUSE

1. The Town park clubhouse may be reserved for a homeowner's private party by contacting the property management company for reservations in advance of the date planned for the engagement stating type of party, number of guests expected and paying the rental and deposit fees. Following the party, the party host is responsible for the cleanliness of the entire area. Any additional cleaning costs incurred as a result of the party will be the responsibility of the party host.
2. All damages done to the clubhouse by your or your guests will be charged to you.
3. The clubhouse must be cleaned by 12:00 no the following day.
4. During the use of the clubhouse you and your guests must respect the rights of other residents at Town Park.
5. No pets are permitted in the clubhouse.
6. Clubhouse functions must end by 11:00 p.m. during the week and by 12:00 midnight on weekends. Activities in the pool area must end by 9:00 p.m.
7. Anyone under the age of 18 using the clubhouse should be accompanied or chaperoned by an adult.
8. No homeowner may use the clubhouse for any activity in which an admission fee is charged.
9. When the clubhouse is reserved for a private party, it is off limits to all other residents.
10. The key must be returned by 1:00 p.m. the following business day after the use of the clubhouse. Replace furniture as you found it.
11. Return the thermostat to 60 degrees in winter and 80 degrees in summer.
12. Lock all doors and windows.

G. MAINTENANCE FEE

1. A maintenance fee, (regime fee) must be received in the mail by the Property Management Company by the first of each month. If received after the 30th of the month, a late fee is charged and will be accumulative for each month the payment is late.
2. Any unit more than thirty days behind in maintenance fees will lose all rights to common grounds, **INCLUDING SWIMMING POOL AND CLUBHOUSE!**

H. INSURANCE

1. The Association maintains a Master Policy for the structures and common elements. If any claim is to be made, contact the Property Manager.
2. Unit contents are not covered under the Association's Master policy; it is recommended that the occupant carry their on H06 policy.

I. WATER AND SEWER

1. We ask that the residents help out with watering the plants in front of their units during dry spells. You will be reimbursed by the Association on request. Don not throw large or personal hygiene objects in the toilets, or put grease down the disposal, or dispose of cat litter in the toilets or drains. We ask your help in these areas.

J. WATER VALVES AND FREEZING PIPES

1. Locate cut-off valves upon taking up residence. This is important to know during the winter months when we have freezing conditions. Remember, water lines are the responsibility of the individual owner and should be covered under your insurance policy.
2. For your protection, and your neighbors, please do not turn off your heat when you leave your unit. The lowest setting of your thermostat is recommended. Open bathroom doors that are located on outside walls so that heat will get in the room.

K. SWIMMING POOL

1. **SAFETY / HEALTH REGULATIONS:** *These regulations are mandated by DHEC for the state of South Carolina. Violations of these regulations can cause pool closure and/or fines as dictated by DHEC and the HOA*
 - a. Pool Hours: 9:00 am – 9:00 pm (or dark)
 - b. No solo swimming or diving
 - c. No pushing, boisterous or rough play, spitting or nose blowing
 - d. No glass allowed in pool or on pool deck area
 - e. No persons under the influence of alcohol or drugs may use pool
 - f. No persons with skin, eye, nasal infections or communicable diseases in pool
 - g. No animals or pets in pool or pool area
 - h. No skateboards, bicycles, scooters, roller blades or skates are allowed in the pool fenced area
 - i. Children that are not potty-trained should wear rubber pants or “little swimmers” when in the pool. Diapers are not permitted. Hygienic and economic reasons require strict enforcement of this policy.
 - j. Children 6 and younger should be accompanied by an adult to the restroom
 - k. Children 14 and younger should not enter pool or pool area without adult supervision (18 and older)
 - l. Town Park HOA reserves the right to revoke any homeowner’s / household’s access to the pool for non-compliance with community pool rules and non-payment of Assessments.
2. **HOUSEKEEPING RULES**
 - a. Please close pool umbrellas after use and remove personal items upon exiting
 - b. Place all trash in receptacles
 - c. Place all cigarette butts in designated containers
 - d. No disruptive music
 - e. Do not place paper towels, diapers, etc. in the toilets

3. GUESTS

- a. All guests must be accompanied by a homeowner
- b. Respectfully limit guests to no more than 2. Pool functions / parties must be approved by the HOA

4. ATTIRE / ACCESS TO THE POOL

- a. Proper swim attire for ALL to use the pool
- b. NO LOANING OR BORROWING OF POOL KEYS OR POOL PASSES. VIOLATORS OF THIS RULE WILL LOSE THEIR POOL PRIVLEDGES.

L. ADDITIONS, RENOVATIONS AND COMMON GROUND

1. Additions or renovations, no matter how minor, must be approved by the Board of Directors BEFORE work is started. A plan must be submitted to the Board with a listing of the materials to be used. If additions are made without the approval of the Board, you will be asked to remove the addition or renovation and return your residence to its former state. Failure to do so may result in Board action for its removal for which the owner will bear the cost.
2. No structures of temporary nature, such as a trailer, tent, shack, barn, etc. shall be constructed or placed upon any portion of the building without having made proper application to Board of Directors and approval given.
3. No one is permitted to plant shrubs, flowers, trees, or make alternation to any of the common grounds, either front or back without approval of the Board of Directors.
4. No shades, awnings, window guards, ventilators, or fans shall be used without approval from the Board of Directors.
5. The greens and walkways in front of the buildings and the entrance ways to the units shall not be obstructed or used for any purpose except ingress and egress.

M. GENERAL APPEARANCE

1. All patios must be free from debris. Deck chairs, patio tables, potted plants, etc. are allowed. Ladders, mops, brooms, clotheslines attached units or fence area may not be used. Towels hanging over railings are not permissible. Discarded furniture is not to be stored on the patios. Grounds alongside of the fence must be kept free of all objects to allow access for the grounds crew. Signs of any nature shall not be displayed in windows or placed in common area, except for one (1) small security sign in the window of your unit if equipped with a security system.
2. Blinds, shades, draperies or curtains must be installed by each unit owner and must be maintained in all windows and doors with glass inserts at all times. EVEN WHEN UNIT IS UNOCCUPED. The color of the portion of blinds, shades, draperies or curtains visible from the exterior shall be WHITE or NEUTRAL.

3. No structure deemed unsightly by the Board of Directors, including, but not limited to clotheslines, mops, brooms, tool, garbage or refuse, shall be allowed in the fenced-in areas appurtenant to a unit, or is visible to another unit, except by permission of the Board of Directors.
4. All outside areas are to be kept clean and no garbage or refuse can be swept or thrown from any premises onto any of the sidewalks, parking areas, or common grounds.
5. All garbage is to be disposed of properly.
6. No "for rent" or "for sale" signs shall be displayed.
7. No articles can be hung from windows, nor can any clothing, rugs or mops be shaken or hung from the doors or windows.
8. All residents are responsible for keeping their possessions off porches, sidewalks, parking areas and roadways. This includes tools, bicycles, toys, hoses, scooters, etc.

N. PETS

1. Pets outside any individual unit must be kept under control at all times. All pets must be walked with a leash. Not pets will be allowed to roam throughout the community.
2. The breeding of animals for commercial purposes is prohibited.
3. Pets shall not be kept on the patios. Only house pets are allowed. Patios are to be kept clean and free from pet odors.
4. Pets are not allowed in the clubhouse or in the pool areas.
5. Residents are allowed to have only two domestic pets and only one dog per unit, not to exceed 50 lbs.
6. Renters are not allowed to have a pet unless approved by the homeowner.
7. Residents shall notify the management company when they acquire a new pet.

O. PEST CONTROL

1. Town Park has a pest control contract. If you notice rodents or termites around your unit, please notify the management company.

P. SINGLE FAMILY DWELLINGS

1. Town Park is to be used for single family dwelling only.

Q. COMPLAINTS

1. All complaints are to be made to the management company.

R. PROWLERS

1. If you notice anything suspicious, please call 911 and report it.

S. EXTERIOR SATELLITES, ANTENNAS & CABLES

1. Owners are responsible for ensuring that cable and satellite providers hide all of their wires and cables.
2. No satellites or exterior antennas of any sort may be placed on any portion of the property without first receiving proper approval from the Board of Directors.
3. Wires and cables **cannot** go over the roof as this will VOID our roof warranty!

T. PUBLIC SALES

1. No yard sales, auctions, or public sales of any kind are permitted.

U. NOISE

1. Radio, television, stereo or any other audio entertainment device should be operated at a moderate volume, so as not to disturb your neighbors.
2. No owner shall make or permit any noise that will disturb or annoy the occupants or any of the units in the property or do or permit anything to be done which will interfere with the rights, comfort, convenience, or pleasant enjoyment of other residents.
3. No nuisance is allowed in any of the common areas which is a disturbance to residents. This includes loud playing of car radios, unusually loud talking or screaming, or constant blowing of car horns.
4. Quiet should be observed on all walkways and parking areas, between the hours 9:00PM and 9:00AM.

V. SAFETY

1. The shooting of firearms, BB guns, and pellet guns is prohibited.
2. All fireworks are prohibited.
3. Parents will be held responsible for vandalism or damage to property caused by their child's action or their guest's action.
4. Parking lots and streets are not a safe place for children to play. Please supervise your children.
5. Bicycles and similar wheeled items shall not be ridden on the sidewalks.
6. Skateboards are not to be ridden on the property at all.

W. VIOLATIONS

1. Violations of any of these Rules and Regulations will not be tolerated at any time. Violators may lose common area privileges and are subject to be fined which will be determined by the Board of Directors.

X. FINE POLICY

1. The First Notice of a violation will be either a or b, below. This will be the only “courtesy” notice that will be sent.
 - a. Courtesy Notice giving violator 30 days to comply with issues such as window coverings, exterior repairs, etc.
 - b. Courtesy Notice giving violator 10 days to comply with issues requiring immediate attention, such as safety, health, or security, parking, trash, landscaping, etc.
2. The Second Notice will be a fine notice. Violators will receive a \$50.00 fine for each month (30-day period) that the violation remains.
3. Violations regarding safety, health, and/or security, if not remedied within 10 days, will be corrected by the Association, at the Board’s discretion. The cost required to remedy the violation will be assessed to the Owner in addition to a \$50.00 fine.

Y. QUALIFICATIONS AND RULES FOR BOARD OF DIRECTORS

1. All members of the Board must be listed as an Owner of property in Town Park Association or must be the spouse of an Owner.
2. Beginning with the first meeting after the Annual Meeting, a total of seven meetings must be attended out of the 12 month period. No more than three consecutive meetings may be missed.
3. All regime fees and monies owed to the Homeowner’s Association must be paid in full at the time of the election and must remain current.
4. Board members must abide by all governing Documents and set a good example to other residents at Town Park.

SUMMARY

Complaints regarding the management of the units and grounds or regarding actions of other owners shall be made in writing to the Board of Directors.

Any consent or approval given under these Rules and Regulations shall be revocable at any time.

These Rules and Regulations may be added to or repealed at any time by the Board of Directors.

IT IS UP TO EACH INDIVIDUAL OWNER AS WELL AS THE BOARD OF DIRECTORS TO ENFORCE THESE RULES. THERE MAY BE CERTAIN CIRCUMSTANCES THAT MAY NOT BE COVERED BY THESE RULES. IF THERE ARE EXCEPTIONAL SITUATIONS THAT YOU WOULD LIKE CONSIDERED, PLEASE CONTACT A BOARD MEMBER OR THE MANAGEMENT AGENT AND THE SITUATION WILL BE DISCUSSED AND RULED UPON.