

# CAROLINA PINES

AT GREENFIELDS

Homeowners Association

## RULES AND REGULATIONS

Condominium living is a new experience for many owners/tenants and requires an understanding of its operation. With everyone's cooperation, all may enjoy the advantage of condominium living.

In order to create a congenial and dignified residential atmosphere, the Board of Directors has adopted rules and regulations for the guidance of all owners, residents, and their guests. We believe the rules and regulations will meet with approval of owners and tenants alike.

Any concerns should be made to the Managing Agent in writing. If the Managing Agent cannot resolve the matter for you, he will refer to the Board of Directors. It is asked that everyone follow this procedure so that your request(s) may be handled in an orderly manner.

**GENERAL** Pursuant to the Master Deed and By-Laws, the following rules and regulations are promulgated for the residents of Greenfields at College Park. Resident shall mean any owner of a condominium dwelling or tenant. Any other person may be deemed a trespasser with respect to the common elements. Association shall mean the association or any management company hired by the Association.

**LEASING** In compliance with the By-Laws, no lease of less than 30 days in duration shall be permitted. Any lease agreement must contain a provision to the effect that the tenant's right to use the condominium shall be subject and subordinate to the Association's documents, rules and regulations. Flagrant violations of rules constitute grounds for expulsion from the dwelling. Owners must provide the Management Company with the name(s) of each tenant, their move in date, phone number and car description. Owners must notify the Management Company when their tenant(s) move out.

**Responsibility for damage by tenants to common elements lies with the Homeowner, as do all fines levied on tenants. It is the Homeowner's responsibility to see that his tenants comply with the Association's rules and regulations.**

**FIRE PROCEDURES** If you discover a fire in your unit or any other part of the building, please do the following:

1. Immediately call the Horry County Fire Department (911) and tell the dispatcher the unit number as well as the building name and address.
2. Without further delay, leave the unit and be sure to close the door behind you leaving it unlocked.
3. Alert the other occupants of the building.
4. Move all vehicles in the parking lot away from the building.
5. Do not attempt to re-enter the building until it has been cleared by the Fire Department.

Each unit is required to have at least one smoke detector in the hall area and a fire extinguisher, which must be checked regularly.

**EXTERIOR APPEARANCE** Each resident shall maintain and use his dwelling in such a manner so as not to create a fire hazard or damage other dwellings and to preserve the external appearance of the building. Each dwelling shall be used

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only for the purpose of single-family residence. All owners are required to supply their unit with white or beige colored blinds or drapes in all windows and sliding glass doors. All exterior lights must be either yellow (bug light yellow) or white. Window air conditioning units are not allowed in the front of the units. All windows are required to have muntin bars. Before replacing or installing a storm door, please contact the Association office for the approved specifications. Exterior storm door color must be green. Exterior patio areas must be kept in a neat and clean appearance at all times.

**EXTERIOR DECORATION** The American Flag may be displayed below the soffit, if displayed properly. No flagpoles are permitted in the grass area. Holiday decorations are permitted no more than 25 days prior or after the holiday. Seasonal decorations such as colorful wreaths are permitted as long as they are maintained appropriately. Each resident is permitted two (2) potted plants at or near the front door. Plants must be cared for and neat in appearance.

**HAZARDOUS MATERIALS** Only non-flammable or non-hazardous items/materials shall be stored in a unit adjoining storage facility.

**PETS** In conformance with County leash ordinances, all pets, when in common areas, must be on a leash or carried.

**PET OWNERS ARE RESPONSIBLE FOR CLEANING UP AFTER THEIR PETS!** Pets are not permitted in the pool areas. Nonconformity with the leash ordinance, or allowing the pet to become a nuisance to other residents could result in the pet being removed from the property by the County Animal Control Division or by other legal means. Pets are a privilege granted owners only. **It is strictly forbidden to feed any animals in the outside areas of the premises.** Only domesticated pets like cats, dogs (under 50 lbs.) and birds are permitted. Exotic pets, Rottweilers, Pit Bulls, and Dobermans are not permitted. Proper inoculations of pets are required. Cat litter must be disposed of in bags and placed in the dumpster. Any owner of a pet will indemnify the Association of any liability resulting from damage or injury caused by the pet. **If a pet is kept by a non-owner, the owner of the unit will be fined as stated in the fine structure listed below under "VIOLATIONS".**

**ALTERATIONS** No alterations or additions to any of the common elements or limited common elements shall be made by any resident without prior written approval of the Board of Directors. Any requests for alterations must first be submitted to the Board of Directors, in writing, for their review and approval. Residents shall not undertake to do any item of painting, building repair, landscaping, or maintenance that is the responsibility of the Association under the By-Laws unless an emergency, or pursuant to written approval of the Board of Directors. Any residents altering the common areas of the buildings or property without expressed written consent of the Board of Directors is responsible for any damages, and may be required to restore the modifications to its original design at their expense.

**ANNOYANCES** Noise from televisions, stereo equipment, musical instruments, and people should be kept to a minimum, especially between 11:00 PM and 8:00 AM. Loud and Boisterous parties are strictly prohibited. Violations in the "quiet hours" period should be reported immediately to the Horry County Police. **FIREWORKS ARE PROHIBITED ON THE PROPERTY AND VIOLATORS WILL BE FINED AND BILLED FOR ANY NECESSARY CLEAN UP.**

**TRASH** Disposal of garbage and trash shall be only by the use of the compactor maintained in the trash area. **You will be provided a key to the compactor after all necessary forms have been signed and returned to the management office.** There will be a Ten Dollar (\$10) charge for extra or replacement keys. Each resident is asked to use plastic trash bags for garbage disposal and take a moment to tie the bag properly to avoid the "tossed salad effect" that can make the dumpster area unsightly and odor unbearable at times. Do not leave any articles, such as furniture, appliances, boxes, etc. for disposal unattended outside of the dumpster. Paint, building material, gasoline by-products, or flammable materials are not to be placed in the dumpster. Large items must be taken to the bulk trash county dump on Hwy. 544 across from Grand Strand Water and Sewer Authority where large items may be disposed of without charge.

No garbage shall be brought onto the property by non-residents to be disposed in the Association's containers. **A FINE WILL BE LEVIED FOR ANY TRASH OR LITTER LEFT OUTSIDE A UNIT.**

**SIGNS** No sign, advertising or notices of any kind or type whatsoever, including but not limited to, "For Rent", "For Sale" signs shall be permitted or displayed on the exterior of any unit nor posted or displayed in such a manner as to be visible from the exterior of any unit. Small signs may be placed on the Association's bulletin board.

**FIREPLACES/FIREWOOD** All fireplaces must be cleaned and inspected yearly, with a copy of the inspection report on file, before the fireplace can be used. **If an inspection certificate is not on file with the association office, the offending unit may be subject to a fine.** Firewood must be stored on the rear deck in such a manner so as not to come into contact with any combustible components. Only wood shall be burned in fireplaces. No coal, trash, etc. shall be burned in the fireplaces.

**DRYER VENT INSPECTIONS** Each owner is responsible to have dryer vents inspected on a yearly basis.

**RECREATION AREAS – TENNIS COURTS** Tennis may be played only on the two tennis courts provided. The tennis courts will be used for tennis only. The courts are not to be used for rollerblading, hockey, whiffle ball, or similar games. Baseball, football, golf, soccer, and any other sport that requires a ball is not permitted on the tennis courts. Tents and volleyball nets are strictly prohibited. If people are waiting to play, limit your time on the court to one match. The hours of the tennis courts are 9:00 AM – 10:00 PM.

**PEST CONTROL** Pest control services are performed quarterly and is included in the maintenance fee. Residents will be notified 24-hours in advance by a hanging notice on their door. Pest control will remove the tag when the unit is treated. If an owner does not want the service, he/she will be financially liable if pests migrate to surrounding units as a result of lack of treatment in his/her/ unit. If a dog resides in the unit and the owner is not home at the time, the unit will not be treated unless prior arrangements are made and the pet is contained in room or crated.

**EMERGENCY ENTRY** State law requires all owners to provide a key to the managing agent for pest control and in the event an emergency entry is required due to fire, flood, windstorm, and water or sewage leaks. If a unit is to be vacant more than 14 days, the water should be shut off. If a key is not provided, the managing agent or local authorities have the right to enter the unit as necessary and any damages to the unit as a result of this entry are the responsibility of the owner. Reasonable effort will be made to secure the unit until the owner can be notified. If your unit is re-keyed, please remember to send a copy to the Association office.

**SALE OF UNIT** Owners are required, as part of entering any listing agreement to sell the unit, or entering any legal document to transfer ownership, to make these Rules and Regulations part of such agreement. **Failing to do so will relieve the Association, management agent, and Board of Directors from any legal ramifications in applying these Rules and Regulations on a new owner or occupant. Owners are also required to pass on to the buyer their copy of the master deed and bylaws and their pool cards and compactor keys.**

**PARKING: SEE ATTACHMENT**

**CAR WASHING** Owners may wash their cars only in their assigned parking spaces. Car washing of non-resident's cars will be subject to fines for violation of Association's rules.

**SWIMMING POOL RULES** The swimming pool is open between 10:00 AM and 10:00 PM. **PERSONS USING THESE FACILITIES DO SO AT THEIR OWN RISK.** Rules are posted at the pool. Rafts and floats are not permitted, but children are allowed small flotation devices. Infants and Children in diapers are required to wear special swim diapers. Children under 12 years of age must be accompanied by a responsible adult. ABSOLUTELY NO POOL PARTIES ARE PERMITTED. NO GLASS CONTAINERS ARE PERMITTED IN THE POOL AREAS, AND NO PETS ARE ALLOWED IN OR AROUND THE POOL AT ANY TIME OR THE POOL MAY BE SHUT DOWN BY DHEC. ANY FINES OR COSTS INCURED WILL BE BILLED TO THE HOMEOWNER. The swimming pools are for the sole use of Greenfields at College Park and their permitted guests.

Each owner will be issued a pool card, up to one per bedroom, and replacement cards will be available at a cost of Twenty Dollars (\$20). The previous card will be deactivated.

Pool Rules – The Department of Health and Environmental Control (DHEC) establish the rules for public swimming pools. To adhere to current DHEC guidelines, pool rules are posted at the pool and are strictly enforced.

**VIOLATIONS** Following proper notification by the Association, violations of the rules and regulations may result in a fine, which may be a special assessment to the owner in addition to all other legal remedies. FIRST OFFENSE: Written Warning; SECOND OFFENSE: \$50; THIRD OFFENSE \$100, AND ALL SUBSEQUENT OFFENSES: \$250. THE BOARD, DEPENDING ON THE SEVERITY OF THE VOILATION, MAY IMPOSE A FINE WITHOUT WARNING. Said fine may be assessed repeatedly upon failure of the resident to correct the infraction after notice by the Association to obey these rules as well as other obligations imposed by the condominium documents. Any fine levied shall be collected in the same manner as common assessments. Any resident accused of violations and assessed a fine may ask the Board of Directors at their next scheduled meeting by submitting a written request of the Management Office. From the case presented, the Board will determine the disposition of the complaint.

**CONCLUSION** Residents of Greenfields at College Park are requested to cooperate by adhering to the rules and regulations. No owner may circumvent the Association’s regulations by granting their guests or tenants permission to violate these rules. The purpose of these rules and regulations are to promote the safety and comfort of everyone using these facilities so that the community will be enjoyed by all residents and their guests.

**GENERAL INFORMATION**

Emergency	911
Horry County Police (non-emergency number)	248-1520
Management Company – Coastal Realty & Development, Inc.	347-2230
After Hours Emergency Numbers	421-8386/421-8760

(There may be a charge to the owner/tenant if someone is dispatched)

# PARKING RULES AND REGULATIONS

REVISED MAY 2011

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Parking will be monitored to ensure that the Parking Rules and Regulations are being adhered to. All Rules will be strictly enforced with no exceptions! If your vehicle is towed due to a parking violation, the Board of Directors nor Management will negotiate a pardon from the towing company on your behalf nor is this to be considered an EMERGENCY for the afterhours service.

1. Each Unit is assigned TWO (2) parking spaces. Each occupant of that unit must park their vehicle in their designated space. Additional parking for guests is located at or near each building and adjacent the pool area. No more than two vehicles per unit are allowed to be parked on the property unless a Reserved Parking Space has been obtained. These spaces are limited, so please check with Management for availability.
2. Reserved parking spaces can be obtained at a cost of One **Hundred and Eighty Dollars (\$180) per year. You may pay up front in two equal installments on January 1 and July 1.** These spaces are valid from January 1 – December 31, and may be renewed each year. These stickers will not be pro-rated. Contact the Association Management Company to obtain a decal.
3. **NO PARKING** on the grass, curbs in front of the dumpsters, or in any area not designated as a parking space. **NO WARNING WILL BE GIVEN FOR THIS VIOLATION. VEHICLES WILL BE TOWED IMMEDIATELY AND AT THE OWNERS EXPENSE WITHOUT FURTHER WARNING FOR THESE VIOLATIONS!**
4. Effective January 1, 2009, commercial box trucks and commercial vehicles 18' or more in length will no longer be allowed to park on any portion of the property. The parking of boats, trailers, motor homes and campers are prohibited. Trailers are allowed on the property for moving or construction purposes only for a maximum of forty-eight (48) hours. If additional time is needed, a written request must be submitted to Management to be approved by the Board of Directors. Failure to do so will subject your vehicle to being towed at your expense. Please make arrangements in advance.
5. All vehicles **MUST** be registered, have visible, valid tags and be in operable condition or they will be subject to being towed at owner's expense.
6. Vehicles leaking oil or other fluids are not permitted. No vehicle repairs are permitted on the premises with the exception of changing tires and checking fluid levels. Residents may wash their cars only in their assigned parking spaces. Car washing of non-resident cars will be subject to fines for violation of the Association's rules.
7. Residents, both Owners and Tenants, are **required** to place their parking decal on their vehicle on the **rear window-passenger side**. Residents are required to keep the decals on their vehicles at all times while parked on the property. This also applies to any Reserved Parking Stickers purchased.
8. VIOLATION PROCESS: Vehicles, **other than those described in Rule 3 above**, will be tagged with 24-hour notification that the vehicle will be towed if the violation is not corrected.

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Residents are given TWO (2) decals per unit. Decals are transferable from vehicle to vehicle, however, residents must have ALL vehicles registered with the Associations Management Company. No more than two vehicles may be parked in front of the building at any given time and both vehicles must have a parking decal. All other vehicles must be parking in guest parking at all times. If you purchase a new vehicle, you must provide the vehicle information and tag numbers to management office within 48 hours or risk being towed. Owners can contact the Association Management Company for additional decals. Decals can be picked up at the management office Monday through Friday 8:00 am to 12:00 pm and 1:00 pm – 5:00 pm.

Owners are REQUIRED to provide the following information to the Management Company:

1. The name(s) and phone numbers for all occupants on the lease.
2. The make, model, color, and Vehicle tag Number that will be parked on the property.
3. A completed Rental/Tenant Information Sheet.

IMPORTANT NOTICE REGARDING GUEST PARKING AND ABUSE:

The Board of Directors contracts the use of a local Towing Company to enforce the Parking Rules and Regulations set forth by the Association. If the same car is repeatedly seen in guest parking, it can be an indication that residents are abusing the space by “Laying claim” as their own personal parking space. To avoid any confusion on this matter, if you have visitors who will be parking in a guest parking space for consecutive days, or a visitor who uses guest parking to visit on a frequent basis, please inform the Management Office and have your guest place a note on the dashboard stating in which unit they may be reached. The purpose of this request is to avoid any unnecessary towing of vehicles by the contracted towing company. It is the Resident’s responsibility to inform their guests of the Parking Rules of the Association.

# Carolina Pines

## Pool Rules and Regulations

Card holders must remain with their guests at **ALL** times. If the card holder leaves the pool area at any time, their guests must also leave.

- Glass containers are NOT permitted in the pool or pool area at any time!
- Animals and pets are NOT permitted in the pool or pool area at any time!
- A person under the influence of drugs or alcohol is NOT permitted in the pool or pool area at any time!
- Pool parties are NOT permitted at any time!
- Solo swimming is NOT permitted at any time!
- Children under the age of 13 must be accompanied by an adult!
- Bicycles, skates, scooters, skateboards and other riding devices are NOT permitted in the pool area or pool at any time!
- Rafts and floats are NOT permitted in pool or pool area!
- Running, boisterous or rough play is NOT permitted in the pool or pool area at any time!
- Spitting and nose blowing is NOT permitted in the pool!
- Persons with diarrhea, illness or nausea are NOT permitted in the pool or pool area!
- Persons with skin, eye, ear and respiratory infections are NOT permitted in the pool or pool area!
- Proper attire is required in the pool and pool area at all times!
- Beach towels must be used on poolside furniture for protection of furniture. No olive oil or water-soluble oils or lotions are permitted!
- Diving is NOT permitted in the pools at any time!
- Safety ropes are a state law! Do not remove the safety ropes! Do not use the safety ropes for sitting, standing or diving! The pool will be closed if the State Inspector or HOA Board finds the safety equipment not connected or out of place!

Fines and Fees will be imposed and Card Access will be suspended until fines, fees and costs associated with certifying the pool is paid in full for violations of the pool rules and regulations!

**The pools will be open from 10:00 AM until 10:00 PM daily!**

**Greenfields @ College Park**

**1025 Carolina Road**

**Conway, SC 29526**

**843-347-2230**

**ACKNOWLEDGEMENT**

**Unit # \_\_\_\_\_**

**By signing this agreement I:**

**Hereby certify that I have received a copy of these House Rules for my records. I understand that these constitute the policy of Greenfields @ College Park and that any violation of these policies constitutes a violation of the Master Deed and/or Lease agreement.**

\_\_\_\_\_  
**Resident**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Resident**

\_\_\_\_\_  
**Date**