

SHADOW BROOKE VILLAGE CONDOMINIUM ASSOCIATION
165 FOLLINS LANE
ST. SIMONS ISLAND, GA 31522
(877) 638-4603 OR (912) 638-4603

TO: Residents of Shadow Brooke Village

FROM: The Board of Directors of Shadow Brooke Village Condominium Association

DATE: January 20, 2015

RE: Amended Rules and Regulations Governing Shadow Brooke Village (Reference Initial Rules and Regulations of Shadow Brooke Village Condominium Association Inc.)

This is an update of the rules and regulations of Shadow Brooke Village Condominium Association (Reference Initial Rules and Regulations of Shadow Brooke Village Condominium Association). **(Please distribute the updated version of the rules and regulations to your tenants and guests and post in your unit as soon as possible.)**

Thanks to all residents, owners, renters and guests for complying with the rules. Failing to comply can result in fines and liens against owners of the units. Please call if you have questions. 912-638-4603 or 877-638-4603 or email renaekirk@bellsouth.net.

1. **RULES AND REGULATIONS**: Owners and agents **must** attach Rules and Regulations to any lease they make between themselves and their tenants. Both Shadow Brooke Village rules and regulations and pool rules must be posted in a very visible place in all units having non-owner residents on-site.
2. **PETS** – a) Pets must be kept on leashes and attended at all times when on condominium property. b) Pets are not to be left on chains unattended. c) Pets are not allowed inside the pool fence. d) Pet owner will be responsible for damage caused by pets to common property or the property of other owners, residents and/or their guests. e) Pet messes shall be cleaned up by owners or pet attendants. f) If there is a pet owner that is not abiding by the pet rules, please call the Management Company, so they can start the enforcement process. g) **NO feeding of stray cats.**
3. **NORMAL OCCUPANCY** – Shadow Brooke Village Condominium units are considered to be single – family dwellings and are thus limited to occupancy of one family on a regular and continuous basis. Only 6 adults per Villa are allowed on a regular and continuous basis. Occasional guests are, of course permitted.
4. **NOISE - CONSIDERATION OF NEIGHBORS** – Potentially disturbing sounds, e.g. loud noises, electronics equipment sounds and incessantly barking dogs are to be minimized, particularly in the morning and at night. No person or persons groups or parties may disturb or annoy any other residents by any noisy behavior.
5. **GRILLS** - Gas or charcoal grills may be stored and used only on the ground/garage levels. Electric grills **ONLY** may be stored or used on screen porches. Use of gas or charcoal grills on balconies or screen porches are prohibited and constitutes a fire hazard and is in violation of Glynn County Fire Department restrictions as well as shadow Brooke Village Rules.
6. **WINDOW TREATMENTS**: All windows shall have white window treatments that consist of white wooden or faux 2” Venetian blinds or white plantation shutters.

7. **WINDOWS/DOORS** - The specifications for installing new windows, sliding doors, front and storm doors are on file with the Management Company. Before you install new windows/doors you need to get written permission from the board of directors.
8. **PARKING** – **One vehicle in the garage and only one vehicle per unit is allowed to park in parking area on a continuous basis. Parking is specifically prohibited in all grassed, landscaped areas and in front of garages. No unit owner or resident shall store or leave trailers, other than moving or service vans in bonafide use for the purpose of moving or servicing the property of condominium unit owners or tenants, may not be brought onto or allowed to remain on condominium premises. Overflow parking is in the circle outside of the gate. If you are not in compliance with the parking rule, your vehicle may be towed.**
9. **GARBAGE** – Garbage shall not be placed outside units, except in dumpsters placed at central collection points. A trash receptacle shall be available in the pool area for miscellaneous trash, but not household garbage. Please teach your children to keep our grounds clean and please cooperate by picking up and depositing in a trash receptacle any loose trash which you may encounter anywhere on the condominium property. Garbage pick-up is twice a week on Monday and Fridays. Garbage **MUST** be put into plastic bags before putting garbage in the dumpsters. Absolutely no household items/appliances are to be placed in or around the dumpster area. If dumpster is full or if there are items around the dumpster, please contact the management company.
10. **RECYCLE**– If you would like to recycle and there is not already a blue can located in the stairwell for your building, call Southland and they will drop off a recycle container for your building that you can keep in your stairwell of your building and put it out to the curb on every other Monday for pick-up, starting October 4, 2010. Please remove the recycle container and put back into your first stairwell on the same day of service.
11. **BICYCLES AND SKATEBOARDS** – **No bicycles or skateboards shall be ridden on walkways or driveways and parking areas. Specifically, skateboards, roller blades, any kinds of sports activities and children playing in the driveways and parking area are prohibited. No bicycles are allowed in stairwells or entryways.**
12. **COMMON AREAS** – **For the benefit of all, residents are expected to cooperate in maintaining the general good appearance of the paved and landscaped areas adjacent to their units. In order that these areas may be properly maintained, residents are to be guided by the following.**
 - a. **No external clotheslines shall be permitted.**
 - b. **The personal property of all unit owners and residents shall be stored within their condominium units or in designated storage areas, if any, when not in use. The sidewalks, walkways, breeze ways, entrances and all of the limited common elements and common elements must not be obstructed or encumbered or used for any purpose other than for ingress and egress to and from the premises; nor shall any carriages, velocipedes, bicycles, wagons, shopping carts, chairs, benches, tables, grills, athletic equipment or any other object of similar type and nature be left therein or thereon. The foregoing shall not be construed; however, to prohibit unit owners and or residents from making reasonable use of common areas adjacent to their entrances for potted plants, wreaths or small decorative articles that do not interfere with clear elevator access. No items impeding safety are permitted.**
13. **ELEVATORS** – Elevators are cleaned once a month, including the sand cigarette trays. If you make a spill, please clean up after yourself. Also, the sand cigarette trays attached to the first floor elevators are for residents to **ONLY** put out their cigarettes not discard their cigarette butts, before getting into the elevator. Please take your cigarette butts with you. If there are any maintenance issues with the elevator, please call the management company – 638-4603.

14. **VEHICLES** - No boats, boat trailers, recreation vehicles, commercial vehicles, hauling or storage trailers are allowed to be parked on Shadow Brooke Village Property. Vehicles that are parked in Shadow Brooke Village parking area needs to have the following: 1) Proper Registration; 2) Property insurance coverage; 3) Current tags; 4) the vehicle must be able to be operable on the public streets. If one or all of the above is not in place, a letter will be sent to the owner asking them to cure the problem within 14 days from the date of the letter. If the problem has not been cured, the Association will have the vehicle removed within 30 days from the date of the letter, at the owner's expense.
15. **SIGNS** - No sign advertisement, notice or other lettering, expressly including "For Sale" or "For Rent" signs, shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of common elements, limited common elements, limited common elements or condominium units so as to be visible from any part of common elements or adjoining properties or rights of way, except by o with the express written permission of the Board of Directors. This also includes For Sale signs in/on automobiles.
16. **ALTERATIONS TO EXTERIOR** - No TV or radio antennae, satellite dishes, wiring, are allowed to be placed or installed on the exterior of the buildings or common area. No alterations of any kind are permitted to the outside of buildings or grounds without prior written permission from the Board of Directors and/or Architectural Review Committee.
17. **DANGEROUS SUBSTANCES** – No flammable, combustible, explosive or highly toxic solid, fluid or gaseous chemical or substance shall be kept in any unit or any of the limited common elements, except such as are required for normal household use, without the express written consent of the Board of Directors.
18. **LANDSCAPING** - In our continuing effort to enhance the landscaping throughout the complex, we need to ask you to please help us by not throwing trash and cigarette butts, or beverages on the grass or in the flowerbeds.

MANAGEMENT COMPANY CONTACT NUMBERS:

**SAND DOLLAR SHORES PROPERTIES INC.
165 FOLLINS LANE
ST. SIMONS ISLAND, GA 31522
912 – 638-4603 OR 877 – 638-4603
RENAE'S EMAIL – renaekirk@bellsouth.net
RENAE KIRK'S CELL (912) 258-1152 OR HOME (912) 638-8164
ARIEL LAWLESS, ASSISTANT CELL (912) 230-4176**

MAINTENANCE CHECK LIST

All owners are responsible for the following:

- Locating/installing water cut off valve for their unit and for the maintenance of the valve.
- When your unit is vacant for over 72 hours, you need to turn your water off to your unit, by the water cut off valve outside of your unit and turn your icemaker off. Also, do not forget to turn the breaker off to your hot water heater.
- Do not leave washing machines, dishwashers, or dryers running when you are not at home.
- Water heaters need to be replaced, if they are over ten years old.
- A/C – At least twice a year (once in the Spring and once in the Summer) have a professional A/C company come out and clean out the A/C condensation drain line to your unit, so it will not back up into your unit or neighboring units.
- Replace A/C Heating Unit Filters every 6 weeks during Summer A/C Season and Winter Heating Season.
- Check grout joints for failure in shower and around tub areas to eliminate interior water damage in walls and floors. Make repairs.
- Need to have smoke alarms in your condo and change the batteries at least twice a year, when the time changes. Life of smoke alarm is ten years – replace if over ten years.
- Need a fire extinguisher in the kitchen of every condo, make sure it is not expired.
- To minimize the danger of carbon monoxide and explosive gas, especially during the winter when the fireplace is in use, install a Carbon Monoxide/Explosive Gas Monitoring Detector.
- To reduce the chance of oven fires, make sure the oven is kept clean.
- Dryer vents need to be cleaned out on an annual basis.
- When leaving the condo for a period of time, ensure all windows are closed and locked. Also, lock you garage and storage shed. Do not house flammables in the garage or storage unit. To minimize moisture in the garage and storage areas, install moisture control....suggest a product – Damp Rid. If you are gone for an extended period, suggest multiple bags be hung.
- Failure to abide by these procedures will constitute negligence in the event of a plumbing or fire disaster. The owner of the unit where the water or fire originated from will be responsible for damages resulting from any of the above. Water damage is the responsibility of the owner and should be covered under the owners HO6 insurance. The water damage deductible is \$10,000 and the fire damage deductible is \$5,000. If there happens to be an insurance claim under the association's insurance policy the owner is responsible for paying the deductible.