

THE RETREAT AT RIVERLAND
HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS

BELOW ARE THE RESTATED "RULES AND REGULATIONS" OF THE RETREAT AT RIVERLAND HOMEOWNERS ASSOCIATION. THE RULES AND REGULATIONS ARE DERIVED FROM THE ASSOCIATION'S GOVERNING DOCUMENTS AND UPDATED AT THE BOARD'S DISCRETION. WHETHER YOU ARE AN OWNER RESIDENT, LEASEE/RENTER RESIDENT OR A GUEST OF THE RETREAT, YOU ARE OBLIGED TO ADHERE TO THESE RULES AND REGULATIONS. TO KEEP THE HARMONY, THE PHYSICAL AND ENVIRONMENTAL MAINTENANCE, APPEARANCE AND QUALITY OF LIFE OF THE RETREAT RESIDENTS AND RETREAT PREMISES, WE ASK THAT YOU READ, COMMIT TO PRACTICE AND SHARE WITH THOSE WHO SHARE YOUR UNIT THE FOLLOWING:

RESIDENT UNITS

1. Units shall be used for residential purposes and for ancillary or secondary home uses only.
2. Owners may make alterations to the interior of their units without the approval of the Board of Directors so long as the alterations do not involve structural changes. All alterations that can be seen from the exterior of the unit must get prior approval from the Board of Directors. See Exterior Modifications.
3. A key to each unit must be provided to Community Management Group for quarterly pest control and emergency purposes.
4. No owner may use or allow use of their unit, a common element or a limited common element in any manner which creates excessive noise between the hours of 11:00PM and 7:30AM.
5. During cold months, thermostats shall be set to a minimum of 55° when outdoor temperature is at or below 32°.
6. No owner shall keep more than two (2) pets in any combination of dogs and cats. All pets must be kept on leashes when outside of the unit. Pets may not be left unattended outdoors, including balcony and terrace areas. Owners MUST clean up after their pets, utilizing the many pet baggie stations provided throughout the community.
7. Window treatments visible from the exterior of the unit shall be white or off-white in color.
8. No signs of any type are to be displayed by any owner, tenant, resident or real estate agent so as to be visible outside a residential unit or building except as described below for open houses.
 - a. Open houses may only be held between the hours of 9:00AM and 5:00PM on Saturdays and Sundays.

- b. Directional signs may be placed on common property at the beginning of the open house and must be removed following the end of the open house.
 - c. Building gate codes and drive-thru gate codes are not to be provided to prospective buyers or other attendees to an open house or other showings of a unit listed for sale. The owner or real estate agent must instruct visitors to use the buzz-in system at all gates. Thus, the owners, the real estate agent or another designee must be available at the unit to grant entry. Alternately, the owner can arrange for the real estate agent to obtain a temporary gate code assigned for open houses. The code can be obtained through Community Management Group and will be deleted from the system at the end of the day. Gates are not to be propped open by owners, tenants, agents or guests.
 - d. The real estate agent or owner must be present during the entire time of the open house.
 - e. The real estate agent or owner must notify Community Management Group prior to the day of the open house with information of the scheduled day, time and location of the open house and provide a contact number for the agent or owner that will be present.
 - f. The real estate agent, agency and owner are responsible for the behaviors of parties attending the open house.
9. Time sharing is strictly prohibited.
10. Leasing of units shall be governed by the following rules:
- a. Owners are responsible for the actions of their tenants.
 - b. Units must be leased in their entirety. All tenants must be included on one Lease.
 - c. All Leases must be for a minimum of one year. At the expiration of the one year Lease a new one year Lease must be executed and submitted to Community Management Group.
 - d. All Leases shall be in writing and in a form which may be approved by the Board of Directors prior to the effective date of the Lease.
 - e. The unit owner shall provide Community Management Group with a copy of the executed Lease and the completed Tenant Information Form which can be downloaded from the community website at www.CMGCharleston.com/Retreat_Riverland.htm. The tenant information form must be completed for units that are occupied for extended periods of time by family members and/or friends.
 - f. A \$200.00 moving fee must be submitted to the Association each time a new tenant moves into the unit. This fee is non-refundable and is used to off-set damage to the elevators, gates, etc. during a move in or move out. The moving fee must be submitted within 7 days of the execution of the lease.
 - g. A \$1,000.00 security deposit must be submitted to the Association. The security deposit is refundable at the expiration of the lease, provided the leasing terms were fulfilled and there were no damages to the common or limited common

elements of the Association. The security deposit must be submitted within 7 days of the execution of the lease.

- h. The tenant must obtain an HO-4 (renter's insurance) policy with a minimum of \$300,000.00 in liability coverage. The unit owner must submit proof of coverage to Community Management Group within 7 days of the execution of the lease.
- i. The unit owner must provide the tenants with a copy of the Association's Rules and Regulations. This document can be downloaded from the website.
- j. If damage to the interior of the unit is suspected the Board of Directors has the right to inspect the unit to ensure that damage within the unit does not affect any of the common or limited common elements of the Association.

COMMON AND LIMITED COMMON ELEMENTS

1. Exterior modifications to the unit must be approved by the Board of Directors in writing. The view of a unit from the exterior and all exterior areas associated with or connected with the unit shall not be painted or modified by any owner in any manner without prior consent of the Board, from which consent may be withheld on purely aesthetic grounds within the sole discretion of the Board of Directors. This provision shall apply without limitation to doors, windows, balconies/patios and the areas around the porches/patios on the ground floors.

The following standards have been set by the Board of Directors for exterior modifications. Anything outside of these standards must be submitted to Community Management Group by completing an ARB application. The completed application will be submitted to the Board for consideration. The unit owner may not proceed with any exterior modifications without first receiving written approval.

- a. Porch fans must be solid white, off-white, black or brown in color.
 - b. Gates may be added to the first floor units at the owner's expense. However, they must be installed in a manner that makes them inconspicuous and not noticeable. The whole section of the cut-out railing must open, not just a section of it. The color and design of the railing may not be altered in any way.
 - c. All curtains/shades on exterior porches must be exterior type curtains/shades.
 - d. No furniture, bikes or toys may be kept in the breezeways of the resident buildings. Decorative statues, plants, etc. may be kept on the stone area in front of the unit's door. Bicycles may be stored at the owner's own risk within underneath the stairs at each of the building's entrances. The entire bicycle must be completely contained within the fenced area. The Association takes no responsibility for the security of the stored bicycles. No other items may be stored in these areas.
2. No signs, billboards, canopies or awnings may be erected without the written approval of the Board of Directors. This includes for sale/for rent signs, art, team flags, etc.
 3. Garage and Yard Sale signs are strictly prohibited.

4. No owner or resident may place or do any activity that will create disorderly, unsightly or unkempt conditions of the exterior of the unit. This includes, but is not limited to the prohibition from hanging clothes, towels, rugs or other household items on the outside of the unit. This rule pertains to the porch, patio, terrace, balcony and breezeway.
5. The hanging of "currently recognized American flags of the United States" is allowed to be hung from a unit's porch/balcony, the size of which shall not exceed 3' x 5'.
6. Charcoal and wood burning bar-b-que grills are prohibited at all units, common and limited common areas at the Retreat. This rule is enforceable by automatic fines from the Fire Department and the Retreat at Riverland Homeowners Association.
7. Unit owners, tenants and other residents who have any type of open flame grill on the porch, balcony or patio are required to have an ABC fire extinguisher located near the grill. Should an incident occur and the owner, tenant or other resident not have the required extinguisher, the owner, tenant or other resident will be considered negligent and responsible for any and all damages.
8. No radio, television or satellite equipment shall be placed on the exterior of any unit without written consent of the Board of Directors. The Board will establish appropriate standards to be followed.
9. Abandoned or disregarded personal property of any kind may not be stored in any area that is a portion of a common or limited common area which include but are not limited to the parking lot, porch, balcony, patio, terrace and breezeway.
10. Littering of any sort is strictly prohibited. All rubbish, trash and garbage shall be disposed of within a closed plastic bag in the compactor provided. Boxes must be broken down and placed in the compactor. Bulk waste or furniture items must be removed from the property by the owner, tenant or resident. Any item left in the compactor area will result in an automatic \$150 fine.
11. Tampering with any building gate, auto gate, clubhouse door or pool gate is considered vandalism and the proper authorities will be notified.
12. There shall be no obstruction of any common elements. Owners may place outdoor decorations on the stone areas in front of their door or small seasonal decorations on their doors. However, no items may be placed or stored in any other area of the breezeways without written approval of the Board of Directors.
13. The display or discharge of firearms or fireworks is strictly prohibited.
14. All pets are to be on a leash and controlled by their owners at all times while away from the unit. Owners are responsible for immediately picking up and properly disposing of pet waste. Receptacles have been strategically placed throughout the community for convenience. The unit owner of any resident that does not pick up after their pet will be charged an automatic fine of \$150 at each occurrence.

SECURITY GATE

1. If the entrance security gate is forced open to gain access, damaged while attempting to tailgate, tampered with or vandalized in any way, the unit owner will be charged an

automatic fine of \$500.00 plus the cost of the repairs. Forcing the gate open or tailgating constitutes breaking and entering, “unlawful entry” and/or trespassing. The violator will be reported and prosecution will be vigorously pursued.

2. If the building gates are forced open to gain access, damaged while attempting to enter the building, tampered with or vandalized in any way, the unit owner will be charged an automatic \$200 plus the cost of repairs. Forcing the gates open, attempting to climb the gates or otherwise attempting to enter the building without the appropriate codes constitutes breaking and entering, “unlawful entry” and/or trespassing. The violator will be reported and prosecuted to the fullest extent.

LANDSCAPING

1. The planting of any flowers, bushes, trees or vegetables by residents is prohibited on all areas of the Retreat at Riverland property without submitting a detailed proposal to Community Management Group. The proposal must outline what, where, how, who, when and at whose cost the planting will be done. The Board of Directors will review the proposal and written approval or denial will be sent to the unit owner.
2. No container plants are to be placed within common areas (outside of patio, porch or balcony).
3. No objects, statues or other decorative items may be placed in common areas or any property not owned by the Retreat, such as the wooded permitted.
4. No objects are to be hung from the exterior siding or eaves of any building.
5. The cutting, trimming, clearing and/or the removal of any natural landscape without the express written consent of the Board of Directors is prohibited.
6. The feeding of wildlife on common property with the exception of the use of approved bird feeders and the use of small bread crumbs/crackers for the turtles/fish in the ponds is prohibited.

PARKING LOTS AND VEHICLES

1. There are no assigned parking spaces.
2. Owner and tenant residents are required to register their vehicles with Community Management Group. The vehicle registration form can be downloaded from the website at www.CMGCharleston.com/Retreat_Riverland.htm. The provided vehicle decal must be displayed on the inner front left windshield to help identify resident vehicles. There are no restrictions on guest vehicles unless they will be staying with their host for more than one week, to which time the host should notify Community Management Group of the vehicle(s).
3. No vehicles may be stored at the Retreat for any length of time with the exception of part time residents who must park their vehicle away from the building during their absences. Any vehicle that appears to be abandoned (i.e. unmoved for more than two weeks), is inoperable (i.e. flat tire), does not have current tags, etc. will be immediately towed at the

owner's expense if it does not have an Association issued parking decal. If a decal is present the owner indicated on the vehicle registration form that is on file with Community Management Group will be notified by phone, email or mail. If no response is received within one week, the vehicle will be towed at the owner's expense.

4. Any vehicle parked in a handicap space without a handicap tag or license will be warned once and in the future automatically towed at the owner's expense and without warning.
5. Any vehicle creating a noise disturbance (i.e. broken or modified muffler, screeching tires, loud disturbing actions of the occupants, etc.) is in violation of the city noise ordinance and will be fined accordingly.
6. Campers, RVs, boats, trailers, go-carts, off road sports vehicles, dirt bikes and golf carts are strictly prohibited.
7. The parking of commercial vehicles, except while commercial services are being rendered to residents of the Retreat is strictly prohibited. A commercial vehicle is defined as a vehicle with visible tools and/or supplies (wood, pipes, ladders, etc.). This also includes any oversized vehicles (flatbed trucks, wreckers, etc.). Commercial vehicles are also defined as any vehicle displaying a logo. For the purposes of this rule, logos are defined as any company name, advertisement, pictures, or other depictions determined by the Board. Any vehicle (of an owner, occupant or visitor) in violation of these rules will be subject to monetary fines and/or towing 24 hours a day without warning at the owner's risk and expense. The only exceptions to the restriction are governmental law enforcement vehicles. Note: Residents who must drive a commercial vehicle must obtain and use a plain magnetic sign to cover any permanent advertising on the vehicle while parked anywhere on Retreat property provided it is not visibly commercial in any other capacity (i.e. flat bad or oversized truck)
8. Vehicles are prohibited from parking or driving on any sidewalk or landscaped areas within the Retreat property.
9. U-hauls, moving vans, storage pods, moving trucks and trailers must be removed from the property within four (4) days.

CLUBHOUSE RESERVATIONS

1. The clubhouse can be reserved only by owners for the use of owners and their invited guests. To reserve the clubhouse the owner must be current in his/her regime fees. The clubhouse *will not* be rented to anyone under the age of twenty-one. All groups of five (5) or more wishing to utilize the clubhouse must properly reserve the facility.
2. Reservations can be made for the clubhouse only. An event sign is available. It is located in the closet near the fitness center and can be placed in the doorway to the lounge letting other residents know that the lounge area has been reserved for a private event. The pool and pool deck area *cannot* be reserved. Additionally, those attending the event are *not allowed to use the exercise equipment* in the clubhouse. The clubhouse reservation form can be downloaded from the website at www.CMGCharleston.com.

3. The clubhouse cannot be rented for marketing events, sales events or games of chance in which money will be exchanged or visible.
4. The clubhouse cannot be reserved on any major holiday.
5. Reservations must be made at least ten (10) days prior to the event. Last minute requests with special circumstances can be made to Community Management Group.
6. The maximum number of persons allowed in the clubhouse is 49, designated by the Fire Marshal.
7. Guests who drive to an event must be instructed to park their vehicle in the parking areas between buildings 10 & 11. Parking will not be allowed in the parking areas adjacent to the clubhouse except to unload or for those with special needs.
8. The following fees will be due upon the execution of the reservation agreement. Checks are to be made payable to the "Retreat at Riverland HOA."

<u>Fee</u>	<u>Amount/Status</u>
Reservation Fee	\$75.00/ 1 st four (4) hours non-refundable \$25/ each additional full or partial hour
Cleaning/Damage Fee	\$150 refundable deposit

9. The owner making the reservation is responsible for inspecting the clubhouse immediately prior to the event and reporting any damage or cleanliness problems to Community Management Group prior to the event.
10. The owner making the reservation is responsible for leaving the clubhouse in the same condition it was received in (i.e. removing all trash and replacing clean bags in receptacles, sweeping if necessary, wiping counters, sink, refrigerator, etc.). If all is in order, as determined by a post-event inspection, deposit checks will be destroyed or returned within two (2) weeks of the event. If problems arise and repairs/replacement or cleaning are needed, all costs will be deducted from the deposit. Any costs exceeding the deposit amount must be paid by the owner within two (2) weeks of the event, such fees to be subject to the Retreat's Collection Policy.
11. The Retreat Homeowners Association is NOT responsible for personal articles left in or around the clubhouse.
12. Smoking in the clubhouse is prohibited. The burning of incense or candles in the clubhouse is strictly prohibited.
13. No dogs or animals other than those used for special needs are allowed in the clubhouse or pool areas. Under NO circumstances are pets allowed in the pool.
14. The playing of amplified music or other sounds that can be heard by nearby residents after 11:00PM is prohibited under City of Charleston ordinance 21-17. Events held at the clubhouse will end no later than 10:00PM unless the Board of Directors has given prior approval for a later time. In this case, no noise from the event or during termination of the event shall disturb nearby residents.
15. No alcoholic beverages will be served or consumed by anyone under the age of twenty one. If alcohol will be served or consumed at an event and persons under the age of 21

will be attending, the registering owner shall sign a release from at the time the rental agreement is executed. Alcoholic beverages may not be sold.

16. The owner making the reservation shall not allow any activity at the event which may endanger the health or unreasonably annoy or disturb or cause embarrassment, discomfort or nuisance to other owners or residents, or in such a way as to constitute in the sole opinion of the Board of Directors, a nuisance.
17. The Retreat Homeowners Association reserves the right to refuse future rentals to an owner should problems arise as a result of the owner failing to take reasonable action to maintain control, at the sole opinion of the Board of Directors, at an event he/she sponsors.
18. A minimum of 48 hours is required to cancel an event; otherwise the reservation fee is forfeited.

FITNESS CENTER

1. The fitness center is to be used by Retreat residents and their invited guests only.
2. The Retreat Homeowners Association is not responsible for personal items left in and around the fitness center.
3. No dogs or animals are allowed in the fitness center.
4. Proper workout attire must be worn in the fitness center. Shoes and shirts are required. Wet swimsuits are not permitted in the fitness center.
5. No one under the age of 16 is permitted to use the fitness equipment.

THE POOL

1. Pool hours are from dawn to dusk due to DHEC regulations and must be strictly adhered to. In the event the alarm is activated resulting in security and/or the police department's response, the violator(s) will be treated as trespassers.
2. Solo swimming is prohibited.
3. No person that appears to be under the influence of alcohol or drugs is allowed in or around the pool area.
4. No running, boisterous actions or rough play.
5. No spitting, blowing nose or defecating in the pool.
6. Persons suffering with a diarrheal or nausea illness should not enter the pool.
7. Persons with open lesions or wounds are not to use the pool.
8. No animals or pets are allowed in the pool or within the gated area with the exception of service animals for special needs residents.

9. There is to be NO GLASS of any kind in the pool or within the pool area! Beverages within glass containers MUST be left in the clubhouse and transferred to paper or plastic cups if to be consumed in the pool area.
10. No children under the age of 18 are to be at or in the pool without adult supervision.
11. Children of diapering age must wear “swimmies” or other water sport type diapers which trap feces while in the pool. No disposable diapers are allowed in the pool.
12. All persons are to shower before entering the pool.
13. Proper attire is required in and around the pool area. Thongs are prohibited.
14. Wet swimsuits are not allowed in the clubhouse. The exterior restrooms are always available and are there for use by the persons in and around the pool area.
15. The maximum number of persons in the pool is 145.
16. A 911 direct emergency phone is located on the wall near the exterior bathrooms opposite the clubhouse.

FINE/PENALTY SYSTEM

There is a penalty fine for non-compliance of any of the rules within this document. All fines are subject to the same penalties and enforcements as assessments. Fines are levied against the unit owner.

The fine system is as follows:

1. First Violation: A courtesy letter is mailed to the unit owner indicating the nature of the violation, the section of the documents that reference the violation and the next step if the violation is not corrected. Owners have ten (10) days to contest a violation in writing to Community Management Group at which time it will be brought to the Board for review.
2. Second Violation: A letter is mailed to the unit owner explaining that a previous violation has not been corrected and a \$50.00 fine has been added to their account. The letter again describes the nature of the violation, the section of the documents that reference the violation and the next step if the violation is not corrected.
3. Third Violation: A letter is mailed to the unit owner explaining that a previous violation has not been corrected and a \$100.00 fine has been added to their account. The letter again describes the nature of the violation, the section of the documents that reference the violation and the next step if the violation is not corrected.
4. Fourth Violation: A letter is mailed to the unit owner explaining that a previous violation has not been corrected and a \$150.00 fine has been added to their account. The letter again describes the nature of the violation, the section of the documents that reference the violation and the next step if the violation is not corrected. At this point legal action may be initiated.

Exceptions to the fine process include the following:

1. Charcoal or Wood Burning Grills- A letter will be mailed to the owner. If after 48 hours the grill remains, a fine of \$150.00 will be added to the owner's account. If after one week the grill has not been removed, the fine doubles.
2. Bulk Waste-Leaving trash anywhere in and/or around the compactor area will result in an automatic fine of \$150.00. There is a sign posted near the ramp as well.
3. Pet Waste-Residents who don't pick up after their pet will incur an automatic fine of \$150.00 per occurrence.
4. Entering the pool area and/or swimming in the pool after the posted closing time is considered trespassing and will result in either a \$200.00 fine on the owner's account or the police will be notified and charges will be filed.

It is to be noted that the Retreat Homeowners Association does have the authority to restrict owners' and tenants' use of common area amenities, such as the pool and clubhouse as a means of enforcement for violations or Rules and Regulations. An example would be the deactivation of the key fob until fine(s) are paid or the violation is corrected to the satisfaction of the Board of Directors.

The Board of Directors reserves the right to create, modify and uniformly enforce the Rules and Regulations of the Retreat for the benefit of the Association at any time. Failure to take action against a violator due to unawareness of the violation or the lack of credible evidence may occur, but *does not* indicate a failure to discipline one incident will result in the failure to discipline another.

These stated Rules and Regulations, revised on April 13, 2011, have been reviewed and approved on this 27 day of MAY, 2011 by the Retreat at Riverland Homeowners Association Board of Directors.

Phil Baugus
Phil Baugus, Board President

5/31/11
Date