

BERKELEY COURT CONDOMINIUMS HOMEOWNERS REGULATIONS

WELCOME TO BERKELEY COURT CONDOMINIUMS

We are pleased you have chosen Berkeley Court as your home, and we hope you will enjoy living here.

Our building is self managed by a Board of Directors with the assistance of Site Manager Laura Quarles. All can be contacted through a variety of channels listed in this manual. We are always open to comments and suggestions as to how we can do our job better. The idea is to make our community living as pleasant as possible for everyone.

This Rule Manual was prepared so you know the expected code of conduct approved by Berkeley Court's residents, and what you are permitted (or not permitted) to do. Not every situation can be predicted, nor included in this manual. If you are ever in doubt as to whether or not something is permitted, please reach out to a Board Member or our Site Manager Laura Quarles.

The annual meeting of homeowners is held on the 2nd Thursday of December 6PM at Berkeley Court and we encourage owners to attend. We also encourage owners to attend our regular meetings. The location of each meeting will be posted by day of in our entrance's bulletin board.

As a general rule of thumb the Board of Directors decides what policies are best for Berkeley Court, the priority of maintenance repairs and which vendors are used.

Please do what you can to improve and enjoy our community, and let us know if we can be of help.

Thank You!

Board of Directors Berkeley Court Owners Association, Inc.

REVISED INDEX March 1, 2016

- I. Regime Fees, Contacts**
- II. Building, Windows, Doors and Balconies**
- III. Grounds, Parking, and Bicycles**
- IV. Laundry Room**
- V. Pets**
- VI. Smoking**
- VII. Trash**
- VIII. Moving In and Out of Building**
- IX. General**
- X. Fines/Enforcement**

(Please Note: These rules are a supplement to the provisions of the Master Deed and do not supplement provisions of the Master Deed.)

I. CONTACTS / REGIME FEES

• CONTACTS

Current contact information for the Board of Directors and Site Manager can be obtained by visiting our website www.berkeleycourt.net. Our website offers other important governing documents and useful information as well.

Current Board of Directors are:

Carol Barber carollbarber@gmail.com

Craig Poff pofflawoffice@aol.com

Caroline Ragsdale caroline@dhmrealestate.com

Amy Schmidt amyschmidt11@gmail.com

Laura Quarles, Site Manager - **prefers text** 843-813-5506 lbqwsq@hotmail.com

The BCHOA's mailing address is:
BCHOA #0
63 Rutledge Avenue
Charleston SC 29410

• **REGIME FEES**

Regime fees are due monthly on the first of each month.

For online payments contact Rose Montgomery rose@postonco.com. Rose is the point of contact to set up online payments and auto draft. Rose is employed by Poston Co.; Berkeley Courts local bookkeeper.

Checks should be made payable to "Berkeley Court HOA" with your unit # and for what month in the by line.

Checks are to be mailed to:
Berkeley Court HOA
PO Box 628207
Orlando, FL 32862-8207

If payment is not posted before midnight on the 10th of the month, you will be assessed a collection fee of \$50. (see minutes of 1.20.2014 meeting). The \$5.00 late fee plus 1% of the assessment per month from the date when due as outlined in By-Laws will also be imposed on any late payments.

If your account becomes 100 days past due, your account will be turned over to our attorney for collections. Owners are subject to any attorney's fees and cost involved with the collection of your unpaid regime fees and late fees. In addition, a lien will be secured against your property at that time for the unpaid fees.

Late fees will be addressed at annual meetings.

II. BUILDING / WINDOWS / DOORS / BALCONIES

• **PLUMBING**

1. All plumbing work done inside the wall of an individual unit must be inspected by the HOA's preferred plumber prior to closing up the walls when using any contractor other than the HOA's preferred plumber. It will be the owners financial responsibility to pay for this inspection. (revised 4/2016)

2. The interior of your unit is your responsibility and it is recommended individual units obtain a HO6 Policy / Dwelling Coverage. Confirm you current HO6 Policy covers studs out.

- **ELEVATOR**

1. The elevator is old and worn. Please use it judicially. Be considerate when operating to not disturb the residents adjacent to the elevator.
2. The use of the elevator for moving in or out purposes must be scheduled in advance with management. One must move in and out of their units during normal business hours. The elevator walls must be protected during the moving period to protect the elevator from damage.

- **HALLWAYS, WINDOWS and A/C UNITS**

1. No personal items can be placed in the hallways and or outside stairwells.
2. Window treatments (draperies, shutters, blinds, etc.) must be a neutral color on the exterior side.
3. No screens can be attached to the windows. Only portable screen inserts are allowed. No storm windows or doors are permitted unless approved by the Board.
4. Approval from the Board of Directors must be obtained before installation of any type of windows that differ from original. All window glass must be in good condition.
5. No belongings on interior or exterior window sills. No window boxes are allowed.
6. No clear plastic shower curtains allowed for bathroom window treatments.
7. No signs of any kind are permitted in windows, including "FOR RENT" and "FOR SALE".
8. All A/C units must be properly installed to the window utilizing only window A/C unit support mounting brackets. Alterations cannot be made to the window or frame.
9. All A/C units must be clean, presentable and in good working condition, with proper water drainage. No old, rusted and/or broken A/C units will be allowed. The Board reserves the right to ask owners to remove dilapidated and/or broken units.

• **DOORS – Exterior and Interior**

1. All keyed and coded entry doors must remain securely closed at all times. Residents should immediately report any security concerns to the police.
2. All iron, windows and woodwork including exterior and interior doors must be the same as our building's standard. All painting by the owners must be done with the approval of the Board and/or Management.
3. No door knockers, decorations and doormats are allowed on all interior and exterior doors.
4. All units' exterior door numbering are part of the building's standard. Our Site Manager or Board Member can assist with finding replacement pieces.
7. No realtor lockboxes allowed.
8. No doors can be altered, replaced or changed without approval from the Board of Directors. This includes all exterior balcony doors and exterior rear stairwell doors. This also includes changing exterior hardware.
9. No screen doors are allowed to be installed on the rear exterior stairwell unit doors.
10. Balcony Units with exterior screen doors must meet certain specifications/standards. If replacing existing screen balcony doors, purchasing new, replacing hardware you must submit an ARB request to the Board for review and approval.

• **ROOF**

1. Except for Limited Common Elements on the roof that are appurtenant to the Penthouse units and are for the exclusive use of the owner(s) of the Penthouse units, the roof is off limits to owners, dwellers, and their guests unless accompanied by management.
2. No personal items can be stored on the roof.

• **BALCONIES and DECKING**

1. Occupants of condominiums with balconies and/or decking are requested to eliminate all extraneous objects or materials from the balconies. This includes long term airing or drying of clothing, bedding, rugs, etc. Lights and decorations normally used during holiday periods should not be displayed year round and removed at a reasonable time after the holiday period.

2. No items can be thrown off the balconies or roof. If ashtrays are used on the balconies, they must be properly secured and cigarette butts contained.
3. The building rules are subject to change with a majority board decision. If the majority of the board is in agreement additional specific items are visually offensive, the homeowner will be informed by our Site Manager or Board Member to remedy the situation. Failure to remedy will result in fines. These areas include, but are not limited to the rooftop decking, balconies and windows. Prior to purchasing items for deck, balconies or windows, the homeowner is responsible to get board approval. The board is not responsible and will not reimburse purchases made for items that are not approved. Some of these items include but are not limited to:
 - Design, color, size and quantity of balcony and rooftop decking furniture.
 - Excessive items
 - Unsecured items that can pose a safety issue
 - If an owner or tenant is offended by a building visual, odor, noise etc. they can report it to Laura Quarles who in turn presents the complaint to the board and the board collectively decides what course of action to take (if any).

III. GROUNDS / PARKING / BICYCLES

• GROUNDS

1. In the interest of grounds maintenance, all owner/tenants are expected to use the sidewalks instead of cutting across the grass.
2. All landscaping services are supervised by our site manager. If you have landscaping suggestions, please let Laura Quarles know.
3. Please keep animals off the grass. Any plantings damaged by owners, their residents/tenants, guests, and/or pets shall be billed to the owner of the unit.
4. All owners curbing their animals in our green space must clean up and properly dispose of waste immediately. In the interest of protecting our green space and plantings, it would be advised to use the park space at Colonial Lake.

• GARAGE / DRIVEWAY

1. The five parking spaces in the back are appurtenant to individual units and are for their exclusive use.

2. Do not block the use of the driveway for any time for any reason. Do not use the driveway and area in back as a loading/unloading zone, work area, car washing area, parking or holding area for contractors, skateboarding etc. This area must remain clear for the garage owners to access.
3. Management will have permission to allow contractor's access to this area with permission from the owner's affected.

• **PARKING**

1. Owners do not have the right to use any private parking spaces(s) and must use street parking. Inexpensive Annual City of Charleston parking stickers can be obtained from the Division of Motor Vehicles on Lockwood Boulevard.
2. Unapproved vehicles parked in the deeded private parking areas, driveway and in "No Parking" zones may be immediately towed by the space owners or management at the owner's expense.
3. All vehicles allowed to park behind the building must be road operable, with no flat tires, have current license plate, and be correctly parked. No recreational vehicles are permitted to park behind the building. No trailers or commercial vehicles are allowed in the car park spaces. Vehicles that do not comply may be immediately towed at the owner's expense.
4. Please review Garage Section for additional information.

• **BICYCLES**

1. Bicycles are to be properly parked in the laundry room racks only. No bicycles are permitted in the hallways, balconies, public walk spaces or car park areas. Berkeley Court HOA may remove bicycles located on common property other than the laundry room.
2. Bicycles are not allowed to be parked and/or locked along the sidewalks surrounding the building. These bikes will be tagged during weekly inspections and the City of Charleston will be contacted to remove.
3. Bicycles are not allowed to be taken inside the common areas of the building including the main entrance, rear entrances or hallways. The only area bicycles are allowed is the area specifically designated for bicycles in the basement. Only specific units who have access from the rear exterior stairwells are allowed to bring their bicycles inside their units through their exterior stairwell doors.

4. Bicycles currently used or owned by property owners and their dwellers must be visibly labeled with associated unit. Labels, black marker and clear tape to wrap over the labels are located on the laundry room table in a basket for your ease in marking them.

IV. LAUNDRY ROOM

1. The laundry room is located in the basement near the Beaufain Street side. The code for the door lock can be obtained from Laura Quarles or any Board Member. The machines are for residents only.
2. Machine repairs and/or refund requests need to be called into “Coinmach” at 1-800-438-5918 or visit their website at www.coinmach.com. You will need the 6 digit number posted on the machine (example: AAA-333)
3. Please show courtesy to others with prompt attention to machine usage.
4. Persons using the laundry room facilities are expected to leave them in a clean and orderly state. Please clean the lint trap in the dryer after use. Do not overstuff or exceed the weight limitations stated on the machines.

V. PETS

1. Pets must be kept on a leash and under the owner’s control at all times.
2. Pets are not permitted to be chained or roped indoors or outdoors.
3. Animal defecation on the Berkeley Court grounds must be immediately picked up and disposed of properly in a trash container (preferably outdoors). Please do not permit animals to urinate on our plants, shrubs, etc.
4. Property owners will be responsible for (and may be fined for) tenant misconduct in regards to tenant's pets.
5. Please contact City of Charleston Animal Control to report any nuisance such as barking, unsanitary conditions, excessive animals, etc. Animal Control is available 24 hours to respond to call for service. 843-577-7434
6. The following information is copied from the Charleston City Codes involving animals:

CODE City of CHARLESTON, SOUTH CAROLINA

Codified through Ord. No. 2007-223, adopted November 27, 2007.(Supplement No. 47)

Chapter 5 ANIMALS*

Sec. 5-7. Keeping and displaying regulated.

(a) It shall be unlawful for any person in the city to exhibit, keep, or display pets, animals, birds or fowl of any kind in show windows for a period longer than six (6) hours per day. (b) It shall be unlawful for any person in the city to exhibit, keep or display pets, animals, birds, or fowl of any kind in any manner without shading such animals from the sun, and providing adequate food, water, and ventilation for their use. (c) No person or persons shall keep, lodge or maintain in the same household in excess of three (3) cats more than one year of age and three (3) dogs more than one year of age in the city, except in a kennel or zoo of a governmental agency, an officially recognized humane society or an institution of higher learning, or in a commercial kennel, a retail establishment, a circus or an animal exhibition operated in compliance with city license, health and zoning regulations. (Code 1975, § 5-10; Ord. No. 1976-29, § 1, 9-14-76) Sec. 5-18. Keeping of animals which disturb peace, comfort or health. No person shall keep within the city limits any animal which by reason of frequent or continual noise or unsanitary conditions disturbs the peace, comfort or health of neighbors. (Code 1975, § 5-29; Ord. No. 1976-29, § 1, 9-14-76)

Sec. 5-25. Notice of violations; procedure; punishment.

(a) In discharging their duties under this chapter, the superintendent and authorized members of the division of animal control are hereby empowered to issue citations to any person if there is probable cause to believe that he has violated any of the provisions of this chapter. Citations so issued may be delivered in person to the violator by the superintendent or any member of the division of animal control, or they may be mailed to the person so charged, if he cannot be readily found. Any notice of citation so delivered or mailed shall direct the alleged violator to appear at the municipal court on a specific day and hour named in the notice. The chief judge of the municipal court may set a bond which may be forfeited by the violator in lieu of an appearance in court. (b) The superintendent of the division shall cause all notice forms to be serially numbered in triplicate and shall cause the records with respect to such notice forms and the disposition of the same to be so maintained that all such forms shall be capable of being accounted for. The director of the department of administrative services, or his representative, shall periodically investigate the records of the division for the purpose of determining the disposition of such notice forms, and shall report the result of such investigation to the mayor. For the purpose of making this investigation, he shall have access to the necessary records of the division. (c) If an alleged violator of any section of this chapter does not appear in the municipal court in response to the notice described in paragraph (a) of this section and does not post bond, the chief of police shall cause a notice to be sent to such violator informing him of the violation and warning him that he will be held responsible

to appear in answer to such charges, and in the event that such notice is disregarded for a period of five (5) days from the date of the mailing of this second notice, a complaint will be filed and a warrant of arrest issued. (d) Violation of any section of this chapter or any subsection of this chapter shall be punishable as provided in section 1-15 of this Code. (Code 1975, § 5-39; Ord. No. 1976-29, § 1, 9-14-76; Ord. No. 1978-31, § 1, 3-28-78)

VI. SMOKING

1. The common area is a nonsmoking area.
2. Ventilation of smoke from individual units into the hallway is prohibited.
3. All cigarette butts must be disposed in a safe and secure manner.

VII. TRASH / RECYCLING

1. The trash area is located in the basement on Rutledge Ave. Per sanitation department requirements, all trash or garbage waste must be put into plastic bags, properly secured, and placed in the trash carts. Do not overload the carts, tops must close. This will help reduce air and bug pollution in our trash area. Trash cannot be placed anywhere other than the appropriate containers.
2. The recycling area is located in the basement on Rutledge Ave. All cardboard items need to be broken down to flatten before recycling. Please remove your recycling material from any plastic carrier bags before placing in the bin and dispose of plastic trash bags in garbage area.
3. Green garbage roll carts and blue recycling roll carts are put out for pick up on a regular schedule. Large items must be placed on the Beaufain Street side for pick up on designated City pickup days. If you have questions about refuse please contact the Environmental Services Division at (843) 724-7364 or prices@charleston-sc.gov
4. Garden or lawn debris is placed either on the Rutledge Street or Beaufain side for weekly pick up.

VIII. MOVING IN / OUT OF BUILDING, DELIVERIES AND SINGLE ITEM MOVES

1. Please use great care and precautions to our building and elevator when moving in and out of the building. Moving schedules should be done during 8 AM - 8 PM to not disturb residents in the building. No items can be thrown out of windows and over stair rails to ground below. Owners are responsible for any damage and cost to repair as a result of moving undertaken by themselves or by their tenants and/or guests.

2. It is very important the Board know who is living at Berkeley Court. The Board needs to know the term of Leases by Owners to their tenants, and the move in and move out dates. The Board enacted the following policy: Owners (and/or their Property Managers) who rent their apartments are required to notify the Board of Directors, within 30 days of leasing, the name of their tenant, the anticipated move in date and when so informed by their tenant, the move out date. A copy of the Berkeley Court Rules and Bylaws must be supplied to all new tenants. Violations will be subject to \$250.00 fine per occurrence. (revised 4/2016)

IX. GENERAL

1. Please notify a Board Director if you have any change of address, e-mail address, and/or telephone number. We need to be able to contact you in case of an emergency. The BCHOA Board of Directors requests a key of each unit be held in a locked closet on site in case of emergency situations.
2. Noise level should be kept to a minimum during non-daylight hours. Please be considerate when using side and entrance doors. Excessive noise will not be tolerated. Noise pollution caused by pets, parties, TV, stereo, musical instruments, etc. should be reported to the police. In the interest of maintaining a congenial atmosphere at Berkeley Court, it is suggested offenders be politely approached before reporting them to the police. Inappropriate behavior that is potentially threatening or offensive to others will be reported to Management and local police. Fines will occur for violations.
3. All personal property (bicycles, furniture, boxed goods, and other personal items) is the responsibility of the owner/occupant and may not be left in any of the common areas (i.e.: interior or exterior hallways, basement area, grounds) for any reason. Fines for these violations will be enforced.
4. Newspapers in the foyer are for regular subscribers only. Persons removing subscriber's papers will be fined. The police will be contacted to report any ongoing problems of theft.
5. Berkeley Court Condominiums' property damaged by owners, tenants, or their guests will be repaired, replaced or otherwise returned to its original condition at the expense of the owner of the unit.
6. Satellite dishes are not permitted to be attached to the common or limited common elements of the building.

7. Berkeley Court does not insure individual contents, personal property and liability. A separate policy (Condo Insurance / HO-6) to cover this is highly recommended and may cover your share of significant loss deductibles in the event of plumbing repairs, a hurricane, floor fire or other catastrophic claim depending upon your policy.
8. Mail Boxes are under supervision of US Postal Service. All mailboxes need be in good working order and properly secured. **If you need keys please contact a locksmith.** Janzten Locksmith located downtown on Meeting Street has copies of your mailbox keys 843-722-8282. Properly dispose of your junk mail. The two open slots under our mailboxes are for trash collection. Package and mail left beyond one week will be returned to postal service.
9. All units are required to have working smoke alarms outside sleeping areas; rental units are required to have fire extinguishers as well.
10. Grills, grilling and/or any type of cooking is not permitted on balconies.
11. Water is expensive. Please report and/or fix all drips and running toilets. Water should not drain from windows, doors, or balconies at any time. Bathrooms which have windows located in the shower areas should not be open during showers as water is released out of the window area which potentially causes water damage to the building and/or other units.
12. A community bulletin board is located in the foyer of the building for owners and Board to share general information and announcements with one another.
13. The hallways, interior and exterior stairwells and grounds are to be used for their designated purposes. Excessive noise, smoking, and the use of alcoholic beverages in these areas are prohibited.
14. The pipes in our building are delicate. UNDER NO CIRCUMSTANCES should grease, paint, washing machine lint, or other insolubles be put in the plumbing systems.
15. The Site Manager and/or Board of Directors needs to be notified in advance when contractors are working in a unit.
16. If you have questions about who is responsible for what repairs, please refer to the Master Deed and Bylaws. For a copy of the Master Deed and Bylaws, please visit our website at "www.berkeleycourt.net".

X. FINES / ENFORCEMENT:

1. Any homeowner in violation of the above rules and regulations pertaining to property maintenance issues will be notified in writing by the Board of Directors or Laura Quarles; informed of the specific problem and given thirty days from the date of that letter to remedy the situation. Should the issue not be resolved in the thirty day period, you will be fined one hundred dollars (\$100.00) and an additional twenty five dollars (\$25.00) per day will be assessed until the problem is corrected. In extreme cases, the board also has the right to correct the problem itself and assess the homeowner for all costs involved, including applicable fines.
2. For rule violations not involving property maintenance issues, the board will attempt to work with the homeowner to correct the situation. If the problem is not corrected or repeats itself, the board may levy a fine not to exceed five hundred dollars (\$500.00). Should property damage to common areas be involved, the responsible homeowner will be assessed the full cost of repairs, in addition to any fine the board levies.
3. All homeowners are directly responsible for the conduct of their guests and tenants and will be assessed accordingly.
4. Inspections of the building will be performed by our Site Manager, Laura Quarles. Because the Regulation Guidebook cannot list every possible problem of communal living, new rules will be established and enforced as needed by the Board of Directors

XI. TRANSFER FEE

1. A transfer fee of three times the monthly HOA fees to is to be paid for by the buyer when a unit is sold. (updated 4/2016)

XII. MORTGAGE REFINANCE ASSISTANCE

1. Due to the numerous forms required from banks for refinances, there will be a \$100 fee charged to the owner for Board assistance with refinances. (updated 4/2016)

Please contact Board of Directors for the following building standard's:

- **Screen Door Standards for balcony units**
- **Exterior Door Hardware Standards**
- **A/C mounting brackets**