

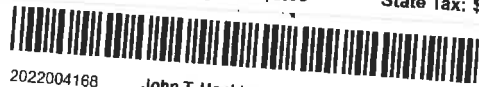
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2022004168

John T. Hopkins II

Richland County R.O.D.

# **5516 Lakeshore Drive**

**A private community**

## **RULES AND REGULATIONS**

**5516 Lakeshore Drive Association Inc.**

Revised and Edited September 2017  
Reformatted October 2021

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## **Condominium Living**

Condominium means “joint sovereignty” and especially “joint management of a property by more than one owner.” For purposes of clarification, the term homeowner is used for rules and regulations, and our by-laws term is co-owner. *This is our arrangement.* We are not a typical residential neighborhood or an apartment complex. Residents cannot simply decide to do as they please with respect to common areas. If everyone is to enjoy reasonable peace, tranquility, and security, everyone must follow the same rules and watch out for each other. *If our property values are to increase, every building and every area of our property must maintain the same standards.*

**If you choose to live in a condominium arrangement, you have accepted the philosophy of shared property.**

Our Homeowners Association’s common elements or regime areas include the load bearing columns and load bearing walls of the buildings. The clubhouse, the grounds, the pool, the crosswalks, courtyards, and all the parking spaces are included as well. Included as limited common areas are the balconies and patios. The conditions and appearances of these areas have a direct effect on the value and security of our entire property. Even the appearance of everyone’s window treatments, front door areas, and sliding glass doors comes under the purview of the Association.

We live in a wonderful place. Let’s work together to keep it that way!

If you move away from 5516 Lakeshore Drive, please leave this booklet for the new resident that will occupy your unit.

## **Rules and Regulations**

This booklet contains the Rules and Regulations of 5516 Lakeshore Drive Association, Inc., providing guidance and instruction in the conduct of all of our residents for our individual and collective safety and enjoyment. These rules and regulations are authorized by our by-laws and other documents governing our organization and operation of condominiums, such as the South Carolina Code for Horizontal Regimes, Master Deed, and Insurance Trust, but should not be confused by them.

The governing documents provide for the initiation of rules and regulations by an elected Board of Directors, hereafter known as the Board, outlining their authority to amend the Rules and Regulations, to enforce them, and to set penalties for disregarding them. All owners, both onsite and offsite, are responsible for compliance to the Rules and Regulations as well as the penalties for disregarding them.

The By-Laws further provide that the Rules and Regulations are enforceable.

The monetary fine process for any and all violations is as follows:

- I. The first violation results in a written notification requesting immediate compliance.
- II. The second violation results in a \$25 fine.
- III. The third violation results in a \$50 fine.
- IV. All subsequent notifications of the same violation result in additional \$100 fines.

Unpaid fines will accrue penalty interest at the rate of 5% per annum as allowed in the by-laws.

**THE BOARD OF 5516 LAKESHORE DRIVE ASSOCIATION, INC CAN REVISE OR AMEND THESE RULES AND REGULATIONS AT ANY TIME**

**E.**

## **General Policies**

1. Loud music or excessive noise of any kind is not permitted in the units or on the grounds. The use of profanity is not permitted on the grounds.
2. Any resident may call the Forest Acres Police Department for loud music and noises at any time.
3. No garbage bags, cans, or rubbish shall be placed at any time in any outside areas of 5516 Lakeshore Drive (i.e. crosswalks, balconies, patios, courtyards, etc.) other than dumpsters.
4. Dumpsters are for household garbage only. Please close the sliding doors after putting garbage in the dumpsters. At no time should any item be left outside the dumpsters. Removal of items from dumpsters or any trash receptacle is strictly prohibited on Lakeshore property. This is a health and safety issue.

5. It is illegal to place things such as Christmas trees, furniture, appliances, and large boxes in the dumpsters. These kinds of items must be placed on the Lakeshore Drive pickup site near the end of our property (on the left as you are facing Lakeshore Drive). Appliances, discarded furniture, plumbing equipment, old carpet and padding, old tile, and/or any materials from repairs must be hauled away by your contractor replacing or repairing. It is your responsibility to have this understood with your contractor.
6. Climbing the security wall or fence is not allowed at any time.
7. Bicycles or toys may not be left in courtyards, crosswalks, on sidewalks, balconies, patios, behind buildings, or in the parking lot.
8. Bicycles or mopeds may not be ridden on sidewalks or through the courtyards, except to exit the property.
9. Skateboarding, roller-skating, or roller-blading is not allowed on the 5516 Lakeshore Drive property.
10. Individuals, adults or children, may not play or engage in recreational play activities on the grounds of the 5516 Lakeshore Drive property. There is simply no suitable or open space for outdoor recreation. This does not apply to the pool or recreation area.
11. Playing or fishing in the Rocky Branch Creek or on the bank is not allowed at any time.
12. A fully charged fire extinguisher and working smoke detector is required in each unit at all times per state law, and our property insurance.
13. Soliciting of any kind is not allowed on the 5516 Lakeshore Drive property.
14. Use of portable storage units - see Parking Policies.

## **Unit Policies**

1. The owner is to maintain the general up-keep of the unit which includes plumbing and disposals. Do not flush items down the toilet such as hair clippings, feminine products, wipes, or anything else not designed for disposal in a toilet. Do not dispose of improper items down the garbage disposal like stringy celery, cabbage, banana peels, broccoli, coffee grounds, onion skins, grease, peanut shells, or egg shells. It is recommended that you run the disposal at least once a month to clear the drain.

2. Renters have access to common areas including the pool, laundry room, and clubhouse. *The owner relinquishes these rights to the renter.*
3. Owners are to comply with all Rules and Regulations, Since the owner will be subject to the fines for the owner's non-compliance, fines will be assessed to the owner of the rental in question.
4. Renters have no voting power, nor may they attend business meetings.
5. The maximum occupancy for units are as follows:
  - a. 1 bedroom: No more than 2 adults and 1 child
  - b. 2 bedroom: No more than 2 adults and 2 children
  - c. 3 bedroom: No more than 2 adults and 3 children, or 3 adults
6. No unit may be used for commercial business purposes.

## **Architectural Policies**

*The exterior appearance of the 5516 Lakeshore Drive Units and Grounds may not be changed in any way without written approval of the Board.*

### **Windows:**

1. Only factory painted white storm windows
2. Only aluminum screens with aluminum frames
3. Only clear glass
4. All windows must have divisions/dividers.
5. Windows are to have storm windows or screens in good condition and in place at all times.
6. All draperies must be white or beige, or lined in white or beige.
7. All interior shutters and blinds must be white or beige.
8. Air conditioning units or fans cannot be placed in windows.
9. All windows must have screens or storm windows properly installed and in good condition at all times.
10. All interior window treatments are to be in good repair at all times.
11. Only security decals may be displayed in windows.
12. All window replacements must be submitted in writing to the Board.

### **Storm Doors:**

1. Storm doors can be full light or half-light but factory painted black
2. Only clear glass and/or aluminum screen.
3. Only security decals may be displayed on storm doors.
4. Storm doors must be clean and in good condition and in place at all times.

#### Sliding Glass Doors:

1. Draperies or vertical blinds must be beige or white.
2. Only security decals may be used on sliding glass doors.
3. One "For Rent" or "For Sale" sign is allowed on the living room sliding glass door or courtyard window. The size of the sign can be no larger than 24" x 30" and professionally executed. No other real estate signs may be placed in the units or on the exterior of the units without the written approval of the Board.
4. Replacement of sliding glass doors is at the owner's expense, and replacement requests must be submitted in writing to the Board.

#### Entrance Ways:

1. Entrance ways and the area around the front door may be carpeted only with the approval of the Board.
2. Front doors may be replaced with one exactly like the existing one at the co-owner's expense. Front doors must be painted Lakeshore beige only.
3. Light fixtures replacement requests must be submitted to the Board in writing.
4. Each unit number must be in the slot of the mailbox for the Post Office. Your name is optional.
5. Unit numbers must be on the front door so it is visible. Patio numbers are optional.

### **Repair Policies**

1. Requests for general maintenance or repairs are to be made in writing to the Board.
2. The owner is responsible for the problems of his rental unit, not the renter.

### **Assessment Policies**

1. Regime fees are to be kept current. If a regime fee is not current, the owner or renter may lose laundry room, pool, and clubhouse privileges.
2. Foreclosure procedures will begin on owners who become 3 months behind on their regime fee which is the second day of the third month.
3. Any financial expense incurred by the Association regarding a renter will be charged to the owner.
4. All legal fees will be paid by the offending owner.
5. The remaining regime fee for the current year can be called due within 10 days after the delivery of a notice if you are in default of a regime fee.

6. There is a \$35 charge for a returned check.

**The regime fee may be dropped in the mail slot on the clubhouse door or mailed to Hubbard Bowers 822 Woodrow Street Columbia SC 29205. The check should be made payable to Lakeshore Homeowners Association, Inc. Regime fees can also be paid online at [www.hubbardbowers.com](http://www.hubbardbowers.com).**

## **Balconies, Patios, and Crosswalks**

1. Alterations or additions are not allowed without the written approval of the Board. No alteration is allowed that does not fall behind the archway. Any alterations to patios or balconies must be in writing and have pre-approval of the Board. \*
2. Balconies and patios may be carpeted or tiled at the discretion of the owner. Neither carpet nor tile may be turned down over the edges or visible from street level. The carpet must be outdoor carpet, green in color, and in good condition. Tiles should follow the same color scheme. \*
3. A single shade in color white only, the full width of the opening of the archway, may be installed in the inside of an archway of the balcony or patio. The shade must be properly installed and in good condition at all times.
4. Installation of satellite dish/regulations must be approved by the Board, prior to any installation.
5. Replacement of front door light fixture or patio/balcony light fixture must be submitted in writing to the Board for approval.
6. Only outdoor designed furniture and living, healthy plants are allowed on balconies, patios, and crosswalks. Each balcony or patio is allowed a maximum of eight (8) containers. Each crosswalk or courtyard is allowed a maximum of four (4) containers per unit. All potted plants must be repotted into permanent pots made of resin, concrete, or terra cotta, and have a drip dish. All containers must be maintained year round with healthy plants or be removed.
7. The Board must approve any crosswalk accessories other than plants. \*
8. You are required to keep your balcony, patio, and crosswalk **NEAT AND CLEAN**. No plants, planters, or vines can be attached to the railings or stair walls.
9. Open flame grills are not allowed. This is a statewide standard Fire Prevention Code under Chapter 6, General Precautions Against Fire, balconies of multiple-family dwellings of two or more stories in height or within 10 feet (3.0m) of the building. The fine, for each violation, is set by the code at \$425.



10. Barbequing is not allowed on any of the walkways. Electric grills are the only acceptable grills. Grills may not be stored on the crosswalks.
11. Residents may not hang rugs, towels, clothes, banners, flags, etc. over the rails of the balconies, patios, or crosswalks at any time.
12. Laundry, garbage bags, recycling bins, general rubbish, building materials, brooms, mops, clothes racks, empty flower containers, or debris of any kind may not be stored on balconies, patios, crosswalks, or in courtyards at any time.
13. Lint from washers and dryers, dead flowers, cigarette butts, miscellaneous trash of any kind, etc. must be placed in the trash, not thrown from balconies, patios, or crosswalks onto the ground or parking lots.
14. Bird feeding stations are allowed on your patio or balconies only. Seeding stations that attract pigeons are not allowed.  
**Approved change (September 17 2019): One bird feeding and one hummingbird station are allowed on patios or balconies. Seeding stations that attract pigeons are not allowed.**
15. No nails, hooks, etc. can be driven into the exterior brick in order to hang chimes, feeders, etc. This is part of the common property.
16. Exterior brick may not be painted. This is part of the common property.
17. No seasonal or holiday decorative items or lighting of any kind is allowed on any railings. Make sure all seasonal decorations are removed within 14 days after the holiday.  
**Approved change (September 17 2019): No seasonal or holiday decorative items may be attached to railings. Make sure all seasonal decorations are removed within 14 days after the holiday. No lighting of any kind is allowed on the balconies, patios, or railings.**
18. No poison or substance of any kind is allowed to be put outside either in common areas or limited common areas. If a resident thinks they are having a rodent issue, they are to call the Property Management Company.

\* Your request must be submitted to the Board prior to your renovation. Please include size, color, material to be used, etc. in your requests. Please allow 6 weeks between your request and the Board approval for your planned renovation.

## **Pool Policies**

1. The pool is for the exclusive use of 5516 Lakeshore Drive residents and their guests. Lifeguards are not provided. Swim at your own risk. **RESIDENTS ARE RESPONSIBLE FOR ALL**

**ACTIONS AND CONDUCT OF THEIR GUESTS AND ARE RESPONSIBLE FOR ANY DAMAGE OR LIABILITY RESULTING FROM THE ACTIONS OR CONDUCT OF THEIR GUESTS.**

2. Everyone must be signed in at the pool registry by the Lakeshore resident. Residents do NOT have to remain in the pool area with their adult guest. Residents may not leave the property at 5516 Lakeshore while their guests are at the pool.
3. An adult (21 years or older) must accompany all children under 16 years of age.
4. Any pool function with more than four (4) guests per unit must be approved by the Board.
5. **THE SAFETY ROPE MUST REMAIN IN PLACE AT ALL TIMES. SWIMMERS MUST STAY OFF ROPE.**
6. All persons using the pool and pool area do so at their own risk and assume all liability. The 5516 Lakeshore Drive Association assumes no liability for the loss or damage to any personal property of any kind.
7. **The pool hours are from 8:00am until 8:00pm only.** The pool gate must remain closed at all times to protect against liabilities.
8. The pool may be closed at any time due to weather, breakdown, or other operational difficulties, and at the discretion of the Board.
9. Swimming while under the influence of drugs or alcohol is not allowed.
10. Pets are not allowed in the fenced-in area of the pool at any time.
11. Glass in or around the pool area is not allowed. Beverages are allowed in cans, paper, or plastic containers. Containers are to be disposed of properly and should never be found in the water.
12. Drinking, smoking, or eating in the pool area is not allowed.
13. Before leaving the pool area, all litter must be picked up and placed in the trash cans located on each end of the porch of the Clubhouse. The tall green receptacles are for cigarette butts. If you spill something sticky, please wash off the area so it does not attract bugs.
14. Recreational vehicles (bicycles, skateboards, etc.) are never allowed inside the pool area.
15. Running, pushing, wrestling, ball playing, roughhousing, and any other disturbances are not allowed in or around the pool area.

16. Spitting of water and other unhygienic actions are never permitted.
17. Abusive or profane language, loud music, fighting, disorderly conduct, etc. are not allowed.
18. Persons having any infectious disease, sores, infected eyes, colds, and nose or ear discharge are not allowed in the pool. Persons with open sores or bandages of any kind are not allowed in the pool.
19. Children in diapers or who are not toilet trained are not allowed in the pool at any time.
20. Proper swimming attire must be worn in the pool area. Thong bathing suits or almost thongs are not allowed. A swimsuit "cover-up" should be worn to and from the pool area.
21. Cut-off type clothes are not allowed in the pool. Strings from cut-off jeans get into the filters and cause problems.
22. The pool furniture is to remain in the pool area at all times.
23. The cost of repair or replacement for any damage, other than normal wear and tear, to the pool furniture will be charged to the responsible party. Anyone damaging the pool furniture or the pool will be barred from use of the pool and will be charged for the damages.
- 24. Only members of the Board have the authority to enforce all pool rules and regulations and will do so when necessary. The Board reserves the right to refuse entry or deny pool privileges to anyone. Any person may be barred from the pool at the discretion of the Board for violation of the rules, or for any reason, which in their judgement constitutes a hazard to the Association and its members.**
25. Access to restrooms in the Clubhouse is by common key. Be sure to lock the clubhouse door after leaving the pool.
26. The owner relinquishes the use of the pool to the renter.
27. Pool privileges may be lost if regime fees are not current.

## **Pet Policies**

1. Any pet that demonstrates aggression towards any resident will be required to be removed permanently within 48 hours.
2. No more than 2 animals are allowed per unit (i.e. 2 dogs, 2 cats, or 1 dog and 1 cat). The maximum weight shall be 35 pounds per adult animal. Animals already in residence at 5516

Lakeshore Drive will not fall under the new weight maximum. **ANY NEW ANIMAL MUST FALL UNDER THE 35 POUND GUIDELINE.**

3. Livestock, poultry, reptiles, or other animals of any kind may not be kept or raised on any part of the 5516 Lakeshore Drive property. **BREEDING OF ANY ANIMAL IS STRICTLY PROHIBITED.**
4. Pets are not allowed to excrete near the buildings, sidewalks, shrubs, or near any other public access areas. Pet owners are required to use the FREE "Pooper Bags" located in each of the pet walk areas to clean up after their pets.
5. Pet owners are required to keep pets on a leash at all times while on the 5516 Lakeshore Drive property. This is a Forest Acres and Richland County leash law.
6. Pets must be walked/exercised on a regular basis on the outlying perimeter areas as follows: The area to the left of the front entrance when facing Lakeshore Drive and the area behind the pool. The large grassy area in front of the 700 building is not included and should not be used. The Board also recommends that pet owners walk their pets on Lakeshore Drive.
7. Pets must be kept inside your unit. They are not to disturb the peace and quiet of other residents.
8. Pets may NOT be walked or exercised in any of the courtyards or on the grounds of any of the buildings, but only on the outlying perimeter areas as designated previously.
9. Pets may never be left unattended on patios, balconies, or on a tether. Gates are not allowed at patio entrances at any time. Small fencing cannot be placed around the railings of the patio or balcony.
10. Dog Houses or kennels are not allowed on the property.
11. Pets are not allowed in or around the pool area at any time of the year **(DHEC requirement)**.
12. In addition to being fined, pet owners will be responsible for replacement of plants and shrubs damaged by their pets.
13. Pet food and water may not be left outside as it encourages roaches, ants, rodents, visiting strays, etc.
14. Animal Control will be notified of dogs and cats that are left free to roam at 5516 Lakeshore Drive property.
15. The Board reserves the right to require the removal of any pet that becomes a nuisance.

16. You must place used cat litter inside a plastic trash bag before leaving your unit. **DO NOT BRING THE LITTER BOX TO THE DUMPSTER AND EMPTY IT DIRECTLY INTO THE DUMPSTER. NEITHER SHOULD YOU WASH YOUR LITTER BOX OUT WITH THE HOSE IN THE SWIM AREA.** This is hazardous and could cause a public health problem.

## **Parking Policies**

1. The posted speed limit is 15 MPH.
2. Stop at all Stop Signs.
3. Sidewalks are to remain free of obstruction. Automobiles must park in a manner that does not block the sidewalks. *This allows free access to walkways for those using walkers, wheelchairs, etc., to have full use of walkways.*
4. Motor powered vehicles (i.e. automobiles, motorcycles, mopeds, or bikes) may not be parked on patios, grassy areas, sidewalks, or fire lanes at any time. Parking is only allowed within the lined, paved spaces. Please observe the no parking fire lanes. This is a fire regulation. Parking is not allowed along the yellow curbs or at a "No Parking" sign. You may use the fire lane for loading or unloading, but the vehicle must be moved immediately.
5. Each unit has one (1) assigned parking space that is marked with a number assigned to that unit. This is where the resident must park. If there are two cars in a unit, the second vehicle is to park in an unnumbered space near the unit or in the Visitors Parking Area. All cars beyond a second vehicle per unit must use the Visitors Parking Area. Residents may not leave their assigned space vacant for an extended period of time while parking in an unnumbered space.
6. **Residents may not use the numbered spaces of other units, even when the units are vacant, unless special arrangements have been made with the Board.**
7. All vehicles must be parking in a forward position. Never back your vehicle into the parking space.
8. All visitors must park in one of the Visitors Parking Areas. Please inform your visitors of the parking policy.
9. Any unauthorized car parked in a numbered space is subject to towing at the co-owner's expense.
10. Only primary transportation vehicles are allowed on 5516 Lakeshore Drive property. If you are mandated by employment to drive a commercial car or van, parking must be approved by the Board.

11. Parked cars blocking other residents' spaces are subject to towing at the co-owner's expense.
12. No boats, heavy industrial vehicles, motor homes, campers, utility trailers, scooters, water craft, motorized two wheeled recreational vehicles, automobiles without tags, automobiles with expired tags, or automobiles in a non-working condition are allowed to be parked or stored on the 5516 Lakeshore Drive property. See violations and fines for details. Continued violations can result in being towed at the co-owner's expense.
13. Selling your vehicle? A "FOR SALE" sign may be in your primary vehicle for 2 weeks. The Board may grant extension of this time.
14. Residents may not wash vehicles on the 5516 Lakeshore Drive property at any time.
15. Major vehicle repairs or maintenance work are not allowed on the premises of the 5516 Lakeshore Drive property at any time. This includes oil changes, transmission fluid changes, or similar work. Dumping fluids or chemical solvents on the parking lot is damaging to the surface. Owners may be held liable for the cost of repair or replacement of any parking area surface so damaged.
16. Car and truck radios must be kept at a moderate volume when driving or parking in the parking lot.
17. Loud mufflers will not be tolerated.
18. Because of the extreme narrowness of our entrance, use caution when entering and exiting 5516 Lakeshore Drive.
19. Use of portable storage units is allowed for a period of 14 days and must be placed in your unit's assigned parking space. Extension of time beyond 14 days must be submitted in writing and approved by the Board.
20. Residents may not place cones, car covers, or any debris in parking spaces.

**VISITOR PARKING AREAS ARE LOCATED ON EITHER SIDE OF BUILDING #700.**

**ONLY THE BOARD HAS THE AUTHORITY TO HAVE A VEHICLE TOWED.**

## **Landscaping Policies**

1. Residents may not request services of the contract grounds crew or grounds superintendent. All requests must be forwarded to the Board in writing.

2. Planting of shrubs or trees in the courtyard must be submitted in writing and approved by the landscape chairperson. Don't forget: in a pot, it is yours and in the ground, it is the Association's.
3. Parents of children and owners of pets are responsible for replacement of plantings damaged by their child or pet. This includes pet urination.
4. No vines, plants, or window-box type planters can be affixed to any rails of balconies, patios, or stairs. This could prevent a safety or health hazard.
5. Residents may not remove shrubs or trees. All requests must be forwarded to the Board in writing.

### **Laundry Room Policies**

1. The laundry room is for the use of 5516 Lakeshore Drive residents only.
2. Every resident should have a copy of the common key that is for the laundry room and Clubhouse. There is a \$25 charge for the key duplication, chargeable to the co-owner.
3. The laundry room door is to be closed and locked at all times for security purposes.
4. Clothes cannot be left in the washers or dryers after the cycles are complete. After completion of the cycle, clothes are subject to removal.
5. The laundry room is to be kept clean at all times. Please take time to pick up trash and belongings before you leave the laundry room.
6. Pets are not allowed in the laundry room at any time.
7. Rugs with rubber backing can **NEVER** be placed in the dryer. This is a fire hazard.
8. Smoking is never allowed in the laundry room.

### **Clubhouse Policies**

1. There is a \$100 security deposit when you rent the Clubhouse. This is refunded after inspection by a Board member to determine whether the premises are left clean and without damages.

2. There is a \$75 rental fee for the daily use of the Clubhouse that does not include pool use. Daily is 12:00 noon until 12:00 noon the next day.
3. The key must be picked up when the checks are given for the rental and security deposit.
4. The renter is required to have the Clubhouse cleaned and the key returned by 12:00 noon the day after the rental to a Board member.
5. The Board will handle rental of the Clubhouse.
6. Residents are responsible for their guests. The limit is 50 guests. The reason for this maximum number is the parking situation. **Guests must park in the Visitors Parking Area only.**
7. Residents must reserve the Clubhouse at least one week in advance. The deposit and rental fee is due at this time.
8. Residents must cancel at least 48 hours before the scheduled time or the \$50 rental check is forfeited. The \$100 security deposit will be refunded.

## **Responsibility of Off-Premise Owners**

You, or your Agent, must notify within 30 days the Board or Management Company the following:

1. Names of all Renters
2. Number of all Renters and ages
3. Phone number of Renter for emergency contact
4. Make sure your renter has a copy of the rules and regulations
5. Rules and Regulations need to be included as part of your lease contract.



IN WITNESS WHEREOF,

Signed, Sealed and Delivered in the Presence of:

Gerald A. Sandifer  
Witness

[Signature]  
Witness

By: William Hartin  
William Hartin, President

5516 Lakeshore Drive Association, Inc.

STATE OF SOUTH CAROLINA )

COUNTY OF RICHLAND )

I, ERIC LEE MUNDAY, the undersigned Notary Public for South Carolina, do hereby  
certify that WILLIAM HARTIN, the President of the Lakeshore Drive Association, Inc., and  
GERALD SANDIFER, the 1<sup>st</sup> witness did personally appear before me this day and  
acknowledge the due execution of the foregoing instrument.

Signed the 24<sup>th</sup> day of JANUARY, 20 22

[Signature]

Notary Public for South Carolina

My Commission Expires 2-26-2028

