

**Mepkin Condominium Association, Inc.  
Rules, Restrictions &  
Architectural Guidelines**



Any questions concerning the Master Deed or Adopted Guidelines should be directed to:

Ravenel Associates, Inc  
3090 US Hwy 17 North  
Mount Pleasant, SC 29466  
843.352.0300

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

All Architectural Guidelines are taken from the Mepkin Condominium Association, Inc. Master Deed as declared by the County of Charleston.

Page 3-6.....	Architectural Control and Guidelines
Page 5.....	Trash Cans
Page 6.....	Screen Doors, Storm Doors and Porches
Page 7.....	Satellite Dishes
Page 7.....	Landscaping and Decorations
Page 9.....	Vehicles and Parking
Page 9.....	Animals and Pets
Page 11.....	Signs and Grills, Storage Units and Moving Trucks
Page 12.....	Unit Vacancies and Water Service
Page 12.....	Paver Patio's
Page 12.....	Car Wash
Page 13.....	HVAC Maintenance
Page 13.....	Fence and Gates
Page 14.....	Mailboxes and Parcel Lockers
Page 14.....	Rental Units
Page 14.....	Attic Restrictions
Page 15.....	Garage Sales
Page 16.....	ARB Request Form

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

**Architectural Control and Guidelines**

Mepkin Place consists of condominiums that are in close proximity to one another. Thus, any action of a member is likely to have an effect on his or her neighbors. In light of this, it is paramount to consider the effect of all requests for improvements or variances as well as reported violations on:

- Their effect on the health and safety of the neighbors and the community
- Their effect on property values of the neighbors and community
- Their effect on the overall appearance of the community
- Their effect on the ability of neighbors to enjoy their property in a pleasant and tranquil setting.

Each member is encouraged to work out concerns or differences with his or her neighbor prior to contacting the Association's Board of Directors or Property Management Company. In accordance with the Master Deed for Mepkin Condominium Association, Inc., the Architectural Review Board will utilize these guidelines to evaluate requests for improvement and/or variances. No variance that is granted to one homeowner will set a precedent for approval of similar variances on the same or other properties. These guidelines will assist in the fair and objective evaluation of these requests.

Any Improvement on any Lot that violates the Master Deed or that is not coincide with the Architectural Guidelines must be removed from that Lot within 30 days of notice to the violation.

**General Guidelines:**

- All units shall be for residential purposes only. Owners are limited to owning no more than three (3) units.
- No exterior alterations/improvements shall be commenced without obtaining PRIOR written approval of the Architectural Review Board. If there is any question, the resident should contact the ARB or Property Management Company, PRIOR to beginning the improvement.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

- **The Architectural Review Board does not under any circumstances grant verbal approval for any improvement.** The only valid approval for an Improvement is the letter of approval signed by the Chairperson or acting Chairperson of the ARB.
- Each Property Owner is responsible for obtaining all approvals, licenses, and permits as may be required, PRIOR to commencing construction and must make sure permits are posted as required PRIOR to construction.
- The Architectural Review Board will act upon the homeowner's written request within 30 days of the Board's receipt of the ARB Request Form. Improvements that violate any portion of the Master Deed are subject to fines unless an Approval Letter grants a specific variance for that improvement.
- After March 12<sup>th</sup>, 2009, all improvements that have been completed without prior ARB approval will result in a fine of \$100.00 for each improvement which requires prior ARB approval.
- The \$100 fine must be paid before further ARB review of any Request for Improvement Form if constructions began prior to approval by the ARB. If payment is not received within 30 days from notification to the Property Owner/his or her representative, then the improvement is denied.
- Homeowners who have been denied for an improvement in an ARB action must bring the improvement into compliance with the findings of the ARB within 15 days of said action. Noncompliance with an ARB action may result in additional fines until compliance is met. If at the end of such time, reasonable steps to accomplish such action have not been taken by the Owner or his/her representative, then the Association can enforce these covenants by entering upon a Lot to abate or remove any violation, and such entry shall not be deemed a trespass.
- Approval by the ARB indicated that the improvement meets the requirements of the Master Deed. Approval of a request does not ensure that the request meets the requirements of other local City or County agencies.
- Specific Association Guidelines were adopted March 12<sup>th</sup>, 2009. These guidelines may be revised without warning by the Association from time to time.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

**Trash Receptacles, Property Identification, Accent Materials, Screen/Storm Doors**

**General:**

- All improvements upon any property shall be maintained in good condition and working order. Improvements that are damaged must be removed or repaired within 15 days of the damage.

**Trash Receptacles:**

- Trash, garbage, or other waste shall be kept only in sanitary, covered containers. No owner shall permit or cause any trash to keep on any portion of their Unit. Such closed, sanitary trash containers shall always be stored in such manner that they cannot be seen from the front of all buildings.
- Trash Containers must be properly identified with the Unit number of each Owner/lessee, failure to identify trash cans will result in returning the receptacles to the City of Charleston.
- Trash cans and trash must be stored behind each unit other than 12 hours prior to trash pickup and 12 hours after pick up by the city. Do not leave items on the street other than at this time. Failure to comply will result in immediate daily fines of \$25.

**Windows and Front Doors:**

- Windows and front Doors may only be replaced with prior approval from the Architectural Review Board. In the case of breakage, replacement windows must be manufactured with materials identical to the original. Replacement of these items is the responsibility of the owner per property master deed.
- All blinds must be either white or off-white in color. Curtains not proceeded by blinds or otherwise in plain view from the exterior of a unit must also be white or off-white in color.
- HVAC units and other appliances will not be permitted to remain in any window opening at any time.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

**Exterior Colors:**

- The exterior of each unit shall not be painted without prior approval from the Architectural Review Board. The front door color is on file at Sherwin Williams in West Ashley 843-402-9917. Color: Charleston Green # DCR099 Exterior Paint Slight Gloss.

**Screen Doors and Storm Doors:**

- All screen and storm doors must have approval from the Architectural Review Board before installation.
- All screen doors must be kept in good condition. Any rips, tears, or other damages shall be replaced or repaired within 15 days of the damage using identical materials and colors to the previous. Screen doors can only be installed at the rear of the units.
- Storm Doors shall have white trim with a plain all glass insert and may not contain any graphics or images on any section of the door. Glass may not contain etching or any other designs. Hardware for storm door must match existing brushed nickel or similar appearance. Storm doors can only be installed on the front doors of units. (Except for units C-2, C-3 and C-4, where it is permissible to install storm doors on the rear exit doors.)
- The color for the screen doors is on file at Sherwin Williams in West Ashley 843-402-9917. The color is Coconut Husk- Super Paint Exterior Flat #6111.
- All hardware must be approved by the Architectural Review Board.

**Screen Porches and Porch Lights:**

- Screen porches shall not be used for storage.
- Rattan roll-down blinds constructed of materials with colors that blend in with the wood may be installed upon approval by the Architectural Review Board to shield any items from view on screen porches.
- All screens must be kept in good condition. Any damages must be repaired or replaced within 15 days of the damage using identical materials to the previous. Screens are the responsibility of each homeowner.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

- Owners are responsible for porch light fixtures and bulbs. If replacement is necessary, replacement fixtures should be of a dark bronze or black appearance and similar in size of others.

**Satellite Dishes:**

- Satellite dishes must be placed on the rear of the buildings; they cannot be visible from the front or side of the buildings. All satellite dishes must be attached to the owners unit, or extended limited common property boundary thereof, who will receive the feed. No satellite dish shall be placed in or on common property not attached to the owners unit receiving the service. Any satellite dish and subsequent materials attached to the roof itself become the owners responsibility once attached. Any damage, aside from a declared natural disaster, caused by a satellite dish is the responsibility of the owner. If the removal of a satellite dish is required for a repair or roof replacement all costs incurred will be the responsibility of the owner and not that of the association.
- You must submit an ARB application for a satellite dish prior to having the dish installed. Please include the desired location of the satellite dish. Note that no variations to the above rules will be granted. If sufficient satellite service cannot be obtained by following the rules listed above, consider other forms of television service for your unit.
- Satellite dishes not in use, must be removed immediately or are subject to a \$100 fine by the association and a charge for the removal will be issued.

**Fire Safety:**

- Each unit must maintain working smoking detectors. If you are unable to install a fire detection appliance to your unit, please contact the local fire department for assistance.

**Yards, Landscaping, and Decorations**

ARB philosophy: The Association is responsible for weekly maintenance to the common area. No homeowner shall alter the landscaping of the property without approval from the ARB.

- Each owner is only responsible for the interior of their unit, including screen, windows, and doors. Therefore, no plantings/exterior alterations shall be made to any common area. If there is

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

a problem with any area behind a unit, please contact the ARB or Property Management Company to correct the problem.

- No furniture shall be left unattended outside of the screened portions of each lot. This area is a common element for everyone to enjoy and unattended items interfere with the mowing of the property. The association will attempt to contact you to remove items in violation, if items are not removed the association may disposed of the item(s) and any incurred expenses will be the responsibility of the violator.
- Small planters are allowed on the front porches of each unit so long as the plants are living, do not interfere with the access to any unit and are in keeping with the appearance of the community.
- The common area shall be kept free of toys and general clutter. Toys shall be put away after use.
- The Association shall not be responsible for any items located outside of any Unit.
- The collection of garbage, trash, or other waste on any lot is prohibited.

**Seasonal Holiday Lighting and Decorations:**

- Temporary Holiday Lights and decorations may be erected no more than 45 days before the holiday and must be removed within 30 days after the holiday.
- Decorations can not extend above the porch roofs at the front and rear of the property. Decorations shall not be on common property.
- Decorations shall be reasonable in size, must not present a physical danger to others and should be temporary in nature. Decorations should be made of non-flammable material

**Flags:**

- The temporary display of small flags is permitted; so long as the flag is in good-taste and shall not reflect a design that may be offensive racially, sexually, or otherwise offensive in nature to other owners.



**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

- American flags may be flown at any time in accordance with the U.S. flag displaying protocol and property association guidelines. U.S. flags are not considered offensive.
- The in-ground installation of flag poles is prohibited.
- All flags must be properly maintained.

**Vehicles and Parking**

**Resident Parking:**

- Residents are allowed one and a half parking space per unit. Occasional guest parking is allowed, but only if it is absolutely necessary. If there are additional parking spaces, parking in these areas are on a first come basis.
- Vehicles may only be parked on the lined paved spaces in front of each Unit.
- No vehicles may park or drive on any grassy area in the Association. An immediate fine of \$200 will be issued to any resident responsible for the violation of this rule, no exceptions.
- No vehicles may block the CWS pump station and car wash area between buildings D and E.
- No trailer, utility trailer, recreational vehicle, boat, boat trailer, habitable motor vehicle, school bus, semi-tractor, commercial vehicle, nor utility truck shall park upon any lot at any time.
- Resident parking spaces shall **not** be used as storage for abandoned, derelict or junked motor vehicles. All vehicles must be registered and properly licensed.
- Any vehicle parked in an area that prohibits parking will be towed by the owner's expense.
- No vehicle repair or maintenance may occur except same-day minor repairs such as changing oil.
- Fluids, such as oil, that excessively leak from vehicles or during repair must be cleaned up.
- Vehicles may be subject to the ordinances of the County of Charleston and/or the City of Charleston.

**Animals and Pets**

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

- No animals, livestock, or poultry of any kinds will be raised, bred or kept in any unit, except that dogs, cats, or normal household pets may be kept by the respective Owners inside their respective Units.
- The following dog breeds and mixes of these breeds are prohibited in Mepkin Place per the Master Deed: Pit Bulls (American Staffordshire Terriers, American Pit Bull Terriers, or Staffordshire Bull Terriers), Rottweilers, Doberman Pinschers, Chows, Presa Canarios, German Shepherds, wolf hybrids or any dog trained to attack persons, property or other animals or dogs trained to guard person or property. Any homeowner or resident in the possession of a prohibited animal should make arrangements for the immediate removal of the animal from Mepkin Place. Failure to comply will result in a weekly fine of \$100. It is the responsibility of the homeowner or tenant to provide sufficient documentation of the breed upon request of the Mepkin Place Board of Directors.
- The City of Charleston allows up to 3 animals per household. Any owner, who exceeds the allotted amount of animals, is subject to fines by the City.
- Permitted pets must be inoculated for rabies and shall comply with any other applicable federal, state, and local regulations regarding immunization or care.
- The association recommends that all permitted animals be treated for the prevention of fleas and ticks.
- Pets must be in control of the owner at all times when outside and are not to be left unattended. If you notice an owner who does not abide by the city leash law, please contact animal control with the address of the owner in violation.
- Any feces left by a pet must be cleaned up immediately. All owners will be fined, without additional warning by the association, if any excrement is not picked up immediately.
- Pets may **not** disturb the peaceful possession and quiet enjoyment of any other owners or lessees, their families, and guests.
- The Board reserves the right at any time and in its sole and absolute discretion to require the Owner of a particular pet to remove such pet from the Regime if such pet is determined by the Board to be a nuisance or to be in violation of the restrictions.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

- The Board reserves the right to issue fines for violation of these pet restrictions or the cost of the Association to repair any damages to the Common Area shall be assessed to the Owner.
- Homeowners and tenants are required to provide the management company with written documentation of any dogs or cats residing at Mepkin Place. Documentation shall include the breed, approximate weight, color description and name.

**Signs**

- No signs or advertising posters of any kind may be posted. This includes “For Rent” and “For Sale” signs.
- No signs may be maintained or permitted in any window or within a unit and viewable through any window.
- Failure to comply will result in daily fines of \$25.
- Building permits are excluded from this regulation.
- The Association reserves the right to erect reasonable and appropriate signs on any portion of the Common Areas.

**Grills**

- The use of individual grills (charcoal, gas, or electric) is a fire hazard and is strictly prohibited, within 10 feet of any Building structure.
- Any mess left behind by grills must be cleaned up immediately by the Owner/lessee of each Unit.

**Storage Units & Moving Trucks**

- Storage units (P.O.D.s, U.N.I.T.s, etc.) must have prior approval by the Architectural Review Board prior to installment on the premise. Storage units will be allowed to remain for no longer than six (6) days with prior approval. Any owner that retains storage unit on the premises without prior approval OR for longer than six days, will be assessed a fine of no less than \$100 per day until the unit is removed.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

- Moving Trucks are permitted on the premises for no longer than three (3) days. All moving trucks must be parked in designated parking areas. Any owner who parks a moving truck on the premises for more than three (3) days will be assessed a fine of no less than \$100 per day until the truck is removed.

**Vacant Units and Water Service**

- Any unit that is expected to be uninhabited for longer than fourteen (14) days should have its water service turned off at the specific unit's shutoff valve. It's the owner's responsibility to have this task complete in an effort to protect adjacent units and the owner's unit from leaking water pipes that could go unnoticed when a unit is vacant.

**Rear Paver Patio Additions**

- With Architectural Review Board written permission, owners may add pavers to the rear of their unit while strictly following the below guidelines:
  - Paver patios must be exactly 36"X36" and constructed directly outside of the back screened door and abutted to the concrete patio, no exceptions.
  - The small paver patio must be constructed of square pavers that are "concrete" and/or grey in color.
  - A proper foundation must be constructed to include excavating the area, adding a base layer of ½" to 1" aggregate, followed by a top layer of sand to which the pavers are laid on top of.
  - All patios should be level and/or slightly pitched away from the building.

**Car Wash**

- The car wash located between Buildings D and E is for Mepkin Place owners and tenants use only. Please follow the guidelines below:
  - Insure the water is turned off after use and hose is properly returned to hanger.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

- Please do not remove the hose or spray nozzle for any reason.
- Clean up the area after completion.
- Wash any mud or dirt off of the pavement.
- Report any misuse or abuse to the management company or association.

**HVAC Maintenance**

- The following routine maintenance is recommended for your HVAC system.
  - Flush condensation lines on a monthly basis to avoid blockage.
  - At the change of each season have your HVAC professional inspect your system.
  - Pour bleach into your condensation line to kill any algae or mildew that may be growing.

**Fence and Gates**

- A fence and gates were installed to improve the security of the property and to reduce theft, vandalism and trespassing. Please adhere to the following guidelines:
  - Obtain code from property management company.
  - Do not give the code to unauthorized people.
  - Ensure that gates are secured after each use to prevent unauthorized use.
  - Owners are responsible for providing the code to their tenants.
  - You will be held liable for any damage you or your renters cause to the fence or gates. Damage caused by providing code to unauthorized people will be the responsibility of the owner who permitted access.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

**Mailboxes and Parcel Lockers**

- Mail boxes and parcel lockers are provided for your convenience. Please follow the below guidelines:
  - If you need a mail box key contact the United States Postal Service or a locksmith.
  - Packages that can not fit in the mail boxes will be left in the parcel lockers.
  - If you have a package in the parcel locker the mailman will leave a key in your mailbox.
  - Use the key to open the specified locker. Remove the package and the key will remain in the box. The mailman will remove the key on his next visit.
  - Do NOT remove the parcel locker keys from the mailbox area at any time.

**Rental Units**

Owners that rent their unit are responsible for providing a copy of the rental agreement to the property management company. Owners are responsible for providing their tenants the applicable rules, restrictions and guidelines for Mepkin Place. Violations by renters will be the responsibility of the owner of that unit and fines will be assessed to the owner.

**Attic Restrictions and Access**

In general, ***no*** access to the attic space is permitted due to strict safety concerns. The attic space not considered your private property. If temporary attic access is required, a written request must be submitted to the Association. Temporary access may, under specific circumstances, be granted for a maximum of 24 hours and will be issued in writing only. You may be required to be accompanied by a representative of the association during access. Upon completion of the activity requiring access, the access must be sealed properly and permanently. An inspection by the association *will* be required after the activity to verify the access has been permanently closed. Any expenses incurred by the association to grant access and inspect will be the responsibility of the homeowner.

**Mepkin Condominium Association, Inc.**  
**Rules, Restrictions &**  
**Architectural Guidelines**

If it is discovered that a unit has an attic access, a \$100 weekly fine will be issued until the violation is corrected. All violations of this type will be immediately reported to the police department for unlawful access to the attic areas.

A permanent attic access may be granted in writing only if permanent “firewalls” are added at the owner’s expense on either side of a unit in the attic space, thus restricting access to other units via the attic space. The installation of this access and the firewalls must be conducted by a licensed contractor, no exceptions. Permission for this activity must be obtained *prior* to construction, in writing, from the association. An application fee of \$100 is required to obtain this permission from the association and will be used for inspections after construction. The owner must obtain the appropriate local permissions and permits required for the activity. If an owner constructs the firewalls and attic access without the permission of the association a fine of \$100 will be issued in addition to the \$100 required application fee, as stated on page 4 of this document. In the event of unauthorized construction of this addition, the owner will also be required to hire a licensed inspector to submit a written report to the association verifying the construction meets proper building requirements. If any problems are discovered, the owner will be required to make all necessary repairs within 5 days or be subject to weekly fines of \$100. This violation will also be reported to the local police department.

**Garage Sales**

Garage Sales are not allowed at Mepkin Place. The Board of Directors may approve an annual garage sale if several homeowners show interest. They may contact the management company to request this.



## Homeowner Exterior Improvement Request

**\*\*Thirty (30) days must be allowed for processing of this request\*\***

Date of Submittal \_\_\_\_\_

Unit Number \_\_\_\_\_

Building Address \_\_\_\_\_

Home Owner \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Please submit this form to:**

Ravenel Associates, Inc.  
3090 US Highway 17 North  
Mt Pleasant, SC 29466  
Phone: 843.352.0300  
Fax 843.352.0317  
bcherry@ravenelassocites.com

### Category of Improvement:

- ☐ Doors/Windows
- ☐ Screened Porch
- ☐ Satellite TV
- ☐ Rear Patio
- ☐ Other

### Checklist of items to include:

- ☐ Photo/Sketch of Improvement
- ☐ Specify materials to be used
- ☐ Detailed project plan
- ☐ Exact Position of Improvement

Note any special details of the project or other information which may help the Architectural Review Board to make an informed decision as soon as possible:

---

---

---

---

---

**NOTE:** Approval by the Architectural Review Board does not affect the Property owner's responsibility to obtain the appropriate building permits from the City of Charleston, where required by ordinance. Any structure, or planting located in a utility easement is subject to removal by utility companies without recourse or compensation to property owners.

Date Received \_\_\_\_\_ Date forwarded to ARB \_\_\_\_\_

Date Approved \_\_\_\_\_ OR Denied \_\_\_\_\_

If Denied, reason for denial \_\_\_\_\_

\*approved projects must be completed six months from the date of approval or a new application must be submitted and approved.