

CRAFTS HOUSE HORIZONTAL PROPERTY REGIME RULES & REGULATIONS

Effective October 2016

Contact Information for Management Agent:

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INTRODUCTION

Condominium living necessitates Rules and Regulations to insure the comfort and safety of all residents and to protect the investments of owners. In order to create a congenial and dignified residential atmosphere, the Board of Directors has adopted Rules and Regulations for the guidance of all owners, residents and guests. This document contains most of the Rules and Regulations that we live by and which are subordinate to the Master Deed and By-Laws of the Crafts House Homeowners Association, Inc.

Everyone living at the Crafts House, whether owning or renting a unit, must abide by these Rules and Regulations. They are for your protection and the protection of the property. The Rules and Regulations may be updated from time to time. If you know of any errors or omissions or have any suggested changes, please submit them to the Board or contact our Management Agent.

The following Rules and Regulations were created to ensure the peaceful enjoyment and maintenance of the value and security of the condominiums, common areas, and facilities of the Crafts House.

USE OF COMMON AREA

1. Sidewalks, entrances, hallways, stairways and elevators may not be obstructed at any time or used for any purpose other than ingress or egress or purposes approved by the Board of Directors.
2. No cars, trucks, motorbikes, motorcycles etc., may be driven on the sidewalks or grass.
3. Owners are asked not to walk across the grass or landscaped areas when possible. Instead, use the paved sidewalks or pathways.
4. Your unit and the common areas of the building are your home and should be respected, for the benefit of all. Children are not allowed to play in the hallways or stairways of the buildings and must be properly supervised at all times.
Damage to the common elements or personal property of other residents is the responsibility of the homeowner.
5. Each homeowner is responsible for his/her guest's behavior and for any damage caused by a family member or guest to any common property.
6. Smoking is not allowed in any common area of the building.

7. No personal items may be stored in common areas (with the exception of the rented storage areas). Items stored within the limited common areas shall meet all requirements of the Master Deed and Bylaws of the Association.
8. Bike storage is on a first come, first served basis. Each bike shall be stored on the rack in the dumpster/recycling area. If you utilize this area, please contact Management so they can keep track of whose bikes are stored there in case they need to be moved. Awnings have been installed to protect them from the elements. No bikes may be stored or parked in the lobby, hallways, or stairwells.

PARKING

1. Unit owners and their guests will respect at all times the parking spaces reserved for other homeowners. All cars and other vehicles must be parked in designated areas only. All cars and other motor vehicles must be parked in such a way so as not to obstruct sidewalks or doorways. **There shall be no parking along curbsides.**
2. Guest spaces are provided for guests only. Guest may park in the guest spots overnight, with identification, as long as this rule is not abused. Guest spaces are not for tenants and owners' alternate parking, except on a temporary basis, which is not to include overnight. Residents with more vehicles than assigned spots must park the additional vehicle(s) on the street.
3. Parking in guest spaces is not intended for repeated occurrences or extended periods of time. Extended periods are not to exceed seven (7) consecutive days within one month (calendar month OR 30 day period).
4. Owners and residents are not permitted to allow non-guests to the Crafts House to use the parking lot.
5. Identification must be displayed at all times while parked at the property. The only exceptions to this are for tenants who park in the spots assigned to their unit and guests parked in guest spots, unless they will remain overnight. Guest passes can be retrieved from the bulletin board in the stairwell across from the elevator on the 1st floor.
6. Renters may only use the parking spaces assigned to the unit they are renting.
7. The entryway on the west side of the building is for unloading packages and guests and not for parking. No car should ever be left unattended, blocking the entrance drive and/or unloading area. The driveways must be kept clear at all times.

8. Automobiles in a state of disrepair may not be left on Crafts House property. Automobiles not being used on a regular basis may not be stored in the parking area. Washing of automobiles and automobile repairs are also not permitted on the grounds.
9. All commercial vehicles (with the exception of vendor vehicles during the day), campers, boats, and trailers are prohibited from being parked on the property. No commercial vehicles shall remain overnight.
10. Motorcycles and mopeds may not be brought into hallways, elevators or individual dwelling units, nor shall they be parked on sidewalks.
11. Any motor vehicle in violation of the parking rules is subject to being towed at the owner's expense.

STORAGE

Regarding the storage room on the 3rd floor:

1. Please contact Management to rent or vacate a bin or obtain the code for this area.
2. One owner may have one bin. Multiple bins will only be given if demand is less than ten and will be determined by a lottery. If demand is more than ten, a lottery will decide those that will receive bins.
3. All items not in a bin or not in a bin that is clearly marked will be disposed of.
4. No flammable or explosive materials, food or other items that could possibly rot and create unpleasant odor may be stored in these areas.
5. The Crafts House assumes not liability for any losses or damage to articles left in storage areas.
6. Bins will cost \$25.00 a month in rent. Owners with bins will be billed by Management once a year, in January, for all 12 months. The total cost per year will be \$300.00 per bin.
7. There is also a storage room across from Unit 106. The cost for this space will be \$60.00 a month, payable in January for the year. This space will be up for rental when and if the current owner vacates the space.
8. Unless you notify Management otherwise, you may keep your storage area from year to year; it will not be up for re-designation every year.

9. When you sell your unit, your storage area will NOT be transferred to the new owner. It is your responsibility to inform the prospective purchaser of this rule. It will be placed up for other owners to rent; however, the new owner of your unit may join the list. Bins will be offered based on who is first in line on the waiting list.
10. Since payment for the year is due up front, the Association will not reimburse those who vacate their bin before the end of the year. However, if an owner decides to rent a bin midway through the year they will only be required to pay for the months that they rent it for.

ARCHITECTURAL CONTROL

The following is a consolidation of Master Deed regulations in regard to the responsibilities of the homeowner as they apply to Property Maintenance and Architectural Control. For a more detailed description, refer to Article VII, Sections 1 and 2 of the Master Deed and as detailed in the By-Laws.

1. No owners shall install, erect, attach, apply, paste, hinge, screw, nail, build, alter, remove, or construct any deck covers, fences, walls, air conditioning units, window fans, aerials, antennas, radio or television broadcasting or receiving devices, slabs, sidewalks, curbs, gutters, patios, balconies, porches, driveways, walls or make any changes to or otherwise alter (including alteration of color) in any manner whatsoever, the exterior of any dwelling or upon any of the common elements within the condominiums or combine or otherwise join two or more dwellings or partition the same, or remove or alter any window or exterior door until the plans, specifications and application forms showing the location and any other information specified by the Board of Directors have been approved. Applications must be submitted to the Board of Directors in writing.
2. Rights and Limitations of Co-owners to Alter and Modify Apartments –
No co-owner of an Apartment shall permit there to be made any structural modification, alterations, or repairs therein without first obtaining the written consent of the Association; which consent may be withheld in the event that a majority of the Board of Directors of said Association determine, in their sole discretion, that such structural modifications, alterations, or repairs would affect or in any manner endanger the building in part or in its entirety. If the modification, alteration, or repairs desired by the co-owner of any Apartment involves the removal of any permanent interior partition, the Association shall have the right to permit such removal so long as the permanent interior partition to be removed is not a load-bearing partition, and so long as the removal thereof would in no manner affect or interfere with the provision of utility services constituting General or Limited Common Elements located therein.

3. As of March 1st, 2014, and by a Board established amendment to these Rules and Regulations, a request for the approval of a structural modification, alteration or repairs within the Apartment shall be submitted to the Board of Directors in writing no less than ten (10) days prior to the start of the project. This request shall be in the form of an 'Interior Renovation Application', as seen attached hereto, and which can be furnished by Management at the request of the applicant co-owner. In addition, it shall be the responsibility of the applicant co-owner to present a copy of the attached 'Contractor Rules' to all contractors employed by that applicant co-owner, and it will remain the responsibility of that applicant co-owner to ensure that all contractors operate according to the 'Contractor Rules' set forth by the Association. Failure to comply with these rules could bring cause for Violation Notices, Violation Fines, and the collection of additional monies at the expense of the applicant co-owner as specified in the following section:
4. As of March 1st, 2014, and by a Board established amendment to these Rules and Regulations, upon submitting written application for approval of a structural modifications, alterations, or repairs within the unit, the applicant co-owner shall submit a security deposit in the amount of Seven Hundred and Fifty Dollars (\$750.00) to be held by the Association for the entire term of the renovation. Upon notification of the completion of the project, the Association reserves the right to hold the deposit for an additional sixty (60) days to determine if any damages or adverse conditions occurred as a result of any aspect of the renovation. Should the Board of Directors, at their sole discretion, find that damages or adverse conditions did in fact occur as a result of any aspect of the renovation to the applicant co-owners Apartment; the costs associated with the repairs, cleaning or replacement of the affected property will be deducted from the security deposit, and the remainder will be refunded to the applicant co-owner within that same 60-day period.
5. Upon final approval by the Board of plans and specifications, a copy of such shall be placed on file with the permanent records of the regime. One copy shall be returned to the applicant bearing such approval.
6. Once plans and specifications are approved, construction shall begin within thirty (30) days following the date of approval and shall be completed within the time limit approved on the application. In the event construction is not started within thirty (30) days, the approval shall be deemed lapsed and plans and specifications shall be deemed unacceptable until resubmitted. **There shall be no deviations from the plans and specifications as approved by the Board. If work is added after approval, the application should be resubmitted.**
7. No clothing, rugs, mops, banners, nor any other such items may be hung outside any unit, nor shall any such areas be used for storage or drying purposes or to shake mops, rugs, dust cloths, etc. Clotheslines are not permitted.

8. No advertising signs or notices of any kind or type including, but not limited to, “For Rent” and “For Sale” may be permitted or displayed by any owner or guests to the exterior or interior or the premises except as provided in the By-Laws. No change may be made in any way that would affect the outside appearance of the Crafts House.
9. In order to maintain a consistent exterior décor, all window treatments must comply with the following guidelines:
 - a) If curtains are chosen for décor, they must be of a white color. If any other color is chosen, they must have solid white or off-white backing...**no exceptions.**
 - b) If any other type of décor is chosen, such is roll up shades or companion vertical or horizontal valances, these must either white or off-white. If any other color is chosen they must have white or off-white backing...**no exceptions.**

MAINTENANCE

All co-owners shall be required to submit to Management the semi-annual maintenance service records for the interior portion of the HVAC system within their unit. These records shall be submitted to Management no later than the last day of March and the last day of October each year. Cause for this requirement can be found in the Bylaws; Article VII, Section 2(a) and 2(b). In this case, the common elements subsequently affected by the negligence, misuse, or neglect of the interior HVAC systems by the co-owner are the exterior portions of the HVAC systems and any aspect thereof. Owners that utilize the regime coordinated HVAC maintenance program do not have to submit reports.

PET CONTROL

Pets are much loved and wanted by some residents; however, some residents do not like or want pets. Both groups need to be accommodated. Pet ownership will be at the discretion of the Board of Directors; in consideration of size, breed, and restrictions set forth by the Association’s insurance policies. Following are the Rules and Regulations governing the keeping of pets:

1. As voted on at a Board Meeting on 2/11/16, **renters may not have pets.** Current tenants with pets will be allowed to remain until the termination of their original lease.
2. All animals must be leashed when outside the owner’s unit. Pet owners must keep their pets under control at all times. Pets are not allowed to roam freely through the property.

3. Pets are not allowed to relieve themselves near walkways, entryways, parking lots or other frequently traveled areas. Pet owners are responsible for removing their pet's refuse from any part of the building grounds.
4. Pets should not be left unattended on patios or balconies.
5. Pet owners are responsible for keeping their pets from making noises that may be disturbing to any other homeowner or tenant (on behalf of his or her landlord). If a pet becomes a disturbance to another homeowner or tenant and this is brought to the attention of the Board of Directors, the Board will require the pet owner to correct the problem in accordance with the provisions set forth in the Master Deed. The pet and/or unit owner will be subject to fines as described on page ten of these Rules and Regulations. If the nuisance issue is not resolved, the Board of Directors can require the animal to be removed from the property.

GENERAL RULES

1. No commercial activity that requires the presence of customers in the building is permitted.
2. **All Owners must provide a key to their unit to Management's office to be used to enter the unit in an emergency and for pest control service.**
3. No resident shall make or permit his/her guests to make any disturbing noises, which will unreasonably interfere with the rights and privileges of others.
4. Parties are restricted to the confines of the resident's unit. Guests are not permitted to drink or shout in the hallways and stairways.
5. Noises from televisions, stereo equipment, vacuums, etc., should be kept to a minimum at all times and especially during the hours of 11:00 p.m. through 8:00 a.m. Unit owners and/or renters must cover 80% of their floor with a type of floor covering to preclude unnecessary noise.
6. Upstairs dwellers must use care in cleaning outside porches and balconies. Do not clean the porch or balcony with soap or water if the water will drain over the sides. Please also do not water plants or flowers on the balconies if water will drain over the sides. Pans are required under plants and planters to prevent leaks. Planters on patios must be elevated off the ground to prevent damage to the structural integrity of the surface over time. Please do not sweep trash from the porches or the balconies over the sides. In conclusion, no objects may be thrown or dropped off the balconies or from the windows.
7. The use of weapons or noisemakers is prohibited. Concealed weapons are not allowed in the common areas.

8. The conduct of illegal activity on the property is strictly prohibited.
9. Residents shall not do, or permit to be done, anything in or about the unit that would compromise any policy of insurance on the unit or the condominium buildings against loss by fire or other causes.
10. Under no circumstances are unauthorized persons permitted to open the windows in the fourth floor hallway to access the roof. HVAC and roof vendors must obtain permission from Management prior to any work in this area.
11. All exterior doors and gates shall be kept closed and locked, except when a resident is moving, for the maximum security of all residents.
12. The unit owner is responsible for, and shall pay for, any damage resulting from the stoppage in plumbing pipes and air conditioning condensate drainage lines from their own plumbing and drainage. Said owner shall reimburse the Association upon demand for the expense incurred due to any such stoppage.
13. Cooking on balconies and porches is permitted if great care is taken and all fire regulations are strictly adhered to. The owner/resident shall not cook and discharge smoke offensive to those above. The owner/resident will be held responsible for any damage to ceilings, bricks, or decks caused by smoke or sparks. **Charcoal grills are strictly prohibited from any porch or balcony.**
14. Each owner/resident is responsible for removing large articles of trash, boxes, etc. that may be too large to fit into the trash receptacle provided on the grounds. The City of Charleston will pick up such items if the request is made by the owner/resident.
15. Work should be conducted between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. All weekend and after-hours work must be approved through Management, for emergencies only.
16. Gate remotes cost \$50.00, at which point it becomes your property. Please contact Management to obtain one.

MOVE-IN & RENTAL PROCEDURES

1. **Units may not be rented for less than 30 days at a time.**
2. Any owner who leases his/her unit to another party is responsible for ensuring the tenant understands and adheres to all of the Rules and Regulations of the Crafts House. Any violations to the Rules and Regulations are the responsibility of the homeowner.

- 3. An owner or tenant MUST notify the Management Agent of the date and time of the move, PRIOR to any move. Arrangements must be made at this time for installation of elevator wall pads to protect the surfaces of the new elevator.**
4. The Association asks that every effort be made to avoid weekend move-ins.
5. The Association requires that all loading and unloading be done through the Queen Street side entrance, as the lobby entrance should not be obstructed in any way for other residents.
6. Moving trucks should be parked on Queen Street or Legare Street, and items should be hand-trucked through the gate and into the Queen Street side-entrance of the Crafts House. Contact the City of Charleston Parking Division at (843)-973-7288 for details about Parking on the street.
7. The owner/resident should contact the Management Agent to advise him/her of contact telephone numbers and to arrange for gate and door codes.
- 8. Prior to the move-in, all owners must provide a copy of the proposed lease or rental agreement, and the names and phone numbers of the renters (to be used in the event of an emergency) to Management. The owner must review the Rules and Regulations with the tenant and both must sign they have done as such and return to the Management Agent. The Rules and Regulations shall then become part of the lease by which the tenant is contractually bound.**
- 9. All moving boxes must be broken down and put into the dumpster or otherwise removed from the property.**
- 10. Any damages to the common area resulting from moving will be billed back to the owner of the unit. Owners should obtain damage deposits from tenants to protect themselves from having to pay for these repairs themselves.**

SALE OF UNIT PROCEDURE

All owners selling their units shall notify the Board or Management Agent with the new owners contact information as early as possible; no later than five (5) days after the sale of the unit.

OPEN HOUSES

No open houses of any sort are to be conducted on the property without notification and approval from the Management Agent of the date and time it is

scheduled for. Only the pedestrian gates on Legare may be kept open in the event of an open house; not the drive-through gates.

RULES AND REGULATIONS

What is the recourse when a rule has been violated?

There is really no way to completely avoid “personal confrontation” when one homeowner feels that another homeowner has violated a rule. Everyone deserves to be told in person that he/she is doing something that is disturbing their neighbor so that they can have an opportunity to correct the problem; they may have been unaware that a problem existed.

Final recourse, however, is that which is provided by the Master Deed and By-Laws as well as local ordinances.

If all homeowners and their families will follow, to the best of their ability, the Rules and Regulations contained in this document and try to maintain all common areas as if they were the sole owners of those areas, everyone can be assured of a happy, comfortable place to live.

Fine System Established by Board of Directors as of March 1, 2014

Due to repeated violations of the Rules and Regulations, the Board has instituted the following fine system:

1st offense: Written Warning

2nd offense: Written Notice and \$100.00 fine

3rd offense: \$200.00 fine

The fines will increase by \$25.00 with each additional fine.

CRAFTS HOUSE HORIZONTAL PROPERTY REGIME

Interior Renovation Application

Effective March 1, 2014

Date: ____/____/____

Resident Name: First _____ Last _____

Address: _____

Phone: _____

Email: _____

Start Date: _____

Estimated Date of Completion: _____

Scope of work:

Type Of Materials To Be Used:

Contractor Name: _____ Bus. Phone No.: _____

Is Contractor Insured And Bonded? Yes _____ No _____

Does the project require permit(s) as per City of Charleston ordinances? Yes _____ No _____

If No, Explain Why: _____

There is a \$750.00 deposit due to the Crafts House prior to the start of any renovation. If hallway carpets have to be professionally cleaned as a result of your renovation; \$250 dollars will automatically be deducted from your deposit. Additional monies will be withheld for the cleaning, repair, and/or replacement of property as a result of ANY aspect of your renovation.

Owner Signature: _____ Date: _____

Approved By: _____ Date: _____

Crafts House
c/o Ravenel Associates
960 Morrison Drive, Suite 100
Charleston SC 29403
843-768-9480

Contractor Rules:

1. Contractors must conform to applicable codes, industry standards and manufacturer's specifications. All necessary permits and licenses should be displayed before work begins, or the Association reserves the right to file a 'Stop Work Order' with the City of Charleston.
2. A security deposit of \$750.00 is required for all renovations being done within a unit. This deposit is the responsibility of the applicant co-owner. Please review the Association's Rules and Regulations regarding renovations for details on this security deposit. In addition, please review the section regarding 'Fines' for details on fines that may result from failure to abide by the Rules and Regulations of the Association.
3. Contractor will provide appropriate contact information to the property management company prior to the work being performed, or the Association reserves the right to file a 'Stop Work Order' with the City of Charleston.
4. Work hours will be from 8am-5pm Monday through Friday.
5. Noise level must be kept to a minimum. If there will be disturbances to other units, please contact Management prior to starting work so that they can alert other owners.
6. Dumpsters should be placed on the street outside of the gates to the property.
7. Contractors will be expected to remove all debris from the premises and clean up the area after each work day. Tools and other equipment must be removed from the common area after each work day.

8. All materials used during renovations will need to be disposed of properly. **ABSOLUTELY NO DUMPING OF ANYTHING IN DRAINS THROUGHOUT THE PROPERTY**
9. All painting spraying of cabinets, doors, etc. will need to be completed offsite. Fumes can be toxic to the residents and have caused problems in the past.
10. Contractor vehicles may park in spaces assigned to the unit or on the street. **Contractors may not use any guest spots.**
11. The property is to remain secure at all times. Gates and doors may not be propped open unless someone is supervising that area.
12. If any damages occur to common or individual unit property while performing the work, the contractor must restore the property to the original condition at the expense of the applicant co-owner.
13. Elevators are not permitted for use during any aspect of the renovation of any unit.
14. The Crafts House does not have bathroom facilities available for contractors.
15. The main water supply for the building should never be shut off without expressed permission from the Board of Directors and Property Management. Shutting off the water could cause irreversible damage to the common cooling tower system. If this occurs as a result of the actions of an individual homeowner, or a contractor hired on their behalf; the cost of such damages shall be passed through to the homeowner as provided in the Master Deed and Bylaws of the Association.

Gate Code: #1985

Front Door Code: #3588

Contractors are to use the Queen Street side-entrance door when carrying any material or debris in and out of the building.

**Please return this page, signed by the appropriate parties, to
Ravenel Associates.**

The Crafts House Rules and Regulations are binding on both owners and renters and must be signed and accepted by all owners and renters. Management will provide these Rules and Regulations and get acceptance to all new owners and renters prior to executing a new lease or contract closing on a sale. By signing below, you are acknowledging that you have read and understand all of the Rules and Regulations set forth above.

Accepted by: _____ Date: _____

Printed Name: _____