

Rules and Regulations for The Court Yard Association Inc.

3609 Juneau Road, Columbia, SC 29210

In a condominium community such as ours governed by a Master Deed and By-Laws, with common areas available to all residents, certain rules and regulations are required so that all residents and owners may enjoy their home in a quiet, peaceful and civil environment.

These Rules and Regulations, duly adopted by the Board of Directors "Board" are authorized by the Master Deed and By-Laws governing this condominium regime; and as such, they supplement the requirements of governing documents of the regime and may be enforced in accordance with those documents.

All owners, residents and visitors are responsible for following the Master Deed and Rules and Regulations for The Court Yard Association. Owners (or their representative) are responsible for providing a copy of The Court Yard Rules and Regulations to all renters and tenants. Owners are responsible for ensuring that their renters and tenants adhere to all requirements of the Master Deed and the Rules and Regulations. Owners are responsible for paying all violation assessments, fines, or penalties along with any damage costs incurred by their renters, tenants and guests.

1. Fines, penalties and assessments to unit owners

If a unit owner, his/her tenant, and/or guests violates any of the Rules and Regulations as adopted by the Board, the Managing Agent shall notify the unit owner in writing of said violation. After notice, if the violation is not satisfactorily cured, the sufficiency of the cure to be within the sole discretion of the Board or Managing Agent, the Board will impose on the owner initial fines as stated in each section. If a fine is not listed, an initial fine of Fifty dollars (\$50.00) will be imposed with a continuing fine increasing to \$100, \$200 etc. until violation is satisfactorily cured. Nothing contained herein shall be construed as meaning that the fines or penalties set out in this Section, are the exclusive remedy of the Board, and the Board may, in its sole discretion impose the other sanctions set out in these Rules and Regulations as they may deem applicable.

2. Criminal Activity Prohibited

- a. No resident or any member of residents household, occupant, guest or other person under the resident's control shall engage in any criminal activity, including drug-related criminal activity, on the premises of Court Yard Association, nor shall any resident or any member of residents household, occupant, guest or other person under the resident's control commit any act or omission tending to aid or facilitate any criminal activity, including drug-related criminal activity, on the premises of Court Yard Association.
- b. No resident or any member of resident's household, occupant, guest or other person under the resident's control shall permit his/her unit (lease or otherwise) to be used for criminal activity, including drug-related activity.
- c. No resident or any member of resident's household, occupant, guest or other person under the resident's control shall possess illegal drugs, or engage in the manufacture, sale or distribution of illegal drugs on the premises of Court Yard Association
- d. No resident or any member of resident's household, occupant, guest or other person under the resident's control shall engage in acts of violence including, but not limited to, the unlawful discharge of firearms, fireworks or other explosives on the premises of Court Yard Association.

ANY VIOLATION OF THE ABOVE PROVISIONS SET OUT IN a. THROUGH d. ABOVE SHALL BE CONSIDERED A MATERIAL VIOLATION OF THE ANY RENTAL LEASE AND GOOD CAUSE FOR TERMATION OF THE TENANCY. The Board or managing agent or attorney

will place the unit owner or his/her authorized agent on written notice when such violations as set out occur and give the owner fifteen (15) days to initiate eviction proceedings against the offending tenants. Thereafter, if the tenant does not leave the premise and the owner does not initiate eviction proceedings in the time allowed, the Board will take legal action to evict the offending tenant in which case the owner shall be responsible for, and shall be required to pay, a \$500.00 eviction fee and all costs, including attorney's fees, incurred in the eviction process.

3. Leases

- a. All prospective tenants at Court Yard Association must be approved by the Board of Directors or its Managing Agent prior to occupying a Unit.** The unit owner or his/her authorized agent must submit an application for approval for all new tenants to the Managing Agent and **must sign an Agency Appointment appointing Court Yard Association's Board of Directors or the association's managing agent the owner's agent for the limited purpose of enforcing the provisions of these Rules and Regulations should the owner fail to do so.** The application process will consist of a national background check. The non-refundable fee for this service will be \$25.00 for each adult. An adult is any person 18 years of age or older. The Managing Agent will notify the unit owner or his authorized agent in writing as to the decision of the Board/Manager on occupancy within three (3) business days of receiving the application. The tenant is deemed approved if Managing Agent fails to respond. A prospective tenant can only be rejected for having a criminal record for violent crimes, for crimes against property, distribution of drugs and for any other crimes which may endanger other owners and tenants, said decision shall be within the discretion of the Board. Unless appealed, the decision is final. An aggrieved owner or prospective tenant may appeal the decision of the Managing Agent to the Board of Directors. The appeal hearing must be held within ten (10) business days of the request, or the tenant is approved. The decision of the Board as to occupancy is within its sole discretion and is final. No one will be allowed to move into Court Yard Association whose application has been denied. All persons occupying units at Court Yard Association in violation of this approval policy shall be subject to immediate eviction by Court Yard Association. Unit owners or their authorized agents who violate this approval process or allow unapproved occupancy of their units shall be responsible for, and shall be required to pay, a \$500.00 violation fee, together with all costs, including attorney's fees, incurred in the eviction process.
- b. All leases shall provide the full name and social security number for every tenant and occupant of the property.** All leases shall be in writing and shall be for a term of not less than one month. All leases to provide that tenant shall be bound by, and subject to, the Rules and Regulations of the regime in language substantially complying with the following:
 - In addition to all the other covenants and conditions of this lease, your tenancy is governed by the Rules and Regulations of The Court Yard Association Inc. ("Court Yard Association"), a copy of said Rules and Regulations are attached hereto and made a part hereof. Should you violate any of these Rules and Regulations, you will be in default under the lease and shall be required to vacate the premises upon notice of said violation.
 - A copy of the Rules and Regulations shall be attached to every lease and shall be delivered by the Unit owner to the tenant.
- c. If a unit owner has leased his unit, then he shall be deemed to have assigned all his right to use all common elements, including, but not limited to any other common area amenities to his tenant.** Without the written permission of the Board of Directors or the managing agent, such unit owner shall not be entitled to use the common elements without written permission of the Board.

4. **Unit Occupancy Limitations:** The following occupancy limitations have been incorporated into the Court Yard Association Rules & Regulations as of May 1, 2019. No more than four(4) occupants per unit, this is adults and children.

5. Water Leak Procedures for Owners and Tenants

Water coming into your unit from above unit:

- a) If water is coming in at an excessive rate: Knock on your upstairs neighbor's door and see if they have water in their unit and can determine cause of the leak. If what is leaking can be turned off and water stopped then do so immediately. If water issue cannot be found and turned off and your unit is flooding, call 911 for the fire department and they will come cut off the water to building, also call your landlord or association management with details. Remember if you have two units above you, you may need to check with both units.
- b) If you notice a water spot on walls, ceilings or floors and it is not flooding your unit, contact your landlord and association management for directions.

Water coming into your unit from floor/foundation areas:

- a) Check under sinks, dishwasher, fridge or washing machine to make sure that water is not leaking from any of these areas. Check water heater/HVAC closet and verify this is dry. If it is determined that these appliances are not the source of the water leak, call association management and report details to determine the next course of action.

Please be aware that if water issues are not reported in a timely manner and excessive damage occurs because of not reporting, reporting owner will be responsible for excessive damages. Owners if you rent your unit, please make your tenants are aware of this. Just because a unit is rented is not justification for water leaks to go unreported.

6. High Water Bills

When a water bill for a building is excessively high (more than \$100 over average bill), the Board has the right to issue an assessment of \$50 per month, plus difference in water bill on running toilets, leaking faucets, leaking showers or any other freshwater leakage found in the unit. This assessment process will be as follows;

- a. A notice will be sent to residents/owners when a building's bill is excessively high, and owner will be given two (2) weeks to inspect and repair any freshwater plumbing issues. If owner finds issue and repairs, please notify association management along with a copy of repair bill.
- b. If management must do a plumbing inspection after the two weeks, any problems found in any unit will be issued an assessment of \$50 along with the cost (or divided cost) of the leak detection service.
- c. Repairs must be made immediately by owner, or the \$50 assessment will be issued every month along with water overage until the issues are fixed, and management is notified by copy of the repair bill.

7. Grills: Gas and Charcoal

No gas or charcoal grills are allowed on property. This includes usage or storage of such. Only electric grills can be used. A resident will be notified once of this issue and assessed \$125.00 if not complying with these guidelines.

8. Balconies/Patios & Unit Exteriors

No cooking is allowed on balconies or patios except electric grills. Items should not be thrown off balconies or patios onto common grounds. No items should be hung on railings nor clothes line strung within patio/balcony area. Rugs or patio carpets are not allowed, these hold moisture and will rot out structure.

Balconies and patios are not for storage. Outdoor furniture only may be used on balconies and patios and should have an uncluttered appearance and be free of stored items. Any household furniture on balconies is not permitted due to fire hazards. The Board has a reasonable right to state if a patio is being used as a storage area and/or needs to be decluttered. Owner/resident will be notified in writing if there any violations of this and given 10 days to comply or an assessment of \$50 per week will be issued until in compliance.

There are to be **no exterior changes** to balconies/patio, windows or doors (including unit entry door) without an application for modification or improvement sent to management for review and approval by Board of Directors. Failure to comply with result in immediate request for removal of the non-approved modification and could result in non-compliance penalties.

Any exterior modifications must be approved by the Board. This includes any type of lattice or cover at the balcony railings. Any modifications done without approval will need to be removed immediately. If not removed, a fine of \$50 per week will be assessed. Any modifications to be kept in good maintained condition. If owner fails to comply with HOA requests for repair, the HOA will have work done and billed back to owner along with an extra handling charge for coordinating repairs. No external antennas or satellite dishes are allowed.

9. Windows: Signage, A/C, Curtains/Blinds

Protruding window air-conditioning units are not permitted. No A/C units can overhang from the exterior of the window. If reported, the owner/resident will be charged \$50.00 per week until unit is removed.

All windows must have blinds that face to the exterior of the building must be white or off-white. No dark wooden or colored blinds or colored curtains are permitted facing the exterior. Blinds and coverings are to be without tears or broken slats and must fit the window frame. Owner/resident will be notified in writing if there any violations of this and given 10 days to comply or an assessment of \$50 per week will be issued until in compliance. Patio doors can be curtains but must be white or off-white facing exterior. Windows are not to be covered by plastic.

Screens and glass for windows and sliding doors must be in good condition and properly placed. Owner/resident will be notified in writing if there any violations of this, given 10 days to comply or an assessment of \$50 per week will be issued until in compliance.

There are no signs allowed on property to windows other than those placed by Association. This includes but is not limited to for sale or rent signs.

10. Vestibules, Common Areas, Lawn

Vestibules are not to be used for storage of health equipment, bicycles, toys, water bottles, shoes, excess furniture, etc. All personal items outside need to be on the patios and not in the common walkways. Owner/resident will be notified in writing if there any violations of this and given 15 days to comply or an assessment of \$50 per week will be issued until in compliance.

Cigarette butts are not to be thrown in any common area or from patio/balconies. These must be disposed of in proper containers. No personal items are to be placed or stored in yard areas or up against buildings. If items are found and not removed when notified, they will be disposed of and

resident charged for disposal. No food is to be left outside for stray cats or other animals. No trash is to be left in walkways, bagged or otherwise. Resident must immediately take trash to dumpsters. There is no outside water usage allowed. Owner/resident will be notified in writing if there are any violations of these items for correction. Any further violation after notification will result in a \$25 assessment per incident.

11. Vehicles and Parking

- a. Parking is restricted to resident of units and their guests. Each unit is allowed two (2) vehicles per unit. Residents who want to park more than two vehicles can contact association management and pay a yearly fee for each vehicle over two. The Board has the right to revisit and restrict any extra vehicles if parking becomes an issue.
- b. Residents are responsible for informing their guest of these parking rules. The association is not responsible for any towing costs due to "uninformed" vehicle owners.
- c. Parking is to be in lined parking areas only. Anyone found not parking in lined spaces will be towed without warning. No vehicle is to be parked on any grassy area.
- d. There are some units that have an assigned parking spot. Those spaces are for those units only and anyone found parking in those spots unauthorized, can be towed. Owners may reserve parking space for their units by contacting association management and paying the designated fee. There is a strict limit of one reserved parking space per unit
- e. Recreational vehicles, boats, campers, or trailers are not allowed on the property. No commercial vehicles are allowed to be parked on the premises except if they are there to make repairs to any unit and can only be parked while repairs are taking place.
- f. All vehicles parked on Court Yard property must be in operational and drivable condition and have a current registration. Non-operational vehicles and vehicles with expired tags will be ticketed notifying owner he/she has three (3) days to rectify or remove their vehicle from the premises. After five (5) business days, the management company will order the vehicle towed at the owner's expense. Management, Board of Directors, or an Authorized Representative are authorized to tag such vehicles. Hand-made "plates" or signs are not authorized.
- g. Except for work required to resolve unexpected emergencies, mechanical work to vehicles will not be done at the complex.
- h. No car washing is permitted on property. Immediate assessments of \$25 will be issued per incident.
- i. Vehicles are not to be stored or used for storage on Court Yard property. Vehicles that sit for more than thirty (30) days without being moved are considered abandoned and will be towed at owner's expense.
- j. The speed limit on the complex is 10 miles per hour. Since the parking areas can restrict the vision of drivers, drivers must exercise maximum alertness and care.
- k. All paved areas are for vehicular traffic only. For Safety, there will be no skateboarding, ball playing or other recreational activities on paved areas.
- l. Only one car is to be parked per spot with the exception of motorcycles or scooters, which may share a space. One vehicle cannot take up two spots.
- m. No parking in front of dumpsters, fire hydrants or any other areas not specified parking spaces.

12. Sales and Solicitation

No sales of any kind are allowed on Court Yard Association property; including yard sales, estate sales, etc. Solicitation (to sell an idea or product) on the property is not permitted. Anyone who sees or is approached by individual(s) soliciting on the grounds should inform them that solicitation is not permitted on the property and the individual(s) should leave. If the individual(s) fails to comply, notify Management, or call the Police.

13. Garbage/Trash

There is no disposing of large items (furniture, mattresses, appliances, etc.) on property. Residents will not throw trash anywhere on property, this will be considered littering with appropriate fines and cost for cleanup will be billed to unit owner. Trash should immediately be taken to dumpster and not left on patio/balconies, stairwells or landings nor can trash be stored in your storage room.

Dumpster pick-up is generally twice per week based on sanitation schedule. Please bag all trash and refrain from placing bags outside the dumpsters. Outside trash attracts unwanted varmints. Please always keep dumpster doors and lid closed. For dumpster problems, please contact Management.

Owner/resident will be notified in writing if there any violations of these items for correction. Any further violation after notification will result in a \$50 assessment per incident.

14. Pet Rules

- a. All pets must be registered with association management. Must include unit #, pet owner contact number, pet name, photo, type of dog/cat and proof of vaccinations, per Lexington and Richland County regulations.
For Lexington County go to: lex-co.sc.gov/departments/animal-services
Richland County go to: richlandcountysc.gov/Government/Departments/Animal-Care/Licensing
Failure to comply with this will result in an assessment of \$25 per week from HOA until compliance is met.
- b. All pets must be on a leash any time it is not within your unit. After first notification warning, there is a \$25 assessment per incident.
- c. **Dogs cannot be housed or left unattended anywhere on property, including patios/balconies.**
Someone must be with your pet any time the pet is outdoors. Owner/resident will be notified in writing if there any violations of this for correction. Any further violation after notification will result in a \$25 assessment per incident.
- d. Pet owners will ensure that pets do not relieve themselves on patios or balconies, near walkways, entryways, flowerbeds, parking lots, or lawn areas near buildings. You are required to pick up after your pet and dispose of properly. Owner/resident will be notified in writing if there any violations for correction. Any further violation after notification will result in a \$25 assessment per incident.
- e. Pet owners are responsible for controlling their pet's actions, noises, odors and wastes. Owners are responsible for any damages and repair cost caused by their pets. **Dogs who bark excessively are considered a nuisance.** After notification any further violation will result in a \$25 assessment per incident.
- f. No more than two pets are allowed to be housed in your unit at any given time. All owners must clean up after their pets and if any odors, food, or excrement are noticed by neighbors or the association manager, this will be cause for assessments and possible charges for cleaning.
- g. The Association's Board of Directors will have the authority to require owners of dogs that demonstrate an inclination toward aggressiveness have insurance to cover liabilities.
- h. Any resident/owner with persistent and/or unresolved complaint issues will be asked to remove pet permanently from property.
- i. Pets must be feed indoors and not on patios or balconies. There is no feeding of stray animals anywhere on Court Yard property. This includes on your deck or patio. Anyone found leaving food/water bowls outside will be fined \$25 per incident.
- j. These rules apply even if you are temporally housing a pet for another individual.

15. General Liability/Miscellaneous

- a. To maintain a pleasant atmosphere of our community, all minors from ages 13-17 must be accompanied by a parent or guardian in common areas between sunset and 6:00am. All children 12 and under must be supervised by parents or guardians at all times.
- b. There is to be no playing in parking lots for safety of everyone and to avoid damage to vehicles. Play can be done in open lawn areas, no hard balls allowed. Whiffles ball or rubber balls must be used when batting.
- c. Excessive noise in complex will not be tolerated. Noise pollution carries a fine. Loud car stereos are not tolerated at any time. Excessive noise anywhere on property between 10pm and 7am will be reported and police will be called.
- d. Do not dispose of grease, oil, food scraps, rags, wipes (even if they say flushable) and personal hygiene products down the waste pipes (sinks, toilets, shower). Such actions have caused and will cause sewer backups into first floor units. If the cause of a backup is traced to a specific unit, then that unit's owner will be financially responsible for paying the service charges to unclog the lines and any damage resulting from clog.
- e. A/C condensation and garbage disposal lines are the responsibility of each owner. Any unit that has a line issue resulting to damage to unit(s) below, is responsible for that damage.

16. Insurance and Fire Code

- a. All units must carry a current and valid individual condominium insurance policy to cover contents and interior upgrades of unit. There must also be intrusion coverage of water from your unit to another from pipe leaks, overflowed tubs/sinks or something of the like.
- b. Smoke alarms **MUST** be installed in each unit. It is Fire Code that at least 3 detectors are in each unit. Each bedroom and at beginning of hallway to bedrooms. Smoke detectors should be replaced every ten (10) years. This is subject to inspection by the Board of Directors or managing agent.
- c. Each unit **MUST** have a 1A fire extinguisher in the kitchen. Never throw water on a grease fire or a smoking greasy pan.
- d. A fire escape ladder is suggested for all second and third-story units.
- e. Open flames are never to be used at or near building. This includes but not limited to grills, tiki torches and fire pits.

In summary, violators of the rules and regulations of Court Yard Association are subject to monetary penalties. All penalties are cumulative and will be responsible of the unit owner.

The Board of Directors and managing agent are empowered to enforce these rules and levy penalties.

Book 2734-493
2022020670 4/11/2022 12:52:42:343 ByLaws - HOA
Fee: \$25.00 County Tax: \$0.00 State Tax: \$0.00
2022020670 John T. Hopkins II Richland County R.O.D.

STATE OF SOUTH CAROLINA) THE COURT YARD HORIZONTAL
COUNTY OF RICHLAND) PROPERTY REGIME
) RULES AND REGULATIONS

Pursuant to SC Code 27-30-130 (a) (1) and the Master Deed for The Court Yard
Horizontal Property Regime recorded January 6, 1984 in Book D677 at Page 85, the
undersigned Property Manager of The Court Yard Association, Inc. certifies that the attached
has been approved as an addition to the operative Rules and Regulations of the Association.

April 7, 2022

COURT YARD ASSOCIATION, INC.

John T. Hopkins
Witness 1

Kimberly Miera
Witness 2

BY: Michelle Miller (SEAL)
Michelle Miller
Property Manager

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) ACKNOWLEDGMENT

I, the undersigned Notary Public do hereby certify that the manager of THE COURT
YARD ASSOCIATION, INC. signing above, personally appeared before me and as its act
and deed executed the within written Rules and Regulations; further the subscribing
witnesses certified to the notary under oath or by affirmation that they were not a party to or
beneficiary of the transaction.

WITNESS my hand and official seal this 7th day of April, 2022.

[OFFICIAL SEAL]

Print Name: Kimberly Miera
Notary Public for South Carolina
My Commission Expires: 9/5/28

Tina Guerry

STATE OF SOUTH CAROLINA) THE COURT YARD HORIZONTAL
COUNTY OF LEXINGTON) PROPERTY REGIME
) RULES AND REGULATIONS

Pursuant to SC Code 27-30-130 (a) (1) and the Master Deed for The Court Yard Association, Inc. recorded January 9, 1984 in Book 627 at Page 19, the undersigned Property Manager of Court Yard Horizontal Property Regime certifies that the attached has been approved as an addition to the operative Rules and Regulations of the Association.

4-7, 2022

THE COURT YARD ASSOCIATION, INC,

Tina Guerry
Witness 1

Kimberly Miera
Witness 2

BY: *Michelle Miller* (SEAL)
Michelle Miller
Property Manager

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) ACKNOWLEDGMENT

I, the undersigned Notary Public do hereby certify that the manager of THE COURT YARD ASSOCIATION, INC. signing above, personally appeared before me and as its act and deed executed the within written Rules and Regulations; further the subscribing witnesses certified to the notary under oath or by affirmation that they were not a party to or beneficiary of the transaction.

WITNESS my hand and official seal this 7th day of April, 2022.

[OFFICIAL SEAL]

Print Name: *Kimberly Miera*

Notary Public for South Carolina

My Commission Expires: *9/5/28*