

**BERKELEY COURT CONDOMINIUMS
HOMEOWNERS REGULATIONS**

PLEASE KEEP IN UNIT

WELCOME TO BERKELEY COURT CONDOMINIUMS

We are pleased that you have chosen Berkeley Court as your home, and we hope you will enjoy living here.

This manual was prepared so that you will know the expected code of conduct approved by Berkeley Court's residents, and what you are permitted (or not permitted) to do. We put this booklet together in hopes of making community living as pleasant as possible for everyone. We sought the feedback of all the present Board members in preparation of this manual in order to get a broad perspective of opinions.

We are always open to comments and suggestions as to how we can do our job better -- not every situation can be predicted, and thus included in the manual -- so please feel free to contact us. In addition, if you are ever in doubt as to whether or not something is permitted, please call.

Our annual meeting of homeowners is held in the month of January (date to be announced but usually the last Tuesday of the month at 5 p.m. at the Main Library in Charleston), and we encourage owners to attend. In addition, the Board conducts four business meetings on the last Tuesday of the months of February, May, August and November. You are welcome to attend; please call the Management Company for the time and location and if you wish for an issue to be placed on the meeting's agenda. The Board of Directors will change the dates of these meetings if necessary due to unusual circumstances but we hope to have them on a regular basis and hold them at the Main Charleston Library.

If you have a particular concern, it is helpful if we can know about it ahead of time so that we can have an answer for you at the meeting. Be prepared to discuss your concern.

Our Management Company is: Community Management Group. Their location and mailing address is: 349 Folly Road, Suite 2B, Charleston, SC 29412. The office number is (843) 795-8484. The fax number is (843) 795-8482. Our Regime and Association Manager is Ms. Hollianne Stackpoole. Her e-mail is "hstackpoole@cmgcharleston.com".

As a general "rule of thumb", the Board of Directors decides what the policies are for Berkeley Court, the priority of maintenance repairs, as well as which vendors are used. The Management Company implements these decisions, handles the accounting, and supervises all vendors.

Please do what you can to improve and enjoy our community, and let us know if we can be of help.

Board Members, Berkeley Court Condominiums

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(Please Note: These rules are a supplement to the provisions of the Master Deed and do not supplant any provisions of the Master Deed.

I. REGIME FEES/CONTACTS

REGIME FEES

Regime fees are due on the first of each month, for that month. Checks should be made payable to "Berkeley Court HOA" with your Berkeley Court account number written on the payment. It should be mailed to: Berkeley Court HOA, c/o Community Management Group, Post Office Box 912, Columbia, SC 29202. If payment is not received by the end of the month, you will be assessed a late fee.

If your account becomes 100 days past due, your account will be turned over to our attorney for collections. Owners are subject to any attorney's fees and cost involved with the collection of your unpaid regime fees and late fees. In addition, a lien will be secured against your property at that time for the unpaid fees.

CONTACTS

Our contact at Community Management Group is Ms. Hollianne Stackpoole, Regime and Association Manager. Her office number is (843) 795-8484. x316

There office is located at 349 Folly road, Suite 2B, Charleston, SC 29412. Ms. Stackpoole's e-mail is "hstackpoole@cmgcharleston.com".

Berkeley Court Condominiums correspondence should be directed to Community Management Group, 349 Folly Road, Suite 2B, Charleston, SC 29412; or via fax to (843)795-8482.

Current members and contact information of the Homeowners' Board of Directors (January 1 - December 31) can be obtained from our Regime and Association Manager at Community Management Group and on our website.

II. BUILDING AND STRUCTURES

BUILDING

- 1. No items can be placed in the hallways for short or long term storage. Hallways are to be kept completely uncluttered of dweller's items including but not limited to bikes, furniture, doormats, trash, and trash containers.**
- 2. Window treatment (draperies, shutters, blinds, etc.) must be a neutral color on the exterior side.**
- 3. All opened windows must have screens that are in good condition and properly installed. If your window will be open at any time, it must be properly screened. The window screens must cover the entire width and height of the lower section of the window. The screens must be placed in tracks which are painted to match the woodwork of the window area.**
- 4. All window glass must be in good condition.**
- 5. No signs of any kind are permitted in windows, including "FOR RENT" and "FOR SALE".**
- 6. No storm windows or doors are permitted unless approved by the Board.**
- 7. Approval from the Board of Directors must be obtained before installation of any type of windows that differ from original.**
- 8. Window units for heat and air must be maintained with proper support, water drainage, and generally good appearance. The Board reserves the right to ask owners to remove dilapidated and/or broken units.**
- 9. Window boxes are allowed upon approval of the Board. All window boxes must be properly secured.**

DOORS

- 1. All keyed entry doors must remain securely closed at all times - open doors reduce the security and safety of the building - which is of utmost importance to owners and residents. Residents should immediately report any security concerns to management.**
- 2. In the general interest of uniformity all woodwork including exterior and interior doors and windows must be the same as our building's standard. All railings including the balcony railing should be black in color. All painting by the owners must be done with the approval of the Board and/or Management.**
- 3. Door exteriors must not be damaged from interior hardware (such as bicycle racks, etc.).**
- 4. No door knockers and/or decorations are allowed on all the interior and exterior doors.**
- 5. No door mats are allowed outside the doorways of all interior and exterior doors.**
- 6. All units' exterior numbering will be with numbers which are part of the building's standard. Management can assist with finding replacement pieces when needed.**

GARAGE/DRIVEWAY

- 1. Only vehicles of good, workable condition are to be parked in the garage and parking areas.**
- 2. The garage and parking area cannot be used for any type of storage.**
- 3. The five parking spaces in the back are appurtenant to individual units and are for the exclusive use of the owners of these units and their guests, lessees, licensees, etc.**
- 4. No trailers or commercial vehicles are allowed to park in the parking spaces.**
- 5. No one can block the use of the driveway for any time or for any reason. Do not use the driveway and area in back as a loading/unloading zone, work area, car washing area, parking or holding area for contractors, etc. This area must remain clear for the garage owners to access their spaces.**
- 6. Management will have permission to allow contractors access to this area with permission from the owner's affected.**

ROOF

- 1. Except for Limited Common Elements on the roof that are appurtenant to the Penthouse units and are for the exclusive use of the owner(s) of the Penthouse units, the roof is off limits to owners, dwellers, and their guests unless accompanied by management.**
- 2. No personal items can be stored on the roof.**

ELEVATOR

- 1. The elevator is old and worn. Please use it judiciously.**
- 2. Please be considerate with the use of the elevator and operate it during hours which will not disturb the residents adjacent to the elevator.**
- 3. When departing from the elevator, both doors must be closed completely so that the elevator can be called to other floors.**
- 4. The use of the elevator for moving in or out purposes must be scheduled in advance with management. One must move in and out of their units during normal business hours. The elevator walls must be protected during the moving period to protect the elevator from damage.**

BALCONIES

- 1. Occupants of condominiums with balconies are requested to eliminate all extraneous objects or materials from the balconies. This includes long term airing or drying of clothing, bedding, rugs, etc. Lights and decorations that are normally used during holiday periods should not be displayed year round and must be removed at a reasonable time after the holiday period. No items can be thrown off the balconies - this includes any liquids, glass, bottles of any kind, cigarettes, etc. If ashtrays are used on the balconies, they must be properly secured and cigarette butts contained so that they don't blow off the balcony area.**

III. GROUNDS, PARKING, AND BICYCLES

GROUNDS

- 1. In the interest of grounds maintenance, all owner/tenants are expected to use the sidewalks instead of cutting across the grass.**
- 2. All landscaping services are supervised by the Management Company. If you have landscaping suggestions, please contact the Management Company.**
- 3. Please keep animals off the grass. Any plantings damaged by owners, their residents/tenants, guests, and/or pets shall be billed to the owner of the unit involved with the damage.**
- 4. All owners curbing their animals in our green space must clean up and properly dispose of waste immediately. In the interest of protecting our green space and plantings, it would be advised that animal owners use the park space adjacent to our building at Colonial Lake when they take the animals out for their daily needs.**

PARKING

- 1. Owners that do not have the right to use any private parking spaces(s) must use street parking. Inexpensive Annual City of Charleston parking stickers can be obtained from the Division of Motor Vehicles on Lockwood Boulevard.**
- 2. Vehicles parked on the sidewalk, driveway, private parking, and in "No Parking" zones may be immediately towed by the space owners or management at the owner's expense. The towing company information will be available with our management company.**
- 3. Vehicles behind the building must be road operable, with no flat tires, must have a current license plate, and be correctly parked. No recreational vehicles are permitted to park behind the building. No trailers or commercial vehicles are allowed in the car park spaces. Vehicles that do not comply may be immediately towed at the owner's expense.**
- 4. Please review Garage Section for information pertaining to the garage area.**

BICYCLES

- 1. Bicycles are to be properly parked in the laundry room racks only. No bicycles are permitted in the hallways, balconies, public walk spaces or car park areas. Berkeley Court Condominiums may remove bicycles located on common property other than the laundry room.**
- 2. Bicycles currently used or owned by property owners and their dwellers must be registered with management. Labels will be provided in the laundry room for proper labeling on the bikes. IMPORTANT: you must register bicycle with CMG Management and receive a registration number, otherwise the bicycle will be removed. Call 843-795-8484 x316 ask for Hollianne Stackpoole to receive your number.**

V. LAUNDRY ROOM

- 1. The laundry room is located in the basement near the Beaufain Street side (far left/outdoor staircase if you are facing the building). The code for the door lock can be obtained from the Community Manager... The machines are for residents only. Please show courtesy whenever you are using the facility.**
- 2. Machine repairs and/or refund requests need to be called into the number on the sign in the laundry room.**
- 3. Please show courtesy to others with prompt attention to machine usage.**
- 4. Persons using the laundry room facilities are expected to leave them in a clean and orderly state. Please clean the lint trap in the dryer after use. Do not overstuff or exceed the weight limitations stated on the machines.**

VI. PETS

- 1. Pets must be kept on a leash and under the owner's control at all times.**
- 2. Pets are not permitted to be chained or roped indoors or outdoors.**
- 3. Animal defecation on the Berkeley Court grounds must be immediately picked up and disposed of properly in a trash container (preferably outdoors). Please do not permit animals to urinate on our plants, shrubs, etc.**
- 4. Property owners will be responsible for (and may be fined for) tenant misconduct in regards to tenant's pets.**
- 5. To report a stray animal, please contact the City of Charleston Animal Control at (843) 554-4700.**
- 6. The following information is copied from the Charleston City Codes involving animals:**

CODE City of CHARLESTON, SOUTH CAROLINA

Codified through Ord. No. 2007-223, adopted November 27, 2007.(Supplement No. 47)

Chapter 5 ANIMALS*

Sec. 5-7. Keeping and displaying regulated.

- (a) It shall be unlawful for any person in the city to exhibit, keep, or display pets, animals, birds or fowl of any kind in show windows for a period longer than six (6) hours per day.
- (b) It shall be unlawful for any person in the city to exhibit, keep or display pets, animals, birds, or fowl of any kind in any manner without shading such animals from the sun, and providing adequate food, water, and ventilation for their use.
- (c) No person or persons shall keep, lodge or maintain in the same household in excess of three (3) cats more than one year of age and three (3) dogs more than one year of age in the city, except in a kennel or zoo of a governmental agency, an officially recognized humane society or an institution of higher learning, or in a commercial kennel, a retail establishment, a circus or an animal exhibition operated in compliance with city license, health and zoning regulations.
(Code 1975, § 5-10; Ord. No. 1976-29, § 1, 9-14-76)

Sec. 5-18. Keeping of animals which disturb peace, comfort or health.

No person shall keep within the city limits any animal which by reason of frequent or continual noise or unsanitary conditions disturbs the peace, comfort or health of neighbors.
(Code 1975, § 5-29; Ord. No. 1976-29, § 1, 9-14-76)

Sec. 5-25. Notice of violations; procedure; punishment.

- (a) In discharging their duties under this chapter, the superintendent and authorized members of the division of animal control are hereby empowered to issue citations to any person if there is probable cause to believe that he has violated any of the provisions of this chapter. Citations so issued may be delivered in person to the violator by the superintendent or any member of the division of animal control, or they may be mailed to the person so charged, if he cannot be readily found. Any notice of citation so delivered or mailed shall direct the alleged violator to appear at the municipal court on a specific day and hour named in the notice. The chief judge of the municipal court may set a bond which may be forfeited by the violator in lieu of an appearance in court.
- (b) The superintendent of the division shall cause all notice forms to be serially numbered in triplicate and shall cause the records with respect to such notice forms and the disposition of the same to be so maintained that all such forms shall be capable of being accounted for. The director of the department of administrative services, or his representative, shall periodically investigate the records of the division for the purpose of determining the disposition of such notice forms, and shall report the result of such investigation to the mayor. For the purpose of making this investigation, he shall have access to the necessary records of the division.
- (c) If an alleged violator of any section of this chapter does not appear in the municipal court in response to the notice described in paragraph (a) of this section and does not post bond, the chief of police shall cause a notice to be sent to such violator informing him of the violation and warning him that he will be held responsible to appear in answer to such charges, and in the event that such notice is disregarded for a period of five (5) days from the date of the mailing of this second notice, a complaint will be filed and a warrant of arrest issued.
- (d) Violation of any section of this chapter or any subsection of this chapter shall be punishable as provided in section 1-15 of this Code.
(Code 1975, § 5-39; Ord. No. 1976-29, § 1, 9-14-76; Ord. No. 1978-31, § 1, 3-28-78)

VII. SMOKE

1. The common area is a nonsmoking area.
2. Ventilation of smoke from individual units into the hallway is prohibited.
3. All cigarette butts must be disposed in a safe and secure manner.

VII. TRASH

1. The trash area is located in the basement on Beaufain Street. Per sanitation department requirements, all trash or garbage waste must be put into plastic bags, properly secured, and placed in the trash carts. Do not overload the carts where the tops cannot close. This will help reduce air and bug pollution in our trash area. Trash cannot be placed anywhere other than the appropriate containers. Please contact the Ravenel Manager for the door code for the trash room door.

2. The recycling area is also on the Beaufain Street side. Please separate your container items from papers/cardboard box material and place them in appropriate recycle sections. All cardboard whether boxes or from grocery store items need to be broken down to flatten before recycling. If more than one box is broken down, please stack neatly. Please remove your recycling material from any plastic carrier bags before placing it in the bin and dispose of plastic trash bags in garbage area. Both doors are marked with signs to designate the proper trash/recycling area. Please contact the Ravenel Manager for the door code for the recycling room door.

2. Green roll carts and recycling are put out for pick up on a regular schedule which will be posted in the recycle room. Large items must be placed on the Beaufain Street side for pick up.

3. Garden or lawn debris should be placed either on the Rutledge Street or Beaufain side for weekly pick up.

VIII. MOVING IN AND OUT OF BUILDING, DELIVERIES AND SINGLE ITEM MOVES

1. Owners and renters must make arrangements with management for date and time of moving in and out of building, deliveries and single item moves.

2. No one is allowed to use the front entrance doors for moving, only the rear stairwells are allowed. The elevator's walls must be padded to protect them from any potential damage resulting from one's move.

3. No items can be thrown out of windows and over stair rails to ground below.

4. Please remember to notify in advance the Management Company if there is a Move-in or a Move-out, delivery or, single item move...etc.

There will be a fine issued to the homeowner of \$100.00 plus any damages that might occur if there is no notification.

5. Times allowed are 8am-8pm unless preapproved with management beforehand.

IX. LEASE AGREEMENTS

1. All leases of units at Berkeley Court must be at least 90 days in duration.

X. GENERAL

1. Noise level should be kept to a minimum during non-daylight hours. Please be considerate of other dwellers when using our side and entrance doors. Excessive noise will not be tolerated. Noise pollution caused by pets, parties, TV, stereo, musical instruments, etc. should be reported to management and if necessary to the police. In the interest of maintaining a congenial atmosphere at Berkeley Court, it is suggested that offenders be politely approached before reporting them to management and/or police. Inappropriate behavior that is potentially threatening or offensive to others will be reported to the property manager immediately and /or local police. Fines will occur for violations.

2. All personal property (bicycles, furniture, boxed goods, and other personal items) is the responsibility of the owner/occupant and may not be left in any of the common areas (i.e.: interior or exterior hallways, basement area, grounds) for any reason. Bicycles can only be stored in bike storage area. No garbage of any kind can be left in any of the common areas for any length of time. Fines for these violations will be enforced.

3. Newspapers in the foyer are for regular subscribers only. Persons removing subscriber's papers will be fined. The police will be contacted to report any on going problems of theft.

4. Berkeley Court Condominiums' property damaged by owners, tenants, or their guests will be repaired, replaced or otherwise returned to its original condition at the expense of the owner of the unit.

5. Soliciting, selling or the posting of signs or bills in the windows and in the building is not permitted.

6. Satellite dishes are not permitted to be attached to the common or limited common elements of the building.

7. If you have questions about who is responsible for what repairs, please refer to the Master Deed and Bylaws. For a copy of the Master Deed and Bylaws, please contact the Management Company. A financial charge is necessary to cover the cost of copying. You are welcome to review the copy at the Management Company's office or on our website.

8. You must report plumbing emergencies to the Management Company at (843) 795-8484.

9. Please notify the Management Company if you have any change of address, e-mail address, and/or telephone number and update it on our website directory. We need to be able to contact you in case of an emergency. Management must also have a key for your unit in case of emergency situations.

10. Your address is: 63 Rutledge Avenue, Unit # ____, (your unit number) Charleston, S.C. 29401.

11. Berkeley Court does not insure individual contents, personal property and liability. A separate policy to cover this is highly recommended and may cover your share of significant loss deductibles in the event of a hurricane, floor fire or other catastrophic claim.

12. Mail Boxes are under supervision of US Postal Service. All mailboxes need to be in good working order and properly secured. If you need keys please contact a locksmith. If you need repairs please contact the Management Company. Properly dispose of your junk mail. The two open slots under our mailboxes are for trash collection. Package and mail left beyond one week will

be returned to postal service.

13. All units are required to have working smoke alarms outside sleeping areas; and rental units are required to have fire extinguishers as well.

14. Open-flame barbecue grilling is not permitted on porches or patios.

15. Water is expensive. Please report and/or fix all drips and running toilets. Water should not drain from windows, doors, or balconies at any time. Bathrooms which have windows located in the shower areas should not be open during showers if water is released out of the window area and potentially causes water damage to the building and/or other units.

16. A community bulletin board is located in the laundry room for the owners and Board to share general information and announcements with one another. Our website will also serve for building information or exchange of ideas/announcements/concerns.

17. The hallways, interior and exterior stairwells and grounds are to be used and enjoyed for their designated purposes. Excessive noise, smoking, and the use of alcoholic beverages in these areas is prohibited.

18. A mop sink is located in the basement on the Rutledge side of the building. Please do not discard any liquids or items in this sink which will block the drain.

XI. FINES/ENFORCEMENT:

1. Any homeowner in violation of the above rules and regulations pertaining to property maintenance issues will be notified in writing by the association's property manager, informed of the specific problem and given thirty days from the date of that letter to remedy the situation. Should the issue not be resolved in the thirty day period, ten dollars (\$10) per day will be assessed until the problem is corrected. In extreme cases, the board also has the right to correct the problem itself and assess the homeowner for all costs involved, including applicable fines.

For rules violations not involving property maintenance issues, the board will attempt to work with the homeowner to correct the situation. If the problem is not corrected or repeats itself, the board may levy a fine not to exceed five hundred dollars (\$500). Should property damage to common areas be involved, the responsible homeowner will be assessed the full cost of repairs, in addition to any fine the board levies.

All homeowners are directly responsible for the conduct of their guests and tenants and will be assessed accordingly.

2. Inspections of the building will be performed by the management company and the Policy Board Committee. The Policy Board Committee will consist of three owners who will contact management when action regarding rules and regulations is needed. Because the Regulation Guidebook cannot list every possible problem of communal living, new rules will be established and enforced as needed by the Policy Board Committee.

Regulation Guidebook Date: January 2009