

## SEA PALMS COLONY ASSOCIATION RULES AND REGULATIONS

1. Sea Palms Colony Rules and Regulations must be made a part of any written/signed lease or rental agreements and be visibly posted in all leased or rented condos.
2. Condominium quarterly HOA fees are due the First Day of January, First Day of April, First Day of July, and First Day of October and must be paid to Sea Palms Colony no later than 10 days after the first day of the month. An email reminder notice will be sent before the quarterly due date. A Late Fee of 10% will be charged after 10 days (per the SPC declaration).
3. Owners are required to always maintain an HO-6 insurance policy on their condo and to provide proof of insurance when requested by the Board of Directors.
4. Board of Director written approval is required BEFORE any structural changes, such as walls, windows, exterior doors, or patios, are made to the interior or exterior of the condominium. Construction and renovation materials are not allowed to be stored in common areas. Refer to Architectural Guidelines for specific information.
5. Glynn County Fire Code Regulations allow only electric grills on upstairs balconies. Ground floor patios may use electric but gas or charcoal grills must be located a minimum of 10 ft from the building.
6. Household garbage must be in securely tied plastic garbage bags before placed in garbage chute or inside trash bin. All recycled boxes must be flattened and placed inside the recycle containers; no glass can be recycled. No plastic bags in the recycling bin. Household garbage or junk too large for bin is picked up at the owner's expense, suggested contact is Unique Services 912-223-1055 for disposal.
7. Bicycle storage is for owners only and must be tagged with the owner's name or condo number and secured at racks in the building's trash closet. Bicycles, carts, or other related wheeled items are not allowed to block the trash bins or be parked permanently in front of the building. Bicycles or wheeled toys should not be used or parked on balconies, inside pool area, common parking areas or walkways. Bicycles that are not claimed and appear to be inoperable will be disposed of after giving notice.
8. Numbered carport parking spaces are for owners and residents only. Parking spaces for guests are in front of the building and the two pool parking areas. Storage of personal items is not permitted outside of the carport storage units. Truck beds and trailers may not extend into walkways or driveways.
9. Boats, all trailers, motor homes, campers, or commercial vehicles should be detached to fit in one parking space and may not be parked on the premises for more than three days without permission from the Board of Directors. All vehicles must be drivable, well maintained, and have current tags.
10. Patios, balconies and areas outside the owner's front door and back door must be kept neat and attractive. Outdoor furniture, potted plants, and grills may be placed on balconies, patios, and walkways in front of condos and should not pose a safety hazard or block the walkways. Water hoses, electrical extensions or power cords are not allowed to cross walkways or be placed in common areas. Hanging items from the balcony railings is prohibited. Storage of any kind is not considered neat and attractive and not permitted.

11. Residents are prohibited to remove or alter any tree, shrub, flowers, or other plants or to litter the grounds of Sea Palms Colony landscaping.
12. Loud music and boisterous talking that may disturb others is prohibited.
13. All types of smoking or vaping are prohibited in common areas and the pool area.
14. Fireworks are prohibited at any time or place.
15. "For Sale" signs or other advertising signs shall not be displayed in common areas or personal property at any time.
16. Only Sea Palms Colony owners, guests and tenants have the privilege of fishing in the lagoon located behind buildings A and C. Fishing area must be free of extra tackle, cut lines, bait, and trash when no longer in use.
17. The lease requirement per the declarations is a minimum of 30 days. Owners are responsible for informing property management of all tenants.
18. Homeowners are required to register unattended guests with the Property Manager providing number of guests and pets that will be residing in the unit, length of stay, number of vehicles, and a contact number and email address. This is important in case of an emergency.
19. Feeding alligators is prohibited.
20. Hanging towels from the balcony or on shrubbery is prohibited.
21. Owners upstairs should take caution not to stain the outdoor carpeting when watering plants.

## **PET RULES**

1. Residents may not have more than three animals per condominium.
2. Glynn County Leash law requires that dogs are to be always leashed when outdoors and under the physical control of a responsible person. Unattended, unleashed dogs on the property will be reported to the Glynn County Animal Control.
3. Continuous dog barking which creates a nuisance or disturbance to other residents or within the common areas of the complex is prohibited. Owners who do not comply with this rule risk having their dog permanently removed from the property upon ten (10) days written notice from the Board of Directors. Contact the police to handle continuous, loud barking or whining dog causing a nuisance or disturbance. The Board of Directors or the Management Company should be informed the following day.
4. Cats are to be kept and maintained inside residences and may be outside only when under the owner's supervision.
5. Owners must pick up and dispose of their pet's droppings. Dogs are not allowed to use flower beds or under steps for urination or defecation. Failure to follow this rule may result in fines.
6. The Association reserves the right to immediately remove or cause to be removed any pet that is unruly or poses a safety hazard.
7. Pets are not allowed in the pool or in the fenced area.

## **POOL RULES**

1. All users of the pool are responsible for the enforcement of pool rules, understanding that using the pool or pool area is at their own risk. Assure that gate is always closed.
2. Pool is for the exclusive use of owners or tenants, but they are allowed and are responsible for the conduct of up to 6 pool guests per visit. The pool and pool area are for sunbathing, swimming, and small gatherings.
3. Pool users are responsible for the cleanliness and appearance of the pool area. This is your home. Bag your garbage, pick up debris or litter, replace metal chairs under tables and plastic chairs in cabana. Umbrellas must be lowered before leaving the area. Open umbrella or chair damage from high winds or misuse will not be replaced.
4. Pool is open from 8:00 am to 10:00 pm. Pool users are not to climb over fence and must keep the gates always closed. No loud noises or other annoying sounds after 8:30 pm to avoid disturbing residents who live in condominiums near the pool.
5. No Diving, No Running, No Spitting, No Spouting of water, or nose blowing in the pool. No swimming allowed during heavy rainfall or when thunder and lightning can be seen or heard.
6. The dividing rope inside the pool is not a toy. It is not for standing, jumping, seating or floating. Please refrain from using the rope for any purpose other than a divider.
7. Toys (rafts, tubes, etc.) must not interfere with other user's pool enjoyment. Pool toys left in area will be considered for all common use.
8. Glass items and all smoking and vaping is prohibited.
9. Children under 14 years of age may not use the pool or pool area unless accompanied by a parent or guardian who shall be responsible for the safety and conduct of the child/children.
10. Children under the age of 3, or those not potty trained, must wear snug fitting plastic pants or swim diapers in the pool.
11. Any owner whose quarterly dues are in arrears will have pool privileges revoked for that unit's residents, including all family members, or tenants and any guests of the homeowner.
12. Owners have total responsibility to police the use and security of their pool keys. Replacement of lost or missing pool keys can be purchased through the Board of Directors.
13. In an emergency, call 911. Emergency phone is located on Cabana building.

## **MAINTENANCE CHECK LIST POLICY**

### **Unoccupied Condominiums**

1. Turn off the water to your condominium using the valve outside your condominium. After turning the water off outside, make sure you verify the water is off by checking the kitchen sink. If cut off valve is not working, notify the Board/Management Company.
2. Turn off your icemaker.
3. Turn off your water heater at the electric panel.
4. Unplug heated electrical appliances.

### **Plumbing/Water/Electrical**

1. Do not flush tampons/pads, dental floss, paper towels, cotton swabs, baby wipes, condoms, cat litter, etc. down the toilets.
2. Do not pour grease, paint, or any other material, which can solidify, down kitchen sinks or disposals.
3. Do not leave washing machines, dishwashers, or dryers running when the condominium is not occupied.

### **Annual Inspections/Maintenance**

1. HVAC checked and have the condensation lines and pan cleaned to avoid backup into your condo or your neighbor's condo.
2. Clothes dryer vents inspected and cleaned.
3. Check caulking around all doors and windows and re-caulk as needed.
4. Clean your outside windows, doors, shutters, outside furniture and wipe down your balcony railings as needed.
5. Suggest replacing water heater every 10 years.