

# **BROAD RIVER TOWNSHIP**

## **Information Handbook**

### **Rules and Regulations**

#### **2011 Revision**

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## THE BOARD AND MEETINGS

**BOARD OF DIRECTORS:** The association's Board of Directors is comprised of your neighbors who act as the governing body for the Broad River Township Homeowners Association. They are elected at the annual meeting in December by the homeowners. The Board serves without compensation and their only motivation is to insure that all actions taken are for the good of the entire community and not for one interest group. The Board strives to make decisions that are reasonable and fair while working under the very strict conforms of the Master Deed and By-laws.

**ANNUAL HOMEOWNERS MEETING:** Per the Master Deed, the Association is required to conduct an annual meeting on or before the first Saturday in December. This meeting is held for the purpose of electing board members to replace those members whose term has expired and the operating budget for the next year is presented.

**SPECIAL HOMEOWNERS MEETING:** This type of meeting can be called for special purposes by the President, by resolution of the Board of Directors, or upon receipt by the Secretary of a petition signed by members holding greater than 10% of the total Percentage Interest. The purpose of the meeting must be indicated on the notice or petition, and only that business can be discussed at such meeting.

**VOTING RIGHTS:** As defined in the Master Deed Section 4.5 Article d, the Board has implemented that any owner not in good standing with the Homeowners Association, as defined in these Rules and Regulations, shall lose all voting rights.

**BOARD OF DIRECTORS MEETINGS:** Although only the Annual Meeting and Special Meetings are required by the Master Deed, the Board of Directors conducts regular meetings as needed to manage the affairs of the Association. The dates and times of these meetings are publicly posted and community members are encouraged to attend. In order to facilitate a business environment, portions of these meetings may, at the discretion of the Board, be held in executive session without homeowner's participation or presence. To keep all homeowners informed, minutes of these meeting are available by request from the management. Copies will also be made available in the clubhouse.

**HOMEOWNER'S INDIVIDUAL MEETINGS WITH THE BOARD:** An individual homeowner may publicly address the Board at the beginning of a board meeting by calling the management at least one week in advance of the meeting and advising them of the topic to be placed on the agenda.

**MANAGEMENT COMPANY:** As required by the Master Deed, the Association contracts with a management company to provide the property management services. They are responsible for daily business functions, all collections and bookkeeping functions, maintenance of all common elements, supervision of contract personnel and work and any other functions requested by the Board of Directors.

Landmark Resources, LLC provides our association management services. They are located at 1600 Park Circle, Suite 104, Columbia, SC 29201. Office # is (803) 312-9999, Fax # is (803) 988-1067. The staff serving you consists of:

Kelly Barnhill, Association Manager, 312-9999  
[Associations2@landmarkresources.biz](mailto:Associations2@landmarkresources.biz)

Laura Nichols, President, 799-0859  
[lnichols@landmarkresources.biz](mailto:lnichols@landmarkresources.biz)

Landmark Resources' office hours are Monday through Friday 8:30 am to 5:30 pm. For after hours emergencies call 803-312-9999 and press 9 for the after hours answering service.

## REGIME FEES

Regime fees are set each year by the Board of Directors based on anticipated expenses and reserve funds as needed to fund the annual operation and maintenances of the homeowners association.

Regime fees cover two groups of costs. Each group is annualized for budgetary purposes and then added together. The total amount is then multiplied by each unit's percentage interest. This process is what determines how much your regime fee is. The two groups which make up your regime fee are:

*Regular expenses*

*Reserve funds*

*Regular expenses* include basic cable television, trash collection, insurance, pest control, landscaping, grounds maintenance, property management, basic property maintenance repairs, legal fees, taxes, and many others.

*Reserve funds* are monies needed to ensure the long-term viability of the community and to reduce the need for having special assessments to cover long-term maintenance costs. These types of items include painting, repairing roofs, repairing roads and sidewalks, repairing common area facilities such as the clubhouse, the pool, the tennis courts, etc. These costs are estimated along with the life span of each particular item and then divided up to determine what the community needs to collect yearly to ensure the funds will be available when the funds are needed.

We suggest that all homeowners review the annual budget that itemizes the various expenses and reserve categories to which the regime fees are allocated.

**AMOUNTS PAYABLE TO THE ASSOCIATION** include, but are not limited to, regular assessments (regime fees), special assessments, rules enforcement fees, repairs to the common area that are an owner's responsibility, legal fees and other costs associated with collection of funds on behalf of the association.

**PAYMENT SCHEDULE.** The regular assessment (regime fee) is due the 1<sup>st</sup> of the month and payments are considered delinquent if not received before 5:00 p.m. on the 10<sup>th</sup> of the month.

### **LATE FEES, NSF & INTEREST CHARGES.**

- A late fee of \$35 shall be charged monthly on all delinquent balances not paid by the 10<sup>th</sup> of each month effective January 1, 2012.
- A \$30 NSF charge will apply to any returned checks.
- Any balance older than 30 days will incur an interest charge at the maximum legal rate per annum until paid.

**ORDER OF CREDITING PAYMENTS:** Payments received shall be first applied to assessments owed, then to late charges, interest or collection expenses.

**PROCESS FOR DELINQUENT NOTIFICATION:** For all balances exceeding thirty (30) days past due, the following notification process applies:

**FIRST NOTICE:** First Notice of Past Due Charges will be sent by first class mail to any owner whose balance is thirty (30) days past due.

**SECOND NOTICE:** Second Notice of Past Due Charges will be sent by certified mail to an owner whose balance is sixty (60) days past due.. This notice gives owner 30 days to get account current or to set up a payment plan. Any owner over 60 days past due will also loose their access to the clubhouse/pool.

**90 Days Past Due:** Lien will be placed on the unit and owner will responsible for any fee related to placing lien

**120 Days Pat Due:** Unit will be sent to the Association Attorney to be begin foreclosure

**LEGAL SERVICES:** If a delinquent account is referred to an attorney for collection, the owner shall be charged the association's reasonable attorney fees and related costs.

**OTHER CHARGES:** The association may charge the owner for:

- Fees charged by Property Manager to collect funds payable to the association.
- Owner bankruptcy
- Foreclosure action or deed in lieu of foreclosure
- Notification, filing and satisfying liens
- Enforcement of the Association's Rules, Bylaws, Declaration or Policies, Costs of litigation
- Repairs to the association's common areas that result from the act of owners, their tenants or guests.

Make checks payable to: ***Broad River Township Homeowners Association*** and send fees to:

1600 Park Circle, Ste. 104  
Columbia, SC 29201

For a member to be in good standing with the Association the member must be current or no more than 60 days past due on any and all monies owed to the Association.

### **SPECIAL ASSESSMENTS**

In addition to the Regime fees, the Board of Directors may levy in any calendar year "Special Assessments" for the purpose of supplementing the Regime Fees if the latter is inadequate to pay the Common Expenses.

### **RULES AND REGULATIONS**

The unit that you have purchased is your private home. As a homeowner, you are entitled to the joy, pleasure, and privacy of your home. However, all of us must recognize in condominium living such as ours, where we have so many different families both in size, vocation, and avocation, that certain Rules and Regulations are needed for the benefit of all homeowners.

You must recognize that these Rules and Regulations are in addition to certain agreements and regulations included in the by-laws as well as the Master Deed. We believe that these Rules are simple to understand and reasonable enough for everyone to live with and still enjoy their home.

If all homeowners and their families follow, to the best of their ability, the Rules and Regulations contained below and try to take good care of all common areas as if they were their own, it will ensure that we have a happy, comfortable place to live.

**Door to door solicitation is not permitted.**

We must give due consideration to others who have a home in the Broad River Township, and the "Golden Rule" is still a great way to try and live together.

### **VIOLATION OF RULES AND REGULATIONS**

1. All exceptions to the Rules and Regulations must be approved by the Board of Directors upon written request by the resident. Any consent or approval given by the Board of Directors shall be revocable at any time.

2. These Rules and Regulations may be added to, amended, or repealed at any time by a majority vote of the Board of Directors, provided copies are distributed to residents within a timely manner.

Penalties for infractions of these Rules and Regulations can be levied and if the infractions are not resolved a \$50 fine will be assessed. An additional assessment will be fined each month thereafter until the problem is corrected. Fines for infractions to the rules and regulations will be handled in the same manner as unpaid regime fees.

1. Agents of the Board of Directors and any contractor or workman authorized by the Board of Directors or their designated agent, may enter any room or unit in the buildings at any reasonable hour of the day after notification (except in case of emergency) for the purpose of inspecting and/or spraying such unit for the presence of any vermin, insects, or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects, or other pests. If for reasons of health or otherwise a unit cannot be sprayed by an authorized agent of the Association, a letter of explanation must be sent to the Board of Directors or its designated agent.
2. No unit owner or resident shall alter any lock or install a new lock or a knocker on any door of a unit without approval by the Board of Directors. In such case, when consent is given by the Board of Directors, the owner or resident shall provide the Board of Directors, or its agent, with an additional key pursuant to its right to of access to the unit.

### **SALES OR LEASE OF UNIT**

1. If an owner leases their home, the owner is responsible to see that the lessee understands and adheres to all Rules and Regulations of BRT.
2. Any transfer of ownership should be registered with the managing agent.
3. A sale or lease of a unit is subject to the provisions of the Master Deed and these Rules and Regulations. All lease agreements must contain the following: "The terms of this lease agreement shall be subject in all respects to the provisions of the Rules and Regulations of Broad River Township Homeowners Association, a copy of same having been received by the undersigned tenant/lessee.
4. Residence may be leased or sold for residential purposes only.
5. No lease shall be for less than thirty (30) days nor cover less than an entire unit. No room in unit may be rented or transient tenants accommodated.
6. Sale of a unit is subject to the Master Deed, the by-laws, and the terms of these Rules and Regulations.
7. All Purchase and Sale Contracts shall provide for the prorating of monthly Regime Fees and any assessments as of the date of closing.

### **Use Restrictions**

1. All units may be leased or bought for residential purposes only.
2. Bathroom facilities and other water apparatus in any buildings shall not be used for any purpose other than those for which they were constructed nor shall any sweepings, rubbish, rags, paper, ashes, or any other article be thrown in to the same. Any damage resulting from misuse of any bathroom facility or other apparatus shall be paid for by the owner whose unit caused the damage.

3. All radio, television or other electrical equipment of any kind or nature installed or used in each unit shall fully comply with all rules, regulations, requirements, or recommendations of the Board of Fire Underwriters and the public authorities having jurisdiction, and the resident alone shall be liable for any damage or injury caused by any radio, television, or other electrical equipment in such unit.
4. Water shall not be left running any unreasonable or unnecessary length of time.
5. No owner shall use or permit to be brought into the project any inflammable oils or fluids such as gasoline, naphtha, or benzene or other explosives or articles deemed extra hazardous to life, limb or property.
6. Residents shall close all windows while their units are unattended to avoid possible damage from storm, rain, freezing or other elements.

### **Appearance**

1. No article shall be hung or shaken from the doors or windows or hung from the window sills of the units.
2. Each resident shall keep his unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors or windows thereof, any dirt or other substance.
3. No awnings, window guards, ventilators, fans, or air conditioning devices shall be used in or about any windows. White or natural roll-up shades or mini-blinds may be added to screen porches in buildings #1, #3, #5, #6 and #7 only. Shades, curtains and blinds exposed to the outside of all units must be white or neutral in color.
4. Residents shall not be allowed to put their names on any entry of the project, except in the proper places provided for such purpose.
5. No signs will be placed in the windows of units except for approved security decal no larger than 12" x 12".
6. Decks/patios shall not be used as storage areas. These areas are permitted to have tables, chairs, potted or hanging plants, firewood (not placed directly on the patio floor), and swings. No bicycles shall be stored on the decks/patios. No article, except potted plants, shall be hung from the deck or patio railings. Balconies must be kept neat and orderly at all times. Any questionable items kept on the balcony shall be referred to the Board of Directors for a judgment.
7. All residents must use care in cleaning outside balconies. Do not water plants or flowers on balcony if water will drain over the side. Do not sweep trash from the balcony over the side (please vacuum balcony or broom sweep into a pile and then vacuum). Never throw anything off balcony including cigarette butts, etc.
8. No clothing, rugs, nor any other items shall be hung outside the unit, nor will any such areas be used for storage or drying purposes or to shake mops, rugs, dust cloths, etc. either in these areas or from the windows.
9. No signs, ads, or lettering shall be exhibited or affixed by any resident (or guest) to the outside or inside of the premises, except as provided in the Associations by-laws. No change can be made in any way that would affect the outside appearance of the building.

10. Only curtains, drapes, blinds, or other manufactured window treatments with a white, off-white, or neutral backing are allowed as window coverings. **NO SHEETS, TOWELS, OR BLANKETS ARE PERMITTED TO BE USED AS CURTAINS.**

### **ALTERATIONS AND IMPROVEMENTS**

1. Nothing shall be altered or constructed in or removed from the Common area.
2. Residents of condos or river homes may not plant flowers, trees or shrubbery unless approved by the Board of Directors.
3. No structural modifications or alterations to a condo or river home can be made without first obtaining approval in writing from the Board of Directors.
4. Unit owners shall not paint, stain or otherwise change the true color of any exterior portion of any building including the patio and balconies. Patio homeowners must keep the color of their home consistent with the four original colors approved for such homes upon their construction.
5. All external alterations to patio homes must be in keeping with the original design and décor of such home. All plans for such alterations must be submitted to the Board of Directors for approval.
6. The construction of a storage shed and or a car port in back of the patio home must be in keeping with the color and design of already existing sheds of such type. The plans must be approved by the Board of Directors.
7. All patio homes must be landscaped and maintained at a level comparable to the rest of the community. If a patio home's owner fails to do so, the Board may hire a landscaping company to service the property, and then assess the individual homeowner for the cost.
8. Patio homeowners may install an awning if the color and pattern are consistent with the color and décor of the home, and such awnings are submitted to the Board of Directors for prior approval. **No permanent awnings, tents or umbrellas may be installed without prior approval of the Board of Directors.**
9. Patio homeowners may install storm doors, storm windows, gutters, and downspouts.
10. Patio homes and river homes may install window flower boxes if the color and design are consistent with the building, and the flowers are well maintained by the individual homeowner. These boxes must be approved by the Board of Directors prior to installation.
11. Patio homeowners who alter the external structural appearance of their homes without prior approval by the Board will be subject to an immediate \$500.00 fine which will be assessed to their account. Also, such alterations must still be approved by the Board. If the Board denies approval, the owner must return the alterations to their original state within 30 days. If the owner does not, the homeowner may be assessed a \$50 per month fee until such renovations are removed. The Board reserves the right to return the home to its original state at the owner's expense.

### **NOISE & DAMAGE**

1. No resident shall make or permit any noise that will disturb or annoy the occupants of any of the units in the project or do or permit anything to be done which will interfere with the rights, comfort or convenience of other residents.
2. Each owner is responsible for the behavior of his guest(s), lessees, and their guests and is responsible for any damage caused by them to any common property. The residents will not make or permit to be made by his/her guests any disturbing noises which will unreasonably interfere with the rights and privileges of others.
3. No loud music or excessive noise that can be heard in an adjacent unit or common area is permitted. Please have and show respect for your neighbor and he/she will show you the same respect. We all live in close quarters and some noise is expected as part of condominium living.
4. Music lessons or playing of musical instruments should be done with consideration for those who are within hearing distance.
5. No work resulting in noise i.e. drilling, sawing, and hammering and the like shall be allowed in any unit, except between 8:30 a.m. and 9:00 p.m.
6. The unit owner shall be responsible and shall pay for any damage or waste resulting from the stoppage in the plumbing pipes as a result of misuse or neglect and shall reimburse the Association on demand for the expense incurred due to waste or the repair or replacement of any such equipment.

### **PETS**

1. All animals must be registered with the homeowners association or the designated agent. The owner or resident shall indemnify the Association and the Board of Directors and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any animal in the project.
2. Pets in excess of 40 lbs. are prohibited.
3. No exotic pets are allowed. These include, but are not limited to: snakes, lizards, rodents, spiders, insects, and mice.
4. In no event shall dogs or cats be permitted in any of the public portions of the project unless carried or on a leash. Pets on the common property shall be under the direct and absolute control of the owner at all times. **Violation of this will result in an immediate fine of \$25 per occurrence.**
5. Pets are not permitted at any time within the pool, tennis, or clubhouse area.
6. Pet owners are charged with the responsibility of insuring that their pets attend to their natural needs in wooded areas away from patios, balconies, porches, halls, stairwells, entranceways, walks, paths, streets, maintained lawns or other units. Pet owners are responsible for immediately cleaning up after their pet. **Violation of this will result in an immediate fine of \$25 per occurrence.**

### **TRASH AND GARBAGE**

All household trash must be bagged and closed properly and deposited with care in garbage containers located in designated areas. Recycling containers are located near the dumpster area and City Recycling guidelines must be followed. Disposal of large objects such as carpet, appliance boxes, Christmas trees, and such is the responsibility of the resident to put in the correct place for the City to pick up. This spot is located at the end of the drive past building 7 and the tennis courts. These large items are not to be placed



into the containers contracted for household trash only. Should a container be completely filled, a resident should go to another container on the property or other proper source. Trash is not to be left on the ground outside the container.

### **PARKING AND DRIVING OF VEHICLES**

1. All persons will obey the following parking regulations:
  - a. One (1) parking space is assigned and numbered for each unit. For additional vehicles of residents and/or guests unassigned spaces must be used.
  - b. Double parking is prohibited.
  - c. Unlicensed and/or abandoned automobiles are prohibited.
  - d. Vehicles parked in unauthorized spaces or non-parking areas will be towed at owner's expense.
  - e. No vehicles are to be parked in the drive in front of the clubhouse.
  - f. Handicapped parking areas are limited to appropriately marked vehicles.
  - g. Parking for the patio homes is allowed in the paved spaces.
  - h. No recreational vehicles (boats, trailers, campers, dune buggies, etc.) can be kept in the parking lot.
  - i. Residents and their guests need to respect, at all times, the reserved parking spaces. Residents are not to park in visitor spaces.
  - j. No cars, trucks, motorbikes, bicycles, etc. shall be driven on sidewalks or grass of the premises.
  - k. No skating or skate boarding will be allowed in the parking area. The parking area shall not be used as a playground for bicycles, motorbikes, skates, skateboards, sporting games, etc.
2. The maximum speed limit in the Broad River Township is 12 mph.
3. Residents and guest must take care to park within lined spaces and not use more than one space per vehicle.
4. No vehicle which is inoperable shall remain within the condominium property for more than twenty-four (24) hours without the express permission of the Board. No vehicle repairs, other than washing, waxing and changing flats, shall be performed on the condominium property.
5. Vehicles which leak fluids should be removed or repaired. Any damage to asphalt surfaces from such leakage will be assessed against the owner of the vehicle or the appropriate homeowner.
6. No commercial trucks, vans or trailers with business names and/or slogans painted on, or affixed to them, can be parked overnight.

### **COMMON AREA AND LIMITED COMMON AREAS**

1. The common areas and limited common areas are defined as the patio deck/courtyard balcony, and porches at the back of the unit.
2. The sidewalks, entrances, hallways, stairways, pool decks, grassy areas and walkways in front of the buildings and entrance ways to the units shall not be obstructed or used for any purpose other than ingress and egress.
3. Young children shall not be allowed to play in the entryways or stairways of the building and must be properly supervised at all times.

4. Great care should be taken to protect the clubhouse, exercise rooms, saunas, and the furniture and equipment in these rooms. Only residents or their guests are permitted to use these facilities and guests must be accompanied by the resident.
5. Residents should instruct children and guests using the clubhouse and the exercise rooms to leave them clean and to properly care for the equipment. Saunas and other equipment should always be shut off when not in use.
6. Children may not climb on roofs, fences or dumpsters, nor play with or on any equipment.
7. All smoking materials should be disposed of in the proper receptacles, not the dumpster (container). These items include fireplace coals, charcoal, etc. These are considered hazardous materials. Please make certain all smoking items are out before placing them in the container.
8. No one is allowed on the roof due to maintenance and safety reasons.
9. No structures or appurtenances such as a trailer, dog house, tent, tree-house, outbuilding, playground equipment or fence shall be placed anywhere on the property, either permanently or temporarily, except as the Board may authorize.
10. Exterior television or radio antennas are prohibited. External satellite dishes are also prohibited.
11. Only authorized maintenance personnel may adjust water valves, pool equipment, or other common area equipment.
12. No condominium property may be removed by any resident. Such property includes but is not limited to pool furniture, maintenance equipment, and tools.
13. No bicycles, scooters, carriages, toys or other such items shall be on any of the common areas; this includes lawns, sidewalks, entranceways, or stairways. When not in use, such items must be stored.
14. A unit owner is responsible for any damage to any common area as well as to property of another unit owner caused by the owner, his guest, tenant, children or pet. Repairs or replacement shall be the responsibility of the owner.
15. Nothing shall be done or maintained in any condominium unit or upon any common or limited common area which will result in the cancellation of insurance or any increase in the rate thereof on any condominium unit or condominium property.
16. No storage of flammable material is allowed. No burning of any trash shall be permitted.
17. Large appliances, such as freezers, may NOT be stored on any balcony or patio.
18. Outdoor clothes dryers or clothes lines shall not be maintained upon any common or limited common elements at any time.

## **SWIMMING POOL AND POOL AREA**

1. The swimming pool and the surrounding area are for the use of the persons residing in the project and their invited guests. All pool use is done at your own risk.
2. All guests must be accompanied by a resident at all times. Children under the age of thirteen (13) must be accompanied by an adult. Each homeowner is limited to four (4) pool guests.
3. Residents are reminded that they are responsible for the conduct of their guests at all times.
4. There are no life guards on duty and each and every person utilizing the swimming pool does so at their own risk. Adults shall have full and complete responsibility for all children under their supervision.
5. Any person having any apparent skin disease, sore or inflamed eyes, cough, cold, nasal, or ear discharges, or any communicable disease shall be excluded from the pool.
6. No boisterous or rough play, except supervised water sports, is permitted in the pool or in the pool area.
7. Spitting, spouting water, and blowing nose in the pool, etc. are prohibited.
8. Solo swimming (swimming alone when no other person is in the immediate pool area) is not encouraged.
9. No horseplay... No running... Please walk.
10. All individuals will take a shower in their units or in facilities provided for that purpose before entering the swimming pool and will provide their own towels.
11. Attire will conform to conventional swimming suits.
12. All individuals are responsible for maintaining maximum cleanliness and tidiness in the swimming pool area.
13. Tobacco or glass containers will not be taken within eight feet of the swimming pool area.
14. No children in diapers will be allowed in the pool.
15. The following are prohibited within the fenced pool area:
  - a. Pets
  - b. Glass or any kind
  - c. Small metal toys or other sharp objects
  - d. Skateboards, roller skates, bicycles or other type vehicles

## **SPA AND SPA AREA**

1. The spa includes the sauna, indoor/outdoor swim through, men's/women's locker rooms, whirlpool and exercise equipment area. The spa area is for the use of the persons residing in the project and their invited guests. All pool use is done at your own risk.
2. All guests must be accompanied by a resident at all times. Each homeowner is limited to four (4) guests.
3. Residents are reminded that they are responsible for the conduct of their guests at all times.

4. There are no attendants on duty and each and every person utilizing the spa area does so at their own risk, adults have full and complete responsibility for all children under their supervision. Children under the age of thirteen (13) must be accompanied by an adult.
5. Any person having an apparent skin disease, sore or inflamed eyes, cough, cold, nasal or ear discharges, or any communicable disease shall be excluded from the spa area.
6. No boisterous or rough play is permitted in the spa area.
7. Spitting, spouting water, and blowing nose in the whirlpool is prohibited.
8. No horseplay... No running... Please walk.
9. The use of glassware or glass bottles in the spa area is prohibited.
10. All individuals will take a shower in their units or in facilities provided for that purpose before entering the whirlpool, sauna, or steam room, and will provide their own towels.
11. All individuals are responsible for maintaining maximum cleanliness and tidiness in the spa area.
12. Tobacco or glass containers will not be taken within eight feet of the whirlpool.
13. No children in diapers will be allowed in the spa area.
14. No pets are allowed in the spa area.

#### **TENNIS COURTS**

1. The tennis courts and tennis court area are for the use of the persons residing in the project and their invited guests.
2. All guests must be accompanied by a resident at all times.
3. Residents are reminded that they are responsible for the conduct of their guests at all times.
4. Each and every person utilizing the tennis court does so at their own risk. Adults shall have full and complete responsibility for all children under their supervision. Children under the age of thirteen (13) must be accompanied by an adult.
5. The use of glassware or glass bottles in the tennis court area is prohibited.
6. All individuals are responsible for maintaining maximum cleanliness and tidiness in the tennis court area.
7. Tobacco or food will not be taken onto the tennis court area.
8. No pets are allowed in the tennis court area.

## **CLUB HOUSE USAGE**

At least one week of advance notice with Landmark Resources is required for clubhouse reservations. The fee for clubhouse rental is \$50 and a \$100 deposit is required. The swimming pool may not be reserved under any condition. It is imperative that the rules listed below are followed.

1. All garbage (bottles, cans, paper products, etc.) including debris on inside floors (great room, kitchen, weight room, Jacuzzi room, and restrooms) is PICKED UP and REMOVED into the outside dumpsters.
2. Any and all decorations (balloons, paper, posters, etc.) along with any objects used to hang decorations are to be removed from the clubhouse immediately.
3. All furniture in great room is to be replaced in original position.
4. All pool furniture is to be replaced neatly around pool decking.
5. All ashtrays (inside and outside) are to be emptied and placed in the dishwasher.
6. ABSOLUTELY NO FOOD IS TO BE LEFT IN CLUBHOUSE.
7. Floors are to be vacuumed. Kitchen floor is to be mopped, if necessary.
8. All lights, ceiling fans, TV, etc. are to be cut off. All doors are to be locked .
9. Failure to clean clubhouse will result in a forfeit of your deposit.
10. No business, trade or commercial use shall be made of the clubhouse. Invitations to activities at the clubhouse must be made to individuals and not by general announcements, posters or flyers.

**NOTICE:** These Rules and Regulations may be added to, amended or repealed by the Board of Directors

### **FREQUENTLY USED NUMBERS**

Landmark Resources	312-9999
Emergency pager	551-0129
Fire and/or Police	911
Columbia Police Department	252-2911
Richland County Sheriff	779-6100
Emergency Medical Service	254-3061
Poison Control Center	765-7359
City of Columbia Water	545-3300
SCE&G	799-9000
Pest Control – Crawling Critters	606-5054
Time Warner Cable Problems	1-866-913-7989