

**Guidelines  
For  
Community Living  
And Architectural  
Review Board Standards**

**Radcliffe Place  
Homeowners'  
Association, Inc.**

**Revised March 12, 2010**

**Managed by Community Management Group  
843-795-8484**

Dear Radcliffe Place Property Owner,

Welcome to Radcliffe Place Homeowners' Association, Inc. Your purchase of property in Radcliffe Place made you a member of the Association. As you have been informed during the process of buying your home, life within Radcliffe Place is governed by Covenants, rules and regulations.

These guidelines are intended to call out some of the more important rules and regulations and make your life enjoyable.

Time and care have been taken to ensure that no Guideline conflicts with the Covenants. However, should an unintentional conflict arise, the Covenants take precedence and it is for this reason that a careful review of all Covenants is appropriate for all owners.

These Guidelines and associated rules are subject to change from time to time.

Community Management Group is the management company employed by Radcliffe Place to manage the affairs of the Association and to serve as the primary communications hub of Radcliffe Place Homeowners' Association, Inc.

Though their offices are in Charleston, managers make regular visits to the site to ensure that all contractors are performing, to make Covenants compliance inspections and for related reasons. All Association correspondence should be directed to Community Management Group at:

Radcliffe Place Homeowners' Association, Inc.  
349 Folly Road  
Charleston, SC 29412.

Community Management Group can be reached at 843-795-8484, and via their website at [www.CMGCharleston.com](http://www.CMGCharleston.com). Owners are encouraged to visit the site and the Radcliffe Place Homeowners' Association sub-site where important document revisions can be downloaded, your contact information can be updated and important communications shared.

The Association concept is founded on communication. Please make this easy and inexpensive for Radcliffe Place by registering your e-mail address with your manager.

Thank you, and again welcome to Radcliffe Place

***-Community Management Group***

**Guests**

If you have guests, it is your responsibility to make sure that these guests abide by the community guidelines. If a guest breaks any of the rules and regulations, the Association can take action against you as if you had committed the violation yourself. One of the most important issues for residents is to make sure that their guests are respectful of not only rules and regulations, but of community residents in general.

**Firearms and Fireworks**

The display or discharge of firearms (including B-B guns, pellet guns, and other guns) is forbidden unless the display or use is by law enforcement officers or a resident is legally transporting firearms to his/her home.

**Residential Use**

All Condominium units shall be used for private residential purposes exclusively.

**Air Conditioning Units**

No Owner shall install window units or wall air conditioning units. Only condenser units tied into an approved system, and approved in writing by the Board may be placed on the balconies, decks or patios.

**Outside Burning**

There shall be no exterior fires except barbeques.

**Hot Tub**

With written approval by the Board, a hot tub may be installed and operated only with the patio or screen porch.

**Awnings**

No blinds, shades, glass, jalousies, ironwork screen, awnings, panels or covering shall be affixed or attached to the outside of the building or the exterior windows, doors or balconies, landecks, patios, or interior doors leading onto the corridors without written approval by the Board of Directors

**Noises**

No Owner shall permit any disturbing noises in the Limited or General Common Elements and/or his Condominium by family, visitors, guests, etc nor permit any such person to interfere with the rights, comfort or convenience of the other occupants. No Owner shall play any musical instrument, phonograph, radio, television or sound amplifier in such a manner or volume so as to disturb or annoy Co-Owner or occupant. Wired stereo systems on the porch of any unit are prohibited.

**Obstruction**

The entrances, passages, corridors, stairways, garage and parking area other than Limited and Common Elements of the Condominium shall not be obstructed, encumbered, or used for any purposes other than ingress and egress to and from the Condominium and/or Condominium Unit and other purposes for which they are intended and/or carriages,

bicycles, mopeds, wagons, carts, chairs, benches, tables, toys, or other objects, or things, regardless of the nature thereof shall be left or stored therein. No person shall play or loiter in the hallways, corridors, stairways or other public areas of similar nature.

No garbage cans, supplies, no bottles, or other articles shall be placed in the corridors, on the balconies, decks, patios, on the stairway, on any other Limited or General Common Element.

### **Pets**

The community gladly welcomes pets, but to assure the quality of life of all residents, the following rules and regulations govern pets within the community:

- Pets shall be kept or maintained in or about the Condominium Units only if the Co-Owner is granted a conditional license to maintain one (1) pet by the Association.
- Acceptable Pets: Unless the Board of Directors grants a waiver, the only pets permitted on property shall be dogs which are under thirty (30) pounds when fully grown, cats, small birds and fish.
- It is the responsibility of the Owner to pay for any and all costs involved in restoring to the original new condition any damage caused to Condominium property by a pet.
- The Owner shall be financially responsible for any person injury or personal property damage caused to any Owner, tenant, guest, or to any member of the public as a result of the Owner's maintenance of a pet.
- Pets must be carried in arms or on a leash when taken in and out of the building.
- Pets shall not be permitted in the public rooms under any circumstances. Pets must not be curbed near the buildings, walkways, shrubbery, pool area, gardens, planting areas, open areas, or other public space. Each Owner is responsible for cleaning up or removing from the Property any pet waste.
- Guests, tenants and visitors of an Owner shall not be permitted to bring any pets onto the property except those covered in Acceptable Pets section.

### **Advertisements**

No ads, signs, posters or advertisements of any kind shall be posted on the walls, windows, or doors in the interior or exterior of the Limited or General Common Elements.

The Board approved locations for a For Sale/For Rent sign are as follows:

- Perimeter Units and Downstairs Interior Units (Flats) - One For Sale/For Rent sign and one brochure box situated in a mulched (non-sodded) area nearest the front door of the unit.
- Upstairs Interior Units (Flats) - One For Sale/For Rent sign posted in the living room window and one brochure box situated in a mulched (non-sodded) area nearest the front door of the unit.

### **Garbage / Trash / Rubbish**

Refuse, rubbish and garbage shall be disposed of in a manner provided for and not placed outside hallways, balconies, decks, patios or stairways at any time for any reason.

### **Window Treatments**

Owners shall at his own expense clean, repair and maintain both the interior and exterior surfaces of all windows. Drapes or shades covering the windows shall be completely lined with white lining.

### **Antennas**

No transmission antennas may be set up anywhere on the home without prior approval of the Architectural Review Board. No direct broadcast satellite (DBS) antenna or multi-channel, multi-point distribution (MMDS) service antennas may be placed allowed or maintained on any portion of the Limited or General Common Elements. DBS and MMDA antennas one meter or less in diameter and television broadcast service antennas may only be installed in accordance with Federal Communication Commission rules and the rules and regulations of the Association.

### **Parking**

Units without garages and driveways will be assigned **one** parking space for one and two bedroom units and **two** parking spaces for the three bedroom units. The balance of the unassigned parking spaces will be on a first come – first served basis. The assigned space will be marked clearly on the asphalt to correspond with the assigned unit. Any car parked in an assigned parking spot that is not assigned to the corresponding unit, may be towed at the car owner's expense.

Vehicles shall park **only** in appropriate or designated spaces. Parking on any street, in any yard, or across any sidewalk is strictly prohibited. Any owner ignoring this rule will be fined accordingly and the vehicles are subject to towing at the owner's expense.

### **Covenants Enforcement**

The Radcliffe Place Board of Directors is obligated to enforce or cause to be enforced the requirements of the Covenants Conditions and Restrictions for the Association, these rules and other rules which may be adopted and/or published from time to time. Enforcement actions will include notification by letter to the address of record for the owner. Telephone enforcement calls are not made. Sanctions will include fines of \$25 to \$200 per infraction, and may be imposed with or without prior notice of the infraction. Fines will be imposed against the owner's account and collected as Assessments. Subsequent action may include legal action and correction of the violation by the Association, the cost of which is charged to and payable by the property owner.

### **Assessment Collections**

Payment of Assessments is required for the SGPCSA to operate and provide services to the members. Collections policies provide for collection of late fees, interest, collections fees and legal fees. Prompt payment of Association billings is required of owners.

**Trailers, Trucks, Buses, Boats, Parking, ETC.**

Parking spaces and facilities shall be used exclusively for parking automobiles. No buses, trailers or mobile homes, motorcycles, boats, boat trailers, all terrain vehicles, go-carts, campers, vans or vehicles on blocks, unlicensed vehicles, or like vehicles shall be kept, stored, used, or parked overnight either on any street within the grounds of the Condominium or the Common Area.

No repair work on motor vehicles shall be carried out in the parking spaces except for emergency repair. Only legally registered and operating vehicles are permitted on the grounds of the Condominium.

Driveways should be kept free of debris, mats and other items and used for parking of personal vehicles only.

# Radcliffe Place Homeowners' Association, Inc.

## Request for ARB Approval of Home Improvement Modification

### Items 1 through 8 are to be completed by the Homeowner:

1. Name of Homeowner \_\_\_\_\_ Date of Request \_\_\_\_\_  
3. Home Address \_\_\_\_\_ Telephone Numbers \_\_\_\_\_  
5. Description of Request

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6. For hot tubs, TV dishes, air conditioning or other screening, attach a sketch **on a surveyor's plat** showing the addition/ modification. All plats must be to scale. Attach any other descriptive material that will support or explain request.

7. Requested start date \_\_\_\_\_ \* 8. Approximate completion date \_\_\_\_\_  
**\*Please allow 30 days for processing this request.**

### To be completed by the ARB:

Date ARC received \_\_\_\_\_

ARC Action: **Approved without conditions** \_\_\_\_\_

**Approved with the following conditions**

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Additional information required

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Not approved for the following reason

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ARB signature(s) \_\_\_\_\_

Date ARB action \_\_\_\_\_ Date Homeowner informed \_\_\_\_\_

**Review fee:** There is a \$25.00 Architectural Review Fee payable to Radcliffe Place. This fee is required upon submission of the Architectural Review Form.

*Deliver to: Radcliffe Place HOA  
349 Folly Road, Suite 2B, Charleston, SC 29412 OR fax 795-8482*