

# **The Village at Seabrook: Rules and Regulations**

As of 2/10/2018

## **A. YOUR HOMEOWNERS ASSOCIATION: ITS PURPOSE, DUTIES AND RESPONSIBILITIES**

As the owner of a property in the Village at Seabrook, you are a member, along with your neighbors, of the Village at Seabrook Homeowners Association. As with all property on Seabrook Island, being a landowner in the Village is a unique combination of individual property rights, community privileges and community restrictions. Realtors and investment analysts all agree that the value of a property such as ours largely depends on the effectiveness of association members acting together in a responsible, effective and collegial manner. The success of the Village therefore depends on the constructive participation and contribution of all its members. You are encouraged to join with your neighbors in working toward the well being of our community.

The Village at Seabrook is a corporation with certain duties and responsibilities to its members as defined by our Declarations, Covenants and Restrictions. This document is recorded in the clerk's office of Charleston County, South Carolina. All owners should have received a copy of this document during the closing on their property. If you do not have a copy, contact the association's property management company, Ravenel Associates, at 843-768-9480 or at [www.VillageAtSeabrook.com](http://www.VillageAtSeabrook.com). The maintenance and regulation of common area (gated pool and picnic area) are a major component of The Village at Seabrook Homeowners Association responsibilities, as are payment of taxes and insurance on those common areas, and the setting of rules and regulations aimed at enhancing both property values and quality of life. Key to the latter is working closely with the Seabrook Island Property Owners Association in matters of architectural and environmental control. It must be noted that in all cases The Village of Seabrook is subject to the rules and regulations of the SIPOA.

## **B. THE BOARD OF DIRECTORS AND ASSOCIATION MEETINGS**

The Board of Directors of the Regime is a group of three representatives who serve three (3) year staggered terms. The board has been established to collect assessments, set annual budgets, contract for services and formulate/enforce regulations as authorized by the Master Deed.

As stated in the Covenants and Restrictions, the Board of Directors shall provide the following:

1. contracting with a management agent to provide for the surveillance of the property, the maintenance, repair and replacement of common elements, the designation and dismissal of the personnel necessary to accomplish the same, and the management and maintenance of the association's financial records;
2. collection of assessments from the owners;
3. procuring and keeping in force necessary insurance for the common property;
4. management and maintenance of the association's financial records;
5. enforcement of the terms of the Covenants and Restrictions, and any regulations as declared in Rules and Regulations
6. administration of the association and its Board of Directors on behalf of and for the benefit of all co-owners.

Annual Association Meetings are usually scheduled at the beginning of the calendar year (the association's designated fiscal year) for the purpose of electing vacating Board of Director positions, setting an annual budget and the discussion of any other business on the agenda. Attendance at these annual membership meetings is strongly encouraged for all homeowners. All homeowners will receive a letter in the mail notifying them of the date, time, place and agenda of the annual meeting. Regularly scheduled Board Meetings are held quarterly to discuss matters relating to the administration of the Association. Meetings will be conducted according to procedures outlined in the Covenants and Restrictions of The Village at Seabrook.

### **C. ASSESSMENTS AND THE BUDGET**

The budget of the regime is divided between annual operating expenses, reserves and yearly provisions for major maintenance items. Insurance, taxes, grounds maintenance expenses and building/pool maintenance expenses compose the bulk of the operating budget. Annual operating expenses also include management expenses, miscellaneous repair expenses and legal fees.

Assessments are made on an annual basis and are due within thirty (30) days of the invoice date. Assessments are considered to be in arrears after that thirty day period. A late notice will be sent to

the homeowner whose account is greater than thirty (30) days in arrears. Delinquent accounts will be turned over to the Association's attorney for collection of back payments plus any related assessments (e.g. attorney's fees, delinquent payment penalties, etc).

As stipulated in the Covenants and Restrictions, a Delinquent Payment Penalty fee of eighteen (18%) percent of the annual assessment will be added to the assessment.

#### **D. ARCHITECTURAL AND ENVIRONMENTAL CONTROL: GENERAL REGULATIONS AND GUIDELINES**

The Village at Seabrook is a pre-planned community development, zoned Multifamily. The Architectural theme and control have all ready been established by the Town of Seabrook, The Seabrook Island Property Association-ARC, and the Covenants and Restrictions of the Village. The Board of Directors of the Village at Seabrook, in its desire to work closely and cooperatively with our property owners has implemented the following guidelines for construction of new homes, for repairs and improvements to existing homes. Special attention will be paid to meeting the high-quality architectural, landscaping and building materials standards that characterize the entire island and are embodied in the SIPOA'S "Policies and Procedures for Residential Development" In addition to those guidelines the following will also be used in all evaluations:

##### **New Construction**

1. Adjacent homes should not be of the same exterior design. "The Village at Seabrook Guide to Building a Home" and the pre-approved home plans can be found in the SIPOA-ARC office and at [www.villageatseabrook.com](http://www.villageatseabrook.com). Pre-approved house plans are submitted to the SIPOA-ARC and through them to The Village at Seabrook Board for approval. Plans that do not have pre-approval must be submitted to the SIPOA ARC first, then to The Village at Seabrook Board, and finally to the Town of Seabrook Planning Commission, for approval.
2. The maximum amount of heated square footage allowed for any single home/house plan in the Village at Seabrook is 2,770 square feet.

3. Adjacent homes will not be painted the same color or a different shade of the same color.  
The only acceptable colors are those approved by the SIPOA ARC, the Village Board, and the Town Planning Commission. Please see ARC staff for color palette, or the Village website: [www.villageatseabrook.com](http://www.villageatseabrook.com).
4. Placement of homes on lots should be considered in relation to the adjacent home, given that the minimum setback between homes is 15 feet.
5. The placement of HVAC units should be carefully considered so as to not intrude visually or audibly on adjacent homes.
6. Window placement should be carefully considered, with special attention to not overpowering the house.
7. Well-planned and developed landscaping is essential in a community such as the Village. To that end, in keeping with SIPOA ARC procedure, each proposed home must submit for approval a detailed landscape plan. In the case of the Village, much of which is not forested, special attention must be paid to 1) installing a landscape that provides immediate beautification, and 2) has the immediate effect of softening the height and bulk of the residence. In keeping with the original concept of the Village, the extensive use of palmettos is highly encouraged.
8. The main entry door can be paneled or paneled with glass.
9. All roofs must be metal and one of the pre-approved colors. \*Please see color palette for approved roof colors.
10. Currently approved exterior porch lights are per the SIPOA guidelines
11. All landscape lighting must be approved by the SIPOA ARC. Given the density of housing in the Village, however, the board will approve only minimal landscape lighting. All lighting must be of the down-lighting variety and no up-lighting of houses or trees will be approved. Uplighting of oak trees will be considered, however, when the SIPOA indicates that such lighting will contribute to the island. All deck lighting must conform strictly to SIPOA standards (no floodlights) and must operate through a motion detection device.
12. Siding may be Hardi Plank/shake or cedar shake.

### **Rule for Care and Maintenance of Obstructed Undeveloped Lots**

Rationale: In the interest of the Village at Seabrook having an orderly and clean environment, the Village Association provides for the regular mowing of all undeveloped lots. Unfortunately, when

lots become inaccessible to our large mowers due to new construction (including surveyors' stakes and ribbons) or because of downed trees or debris, many of those lots become unkempt and unsightly for extended periods of time.

Therefore, the Village at Seabrook Board of Directors adopts the following rule, to be added to our existing formal Rules and Regulations:

**The Village at Seabrook Homeowners Association provides regular mowing of all undeveloped lots. When those lots are not accessible to Association mowers, it immediately becomes the responsibility of the lot owner(s) to mow and maintain those lots according to the same schedule and standards the Village observes for all undeveloped lots. All expenses incurred for mowing and maintenance of obstructed lots is the responsibility of the lot owner. Please check with our property manager for the mowing schedule.**

### **Exterior Changes/Alterations to Existing Homes**

The SIPOA-ARC and The Village Board are responsible for approving and making recommendations to all exterior alterations and changes to existing residential homes and property in the Village at Seabrook.

- External building modifications and alterations
- Removal of significant trees or other distinctive vegetation
- Major changes or additions to landscaping
- Changes to driveways or walkways
- Exterior siding, roof, or paint changes of any kind
- Exterior lighting changes, including both home and landscaping

Note: A. Utilize the submittal request forms required by the SIPOA ARC found on their website [www.sipoa.org](http://www.sipoa.org)

- B. Insure that you submit a detailed scope of the work you wish to accomplish.
- C. Include samples of any material and colors that are relevant to your project.
- D. Assessments may be levied if changes are made without approval of the SIPOA ARC and the Village at Seabrook Board or if changes are made that are not in accordance with previously approved plans.

### Property Maintenance

All dwellings shall be maintained in a manner providing the appearance of being occupied by people who care about and take pride in the outward appearance of their homes.

Each homeowner has the responsibility for the upkeep of their landscaped area. The landscape areas, flowerbeds and lawns must be maintained free of weeds and clear of debris. Fresh mulch must be applied as frequently as needed to present a neat and clean appearance. Dead plants must be removed and replaced with comparable sized plants. Lawns must be mowed on a regular basis and kept in good condition year round.

Garbage cans must be removed from roadside by the end on the day of pickup. For those who cannot bring in their cans, the SIPOA provides an on-island trash compactor and recycling bins.

### Special Requirements

It should be noted that all situations and requirements not specifically covered in this document must meet the requirements and guidelines of the SIPOA ARC Policies and Procedures for Residential Development.

## **E. SPECIFIC RULES AND REGULATIONS GOVERNING USE AND CONDITION OF COMMON AREAS**

### Use of Common Areas

- The pool, oyster shed and common land are available *only for the use of Village at Seabrook property owners and their guests*. All new owner of either a house or a lot should call the Village at Seabrook property management company, Ravenel Associates to obtain their swipe cards to access the pool and Picnic area. 843-768-9480
- The pool is open from 10:00 a.m. to 8 p.m.
- The pool gate is to be kept locked at all times.
- No lifeguards are on duty, so all residents use the pool at their own risk.
- All posted rules and regulations are to be followed.
- All pool furniture is to remain in the pool area.
- No animals are allowed in pool area.
- Please be respectful of your neighbors and avoid loud noise and disruptive behavior.
- Immediately report any problems with the pool or oyster shed areas to the property manager.

### **Animals**

In keeping with the rules and regulations of SIPOA, all animals must be kept leashed at all times and all leavings picked up and disposed of appropriately. No animal will ever be tied or secured to any piece of property (trees, porch railings, fencing, etc.), or permitted to behave in such a manner as to interfere with others' rights to enjoy their property in a safe and quiet manner.

### **Noise**

Each Village resident is entitled to the quiet use and enjoyment of his/her property. Loud noise or disruptive behavior that infringes upon the rights of others is not permitted. Report all such occurrences to the property manager. In extreme cases, contact immediately Seabrook Island Security personnel.

### **Enforcement**

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.

As of 2/10/2018