

# **VILLAGE GREEN CONDOMINIUM ASSOCIATION CONSOLIDATED RULES AND REGULATIONS**

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## **MANAGEMENT COMPANY CONTACT INFORMATION:**

**SAND DOLLAR SHORES PROPERTIES INC.**

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## **A. General Rules and Regulations**

1. RULES AND REGULATIONS - Owners and agents must attach Rules and Regulations to any lease they make between themselves and their tenants. Village Green rules and regulations, including pool and pet rules must be posted in a very visible place in all units having non-owner residents on-site.
2. RENTALS – MINIMUM OF 30 DAYS. Rentals less than 30 days are not allowed.
3. GRILLS - Gas or charcoal grills may be stored and used on downstairs rear patios. Electric grills ONLY may be stored or used on upstairs balconies. Use of gas or charcoal grills on balconies is prohibited and constitutes a fire hazard and is in violation of Glynn County Fire Department restrictions as well as Village Green Rules.
4. NOISE - No person or persons groups or parties may disturb or annoy any other residents by any noisy behavior. **FIRE WORKS PROHIBITED. When upgrading the inside of your unit, please comply with the following working hours: Monday – Saturday 8 A.M. to 7 P.M – No work on Sunday's.**
5. GARBAGE - Garbage pick-up is once a week on Tuesday mornings. Please be considerate of the units adjacent to the garbage bin and of our maintenance crew. Garbage MUST be put into plastic bags before putting garbage in cans. Absolutely no household items/appliances are to be placed in the garbage bin areas. The garbage company will only pickup garbage that is enclosed in the designated County Green garbage cans, that are located in the garbage bin areas at the ends of all buildings, with the lids completely closed.
6. PARKING AREA - Owners, residents and guests are to park in their numbered space or any unmarked space. Absolutely NO parking in someone else's numbered space. Also, skateboards, roller blades, any kinds of sports activities and children playing in the parking area are prohibited.
7. VEHICLES - No boats, boat trailers, recreation vehicles, commercial vehicles, hauling or storage trailers are allowed to be parked on Village Green Property. No motorcycles shall be allowed without the written consent of the Board, which consent may be arbitrarily withheld. Vehicles that are parked in Village Green 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 resolve the problem within 14 days from the date of the letter. If the problem has not been resolved, the Association will have the vehicle removed within 30 days from the date of the letter, at the owner's expense. Maintenance on vehicles by owners, tenants, and visitors must be held to minimal corrective action. NOTE: Vehicles may be hosed off or washed ONLY in the designated car wash area, which is located to the right of the pool.
8. BALCONIES (FRONT) - No garbage cans, bicycles, grills, mops, brooms, coolers, carriages, boats, TV, radio antennae, or satellite dishes may be placed or stored on front balconies. No linens, sheets, towels, blankets, spreads or clothing of any type may be hung from the balconies. No pots or any other object may be placed on the ledges of the balconies. No dirt, leaves or any other substance may be swept off the balconies onto the areas below. Only garden furniture, flowers, plants and electric grills may be placed on balconies. (See specification sheet for approved storage units for balconies.)
9. BALCONIES (REAR) - All front balcony rules apply, other than bicycles are permitted on rear balconies. (See specification sheet for approved storage units for balconies.)
10. PATIOS (DOWNSTAIRS, REAR) - Garden furniture, potted plants and flowers, grill (any type) and bicycles are allowed to be placed on downstairs patio. The patios must be kept tidy and attractive. No hot tubs are allowed. (See specification sheet for approved storage units for patios.)
11. STAIRWELLS/COMMON AREA - No personal property may be placed at the entrances, in front of buildings, or on the sidewalks, nor in the stairwells or common areas. Plants and decorative items enhancing the upper landing are permitted, with agreement of neighbors sharing the landing. No items impeding safety are permitted.

12. LANDSCAPING - Trees and shrubs which are a part of the Village Green landscaping may not be removed, cut, nor trimmed by any resident. Landscaping needs, when identified, must be reported to the Management Company. In our continuing effort to enhance the landscaping throughout the complex, please do not throw trash and cigarette butts on the grass and in the flowerbeds.
13. SIGNS - No advertising signs, For Sale signs, billboards or unsightly objects shall be erected, placed or permitted to remain on the exterior or interior of Village Green property. This also includes For Sale signs in/on automobiles.
14. YARD/GARAGE SALES - No yard/garage sales are permitted at Village Green, unless there is a community yard sale.
15. WINDOW TREATMENTS - Window treatments can be white or off white. Color window treatments must be lined in white or off white. All window treatments must show white when viewed from the outside. Tinted glass is not allowed.
16. WINDOWS/DOORS - The specifications for installing new windows, sliding doors, front and storm doors are on file with the Management Company. Before installing new windows/doors, written permission must be obtained from the board of directors.
17. EXTERIOR - No TV or radio antennae, satellite dishes, wiring, or bird feeders are allowed to be placed or installed on the exterior of the buildings or common area. No changes of any kind are permitted without prior written permission from the Board of Directors.
18. COMMON AREA – The common area of Village Green falls under the landscape plan, which was established by the Board of Directors in the late 1990's, having a natural garden-like theme. Nothing may be placed or stored in the common area unless approved by the Board of Directors in writing. Only the following items may be considered.
  - a. Planted shrubs or flowers
  - b. Potted shrubs or flowers
  - c. Birdbaths.
  - d. Bird feeders.
  - e. Garden statuary

NOTE - Should a resident wish to place any of the foregoing items in the common area, they must apply in writing to the Board of Directors for written permission. All of the above items are subject to removal at any time, by order of the Board of Directors.
19. PATIOS – No patio may be modified, extended or enlarged in any way without prior written permission from the Board of Directors. No modification, extension or enlargement of any patio may extend the dimensions of the patio beyond the width of the unit. No modification, extension or enlargement of any patio may in any way hinder or impair access to or inspection, maintenance and/or service of the exterior of any building including any porch and any heating and cooling unit and including any cable, gas, telephone, electric or other utility, or landscaping, pest control or other service, or which in any way impairs drainage, or which encroaches upon any pathway or right of way. No extension, modification, or enlargement of any patio may extend said patio beyond the depth of the original patio away from the unit. No patio may be modified, extended or enlarged with any material other than concrete or concrete pavers.

NOTE: All of the above are subject to written permission from the Board of Directors. Any application to modify, extend or enlarge a patio shall be accompanied by written plans prepared by an architect or other suitable professional who shall certify that he has reviewed the Village Green Declarations, Bylaws, and Rules and Regulations, including this rule, and that the proposed improvement will comply with each and every provision thereof.

20. PRIVACY SCREENS/FENCES are only allowed on the back of the rear patios that back up to Ocean Walk or Captains Walk, and only with prior written permission from the Board of Directors. The specifications for the privacy screens are on file with the Management Company.
21. OUTSIDE WATER SPIGOTS – The front outside water spigots are plumbed to the second floor units and the rear outside water spigots are plumbed to the first floor units. If an outside water spigot does not turn on, do not turn on another unit's water cut off to use the water spigot. Residents need to either use their spigot or use the 16 common area water spigots that have been placed throughout the property. The common area water spigots are not attached to the building and have their own cut off valve.
22. MANDATORY MAINTENANCE CHECK LIST POLICY - Damage to the inside or outside of the unit caused by the action or inaction of tenant or owner is the responsibility of the owner.
- a. Unoccupied Units - When you leave your unit vacant for more than 24 hours:
    - ✓ Turn off the water to your unit using the valve outside your unit. Note: After turning the water cut off valve off, make sure you verify the water is off by checking the kitchen sink. It just takes a minute to double check. It is the owner's responsibility to notify the Management Company in writing if their water cut off valve is not working.
    - ✓ Turn off your icemaker.
    - ✓ Turn off your water heater at the electric panel.
    - ✓ Unplug heated electrical appliances.
    - ✓ If a unit is vacant or for a week or more, someone should inspect the unit every 7 days.
  - b. Plumbing/Water/Electrical
    - ✓ Only single ply toilet paper may be flushed down the toilets. All other items (tampons, dental floss, paper towels, cotton swabs, baby wipes, condoms, etc.) must not be flushed.
    - ✓ Do not pour grease (or any other material, which can solidify) down the kitchen sink.
    - ✓ Do not leave washing machine, dishwasher or dryer running when the unit is not occupied.
  - c. Inspections/Maintenance
    - ✓ A/C – Twice a year have a professional A/C company come out and clean out A/C condensation drain line, to avoid backup into your unit or your neighbor's unit.
    - ✓ Dryers (if your unit has one) - Have your dryer vent cleaned out annually.
    - ✓ Water heaters should be replaced every ten years.
    - ✓ Ice maker connections should not be made with clear plastic tubing.

NOTE: The Owner is responsible for the repair of pipes supplying water to their individual unit, including the damage caused to their unit or adjacent units. Under GA Law it is clear that repairs to the various elements of the limited common elements (other than structural) are the responsibility of the unit owner. This would include water pipes, which supply water exclusively for the unit in question whether the pipes are physically located inside or outside the unit. See O.C.G.A. Sections 44-3-75(a)(3) and 44-3-80(a).

Failure to post these rules and failure to abide by these procedures will constitute negligence in the event of a plumbing disaster. The owner of the unit where the water or cause of blockage originated 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. If there happens to be an insurance claim under the association's insurance policy the owner is responsible for paying the \$10,000 deductible.

MAINTENANCE OR CONDOMINIUM FEE must be paid to the Management Company no later than the 10th of each month. No extension of payment date is permitted. Late fee of 10% and 8% per annum interest will be

added to the account if payment is not received by the 10th of each month. If delinquent account reaches \$1,000, foreclosure will be initiated by Board of Directors, through the Association's Attorney.

## **B. Pet Policy and Rules**

The No Pet Rule in the Declarations was amended in December 2012 as follows:

ONLY Village Green owners are allowed to have pets. Pets owned by tenants are not allowed in rental property. The condominium owner of a unit whose tenant is found to have a pet must see that the pet is removed immediately and the owner will be responsible for any fines imposed because of this infraction.

The companionship of a pet is both a privilege and a responsibility. Owners with pets are required to adhere to the Village Green Rules and Regulations regarding pets so that all members of the community may live in harmony.

1. All owners bringing pets onto the Village Green property must complete an information form to be kept on file by the secretary of the Village Green Condominium Association and must include the following:
  - a. Owner information including twenty four (24) hour contact information
  - b. Description and photo of the pet
  - c. Current inoculations dates that include rabies
  - d. Statement from owner confirming that their pet has not exhibited a history of aggressive behavior nor has never bitten a person
2. Dogs must be kept on a leash and be under the physical control of a responsible person at all times when out of doors in accordance with the Glynn County leash law. Unattended, unleashed dogs will be reported to the Glynn County Animal control.
3. Pet waste must be removed without delay by the person responsible for the pet. Pet waste not only creates an unclean and unhealthy environment in the community, but also has a negative impact on the value of your property.
4. When your pet is at home, please ensure that noise levels do not infringe on other peoples' quiet enjoyment of their residences or the common areas of the community. No pet shall be allowed to create a nuisance or disturbance. If a violation of the rules and regulations is observed by an owner/tenant, they should report the violation to the property manager as soon as possible for resolution of the problem. If the problem is not resolved, the pet must be permanently removed from the property upon ten (10) days' written notice from the Board of Directors.
5. If a violation such as a barking dog occurs at night, the police should be called just as with any other nuisance or disturbance. The following day, the property manager should be informed.
6. No more than two (2) pets per unit will be allowed.

**The Association reserves the right to immediately remove or cause to be removed, any pet that is unruly or poses a safety hazard.**



### **C. Pool Rules**

**No lifeguard on duty – swim at your own risk**

**Pool hours are 8:00 a.m. to Dusk (No swimming after 9:00 P.M.)**

#### **POOL IS UNDER VIDEO SURVEILLANCE**

1. The swimming pool area is for the **EXCLUSIVE** use of Village Green Homeowners, their families, guests and tenants.
2. Only FIVE (5) people per unit will be allowed to use the pool at any one time.
3. All guests must be personally accompanied by a homeowner over eighteen (18) years of age.
4. All children younger than thirteen (13) years of age **MUST BE PERSONALLY SUPERVISED** by their parent(s) or a responsible adult at least eighteen (18) years of age.
5. Homeowners must furnish written notice to the Board of Directors specifying the names of all their tenants and the accompanying adult who will be responsible for ensuring that all pool rules will be followed by that tenant and his/her guests. Tenants will not be allowed use of the pool until this information is on file with the Association.
6. Skateboards and other hazardous toys are prohibited in the pool area.
7. Running and hazardous, disruptive, loud or destructive play are also prohibited in the pool area.
8. Radios are allowed **ONLY** at low volume. If a radio disturbs any guests, it **MUST** be turned off immediately.
9. Take all personal belongings and trash with you when you leave; return chairs to their original location. Do not move tables and umbrellas.
10. No glass may be carried into the pool area.
11. **NO PETS ARE ALLOWED IN THE POOL AREA AT ANY TIME.**
12. Pool accessories (rafts, tubes, etc.) must not interfere with anyone else's enjoyment of the pool.
13. No babies in diapers are allowed in the pool. Children who are not fully toilet trained must wear swim diapers at all times.
14. **THE POOL GATE MUST BE KEPT SHUT AT ALL TIMES.** This is very important to the safety of the children. ANYONE who props the gate open door does not fully close it will immediately be denied use of the pool for the period of time to be determined by the Board.
15. Violation of any other pool rules will result in the revocation of pool privileges for the homeowner and/or tenants and guests pursuant to the Association Bylaws and Declarations.
16. Conformity to the enforcement of these rules is the responsibility of EVERY homeowner and/or tenant. Any damage done by guests of the homeowner, tenants or their guests are the financial responsibility of the homeowner.
17. Any homeowner whose maintenance fees are in arrears will have pool privileges revoked for the homeowner, his/her family, and any guests or tenants of the homeowner.
18. Every owner/resident needs to bring their pool pass key tag with them to the pool at all times. The pool pass key tag is proof that you are a resident/owner of Village Green.

**EMERGENCIES CALL 911 – NON EMERGENCIES CALL 912-554-3645**

**If you have concerns regarding the pool, please contact Renae Kirk with the Management Company  
@ 912-638-4603 or 912-258-1152 or email her at [renaekirk@bellsouth.net](mailto:renaekirk@bellsouth.net).**

#### **D. Bike Room Rules**

Bikes are not allowed to be parked in front of the buildings. Downstairs residents must store their bikes on their patios or inside their unit. Upstairs residents must store their bikes behind the garbage enclosure, where they can be locked to the metal cable attached to the wall or stored inside their unit. In addition, a bicycle rack is available near the pool for use by owners, tenants, and visitors.

Twenty-eight bike storage spaces are available in the bike rooms adjacent to the laundry room. Available spaces will be accessible to owners only on a first-come, first-serve basis and confirmed with annual payment to the Management Company, beginning July 1, 2013.

1. Owners may be allocated up to two spaces per unit. If spaces are available after all owners have had an opportunity to request spaces, owners may request and be granted additional spaces.
2. An annual fee of \$50 per bike will be collected from each owner desiring a space in the bike room for the first year of their rental. Space rental for subsequent years will be \$25 per bike.
3. Only owners are eligible to apply for spaces. They may do so for the benefit of their tenants.
4. Requests exceeding availability are put on a waiting list.
5. The Village Green Condominium Association assumes no liability for the security of the bikes.
6. No motorized vehicles are permitted, nor are vehicles with more than two wheels.
7. Owners who are granted space will be provided one key per unit. Lost keys may be replaced at a cost to the owner of \$10.
8. All bikes stored in the bike room must be tagged with the unit number and stored in the space assigned to that unit. Do not leave bikes in the bike room unless they are on the bike rack assigned to your unit.
9. Be sure that the light is off when you leave the bike room.
10. The door to the bike room **MUST** remain locked at all times.



### **E. Laundry Room Rules**

The laundry room belongs to all owners and is an important asset to the property. Therefore, all owners, visitors and tenants are expected to abide by the following rules:

1. Do not open windows.
2. Do not leave the door propped open.
3. Do not adjust the air conditioning controls.
4. Respect the property and belongings of others.
5. Respect the equipment and notify the management company if any of the washing machines or dryers are not working properly.
6. Take everything with you when you leave the laundry room. Do not leave any items on the floor or in the equipment.