

VILLAS @ THORNBLADE HOMEOWNERS ASSOCIATION



RULES & REGULATIONS

Table of Contents

Preface 2

A. DUTIES & RESPONSIBILITIES OF THE BOARD OF DIRECTORS 3

B. COMMON AREAS 4

C. Villas @ Thornblade PARKING RULES 5

D. PETS 6

E. WINDOWS. SCREENS. & DOORS 6

F. ARCHITECTURE..... 6

G. REFUSE COLLECTION GUIDELINES 7

H. DELINQUENCY POLICY 8

I. FINES 8

Appendix A 9

MISCD/DEED Book: DE 2555 Page: 0413 -- 0422 2018096267
 December 21, 2018 11:31:55 AM 10 Pgs
 Rec: \$16.00
 FILED IN GREENVILLE COUNTY, SC *T. City of Greenville*

Preface

Dear HOA Member,

Your HOA Board of Directors has the explicit duty to take any step necessary to assure that the CC&Rs and Bylaws as the principle guidelines governing the HOA, are upheld. Those CC&Rs and Bylaws are generally in place to maintain and ideally improve the value of our property and provide a framework for proper coexistence in our community.

To accommodate the above purpose in more specific terms and at the same time, to provide guidelines to protect individualism within the overall framework of the Villas@Thornblade community the HOA Board of Directors is obliged to develop and implement a set of Rules & Regulations (R&Rs) that are in support of the C&Rs and Bylaws while guarding the day to day quality of life for all association members.

Contrary to the C&Rs and Bylaws, the R&Rs are developed, implemented and if required, changed by your HOA Board of Directors to safeguard and balance individual's rights and the community's needs. Please, be sure to read the R&Rs carefully and support the quality of life as well as the overall property value through your compliance. Living in a community like ours will always require some individual limitations and self-discipline to allow for a quality living experience for all of us together, hence your cooperation in this matter is necessary and most appreciated. After all, your HOA Board of Directors are volunteers with similar home owner interests.

For your convenience, our HOA maintains a website. The site contains announcements, forms, meeting minutes from Board and Annual meetings, and various legal documents applicable to the HOA and the home owners. The website is accessible to all HOA members at web address below.

<http://db.cdjpropertymanagement.com/login.php?hoa=109>

The UserID is vowner and the password will be provided by the property management company on request.

Respectfully your

HOA Board of Directors

DUTIES & RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- Enforce the Covenants, Conditions & Restrictions (CC&R'S), BYLAWS AND THE GOVERNING RULES AND REGULATIONS
- Make decisions affecting the financial status and liability of the Association
- Prepare an annual budget, determine the monthly assessment rate, provide financial reports and year-end audits.
- Review & decide on privileges, levy fines, retain legal counsel & place necessary lien against homeowners' property who are in violation of the CC&R'S.
- Coordinate and authorize actions of all committees.
- Provide homeowner liaison with professional management, legal counsel and civic agencies.
- Contract and supervise maintenance repairs and improvements to the common area and facilities.
- Approve/Reject all proposed exterior property improvements and alterations submitted to the Architectural Committee by any homeowner(s).
- Record and maintain public records of the Board of Directors meetings.

All homeowners should have in their possession the CC&R'S, BYLAWS & R&R'S to assist them in determining their rights, privileges & limitations. Copies can be obtained from the management company for a handling fee.

A. COMMON AREAS

Maximum speed limit is 15 mph. in the Villas.

- Loud noise is prohibited in the common areas or in any residence where it might disturb the residents of surrounding units. This includes gatherings, television, radio, stereo & noisy work in garage areas.
- The use of power tools is limited to the hours of 8am to 7pm on weekdays, 9am to 4pm on Saturday. Except emergencies no use of power tools outside or in an open garage is permitted on Sunday and public holidays.
- Activities or games, which are potentially dangerous to others or destructive to the property are not permitted in the common areas.
- Each resident is responsible to provide supervision and guidance for his/her children and guests. Each member of the Association will be held responsible for the conduct of their children and guests.
- Any owner leasing or renting their unit must furnish the Management company with the name(s) of their tenant(s) and provide tenant(s) with a copy of CC&R's, Bylaws and R&R's of the Villas @ Thornblade. The owner must also inform the Management company of their current off-site mailing address and work and home phone numbers within 30 days of vacating premises.
- Garage doors are to be kept closed when not in use.
- Any activities such as Skateboarding, Roller Blading, bicycling etc. are permitted in the common area at your own risk. Each member of the Association will be held responsible for any harm to other people and their properties while conducting the same activities.
- Additions and/or changes to common areas (plants, planters, etc.) must be submitted to the Board (architectural committee) for approval to assure continuity of the overall appearance of the community.
- The parcel boxes must be closed after removing your mail packages. (to avoid critters and animals seeking refuge or nesting)
- Any mis-boxed mail needs to be returned into the outgoing mailbox. Please, do not leave mail on the ledge.

B. Villas @ Thornblade PARKING RULES

- No unlicensed motor vehicles (such as cars, trucks, motor cycles, etc) shall be driven on the common areas within the community.
- Any damage to property within the development using any vehicle, including rental or leased vehicles, as well as tenant's or visitor vehicles shall be the responsibility of the respective home owner.
- Non-operable motor vehicles shall not be parked within the community except in the owner's garage. Non-operable shall mean any vehicle that cannot be legally driven on any public street.
- Vehicle repairs shall not be conducted unless fully contained within a garage, and in a manner, which does not create a nuisance. No vehicle repairs are permitted in the common areas or on the streets or driveways.
- Vehicles emitting loud noises are not permitted in the community.
- No vehicle shall be permitted to remain for more than seventy-two (72) continuous hours on any common ground parking place in the development.
- All applicable Greenville County codes and ordinances governing private streets shall hereby be made part of these Rules and Regulations.
- No recreational or commercial vehicles, boats or trailers of any kind are permitted in the common areas, unless for immediate use (loading and unloading).
- Owners must park two of their vehicles in the garage. Only additional vehicles can be parked on the respective drive ways.
- Common area parking spaces are for guest and short-term parking only. Vehicles parked in any other place (except loading and unloading) will be deemed illegally parked and can be removed at the respective home owner's expense.
- Any vehicle(s) parked in the driveway **MUST NOT** protrude onto the street.
- Based on Boiling Springs Fire District regulations **ALL** streets in the entire development are fire lanes. **No street parking** is permitted during hours of darkness!

Any person in violation of these rules will be subject to fines as well as having their vehicle(s) ticketed, booted and/or towed away at the owner's expense.

C. PETS

- Pets are not permitted in the common areas at any time unless they are on a leash and accompanied by their owner or care taker.
- No loud or continuous barking of dogs, "crying" of cats or bird noises shall be permitted.
- Pet owners are responsible for cleaning up after their pets relieve themselves.
- Association members will be held responsible for their pet's actions including any harm to other people and their properties.

D. WINDOWS. SCREENS. & DOORS

- All broken, damaged or missing windows must be replaced with the same style as approved by the Architectural Committee as soon as possible, however, not later than 4 weeks.
- The Board of Directors and Architectural Committee request that common sense be used when choosing window coverings for your home, keeping in mind the overall appearance of the Villas@Thornblade community.
- Blankets and sheets or other unconventional window coverings are not allowed.

E. ARCHITECTURE

- Basketball backboards & other sports related fixtures and installation are not permitted on the street side portion of the property.
- Oil, grease and rust stains in driveways must be removed.
- Plants altering the overall appearance of the area may not be added or removed from the common areas surrounding any unit without the express written permission of the Board of Directors or the Architectural Committee.
- Exterior lighting shall not be directed in such a manner as to bother or annoy a neighbor.
- No homeowner, or tenant shall install wiring for electrical or telephone installation, television antennae, machines or air conditioning units etc., on the exterior of the building except as approved in writing by the Board of Directors or the Architectural Committee.
- Exterior installation of satellite dishes must be approved in writing by the Board of Directors or the Architectural Committee. It is generally discouraged to install external satellite dishes or antennas in a way that is visible from the street.

- Exterior holiday lights and decorations may be placed no earlier than the weekend following Thanksgiving Day and must be taken down (removed) no later than January 30th.
- Plans for all Architectural modifications must be reviewed and approved in writing by the Board of Directors or the Architectural Committee.

Appendix A contains a copy of the Architectural Improvement Request form for your convenience. The most up to date version of the form can also be downloaded from our website or requested from the property management company.

F. REFUSE COLLECTION GUIDELINES

Do not dispose of hazardous waste with your household trash. Federal, state and county laws prohibit the disposal of wastes such as chemical products, batteries, paint, drain oil, grease and empty containers that have contained chemicals or paint. Laws prohibit the disposal of liquids with household solid waste. Please call your waste removal company for alternate methods or take it to an approved county landfill.

Waste and garbage will be collected at the same time. Yard trimmings are typically collected by the ground maintenance service provider on the day of service.

Bulky, hard to handle items are to be disposed of by an alternate method. Please call your local waste removal company.

Regular and Recycle trash containers shall not be placed on the streets or driveways BEFORE 6:00 PM on the DAY BEFORE scheduled pick-up and must be taken in THE DAY OF COLLECTION.

REFUSE HOLIDAY SCHEDULE

There is no refuse collection on the following holidays:

New Year's Day, Memorial Day, July 4th, Thanksgiving Day and Christmas Day. Regular and recycling trash containers shall not be placed in the streets or drive ways on these holidays.

PLEASE NOTE: When holidays fall on a weekday, collections for the remainder of the week are typically delayed one(1) day.

G. DELINQUENCY POLICY

The annual assessment as well as any special assessments and/or fines are due within 30 days of the billing date.

Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the member shall pay a penalty charge of thirty (\$30.00) dollars; if not paid within 60 days an additional penalty of forty (\$40.00) dollars will be charged and if not paid within 90 days, the Association will bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for therein by non-use of the Common Area or abandonment of his/her Lot.

To resolve any delinquencies prior to incurring penalties, please contact the Management company in a timely fashion to discuss your situation.

H. FINES

Violation of any rule or regulation may result in a fine. Below is a graduated scale of fines associated with violating the rules previously stated herein:

Reminder letter	Reminder concerning the violation at hand
1st Notice	Written Warning Only!
2nd Notice	\$ 50.00 fine
3rd Notice	\$ 100.00 fine
4th Notice	\$ 200.00 fine

Subsequent to the 4th notice an increase of the respective fine will be levied in increments of 25.00 per day. The increase will become effective 10 days after the date of the 4th notice. Such fines will be accumulated automatically and billed to the homeowner(s) on a monthly basis. All fines are cumulative which means that the total amount owed after the 4th notice will be \$350.00.

Home owners shall have 15 days from the date of the first violation notice to appeal the violation. The appeal must be in writing and sent to the Management company.

SPECIAL NOTICE:

Should a violation occur which imposes a financial obligation on the Association, the party responsible shall be responsible, by way of a special assessment, to the Association for this financial obligation. A violation is defined as an act in direct conflict with the CC&R's, By-Laws and R&R's.

The R&R's are subject to change on an "as need" basis as determined by the Board of Directors.

Appendix A

Architectural/Property Improvement Request

The Villas@Thornblade Home Owners Association
C.Dan Joyner Property Management
745 Pleasantburg Drive
Greenville, SC 29607
Office: 864-242-4466

Note:

1. All external Painting, Repairs, Improvement, Additions and/or Changes to the original structure must be approved in writing before scheduling work.
2. This request form must be submitted 30 days prior to scheduled work
 - Estimated project start date:
 - Estimated completion date:

Date	
Homeowners Name	
Villa #	
Home or Work Phone	
Mobile	
E-Mail	

1. Briefly describe the improvements you are requesting [roofing, siding, garage doors, decks, satellite dish, etc.]. See specifications below

Specifications:

- ✓ Roofing shingles shall be black in color and flashing must be distressed not bright copper
- ✓ Garage Doors [metal/wood] shall be Sherwin Williams Superior Tricorn Black (w/Ultra Deep Base) Exterior #6258
- ✓ All Wooden Surfaces shall be Sherwin Williams Original White Gloss Exterior #7077
- ✓ Satellite Dish shall be installed on the rear of the structure or other locations that minimize visibility from the street
- ✓ Modifications and/or Improvements shall not extend into the Villas Common Areas

Page 2. Architectural/Property Improvement Request

2. Name of Contractor's Company and Supervisor/Workers on site. See note below:

Contractor Company	Name:	Address:
1. Current State License #		
2. License Bond #		
3. General Liability Insurance Co.		
4. Amount of Liability		

Note: The BBB of SC provides contractor information at <http://www.bbb.org/upstatesc/>

- **Villa @Thornblade Contractors must provide:**
 1. State license
 2. State license bond
 3. Liability insurance
 4. Amount of liability insurance

- **Owner having work done must inform supervisor/workers:**
 - a. Do not block roads or driveways
 - b. Use only the owner's driveway or the mailbox area for parking
 - c. Avoid sprinkler heads or lines

3. Describe the building materials to be used for improvements or additions [e.g. brick, siding material, roofing material, etc.]

4. Please include any materials [photos, sales literature, catalogs, roof tile samples]

5. Work can only be performed from 8am to 6pm.

Owner or representative signature

For Board Use Only. Do not write below this line.

- Approved: Date:
- Conditionally Approved Date:

Comments:

- Reviewed by: _____ [Signature of ACC Member] Date:
- Rejected by: _____ Date:

Comments:

 Robert Browning, President
 Villas @ Thornblade HOA

12/11/2018
 Date