



The Yacht Cove

109 Shoreline Drive
Columbia, South Carolina 29212

THE YACHT COVE RULES & REGULATIONS

Yacht Cove is a very special place because you own a home here. The development has a limited number of units; and because of this, it is up to each and every resident to maintain the highest standards possible for the community. We all have an investment in Yacht Cove. Values will continue to increase only as long as we maintain these standards. Therefore, please consider the tangible and intangible aspects of condominium living.

Let us look at the tangibles first. Overall appearance is of paramount importance. Buildings should present neat and attractive exteriors. Common elements, such as trash enclosures, patios, balconies, parking areas, should be kept clean and neat. We must also exercise great care of the general landscaping, and we must make every effort to continue to enhance the beauty of the grounds, which all residents enjoy and which create an appealing atmosphere for visitors and prospective buyers.

It is to your advantage to take every possible care with the unit you own. Since all owners share ownership of the common elements and the limited common elements, you should respect the areas outside your unit and throughout the complex, including the clubhouse, tennis courts, swimming pool and boat docks.

Now, let us consider the intangibles. The first is consideration of our neighbors. This not only includes refraining from using our neighbor's designated parking spaces, but also making sure that our guests do not use them. Unsightly objects must not be allowed around our units, as these can be objectionable to others. Responsible pet ownership is a must so that a pet does not annoy neighbors any more than we would want to be annoyed by their pets. Proper supervision of children throughout the complex is important, including areas such as the clubhouse, swimming pool, and tennis courts.

These extra efforts help increase your enjoyment and the value of your property. To permit animals, children, or thoughtless adults to deface our property is hurting your investment. These are only a few examples. The following Rules and Regulations are more specific; the Master Deed and By Laws outline the exact responsibilities of homeowners and the Board of Directors.

Should you as an owner, decide to rent your unit, you should be sure that your tenant is aware that Yacht Cove is a condominium complex, far different from an apartment complex. Furthermore, you should insist that they read the Rules and Regulations and comply with them.

Condominium living is unique. The more you understand the benefits and challenges of community living, the more readily you will appreciate the value of following the Rules and Regulations while you live in Yacht Cove.

Welcome to Yacht Cove!

I. DEFINITIONS

A. Condominium Ownership

1. **Condominium ownership** involves the ownership of individual units in a multi-family structure combined with the joint ownership of the common areas of the building and grounds.
2. The buyer of an individual unit receives title to that particular unit plus a joint interest in the common areas.
3. The owner of a unit is responsible for all interior maintenance of that particular unit.

B. Owners' Association

1. An owner assumes an obligation to join the **Owners' Association** (The Horizontal Property Regime), which is responsible for managing the individual units within the property.
2. The Board of Directors of the Association is the elected body that establishes the Rules & Regulations for the property. The Board and individuals empowered by the board enforce the rules. The Board of Directors at their discretion may amend these Rules & Regulations.

C. Assessments and Fines

1. An **assessment** is a monthly fee, paid by the owner, which covers areas of maintenance and insurance on the common areas.
2. A **special assessment** raises funds required from time to time to pay common expenses which are not covered by the budget, but which are approved by the Owners and shall be collected from the Owners in such installments as the Owners shall determine. Notwithstanding any other provisions contained herein, the Board of Directors may impose special assessments for maintenance, repairs, and extraordinary common expenses, not to exceed \$ 150.00 for any unit in any one year without owner approvals.
3. A **fine** is a charge levied by the Board of Directors as a penalty for a violation of Yacht Cove Rules & Regulations.
4. If any owner fails to pay assessments, special assessments, fines or fees, foreclosure proceeding will occur.
5. If any tenant fails to pay fines issued for infractions to the Yacht Cove Rules and Regulations, those fines will become the responsibility of the Owner(s) of the unit in which the tenant resides.

II. GENERAL LIABILITY

- A. Adults, parents, and people acting for parents are directly responsible for the actions of their guests, guests' children, and guests' pets. **ANYONE DOING DAMAGE OR VANDALISM TO THE CLUBHOUSE OR ANY OTHER PROPERTY WILL BE PROSECUTED TO THE FULLEST.**
- B. The Yacht Cove Owners' Association will not be responsible for personal property during the use of recreational facilities or other activities occurring on the common elements.

III. GENERAL COMMUNITY

Rules and regulations are necessary because of the inter-relationship and inter-dependency of property values throughout a condominium community such as Yacht Cove. An owner cannot be permitted to do something that would lower the property values or disturb the quiet enjoyment of the area by others who also make up the Yacht Cove community. **HOMEOWNERS ARE RESPONSIBLE FOR THE CONDUCT OF GUESTS AND TENANTS.**

A. PETS

1. Unleashed pets will not be tolerated. The Lexington County Animal Control Ordinance will apply in Yacht Cove common areas and will be enforced according to the provisions of the ordinance except for the following definition: SECTION 4-12 of County Ordinance – “RESTRAINT.” For the Yacht Cove, Common areas, RESTRAINT will mean that a pet outside the walls of the dwelling in Yacht Cove must be on a leash and under control at all times. Individual pet owners are responsible for cleaning up feces (pooper scooper) from their pets on all Yacht Cove property.
2. If an owner allows his pet to roam freely, Lexington County Animal Control will be contacted. After the first warning, the owner can be fined by Lexington County and Yacht Cove.
3. Pets must ***not be secured or confined on decks, patios, porches or outside the condominium. Underground pet confinement fences cannot be used within Yacht Cove***
4. All pets must be registered with the office and must wear an identifying tag. Valid health certificates must be supplied upon request
5. If any pet becomes a nuisance to other members of the community, a homeowner should report this to the Yacht Cove office. Yacht Cove personnel will contact Lexington County Animal Control asking their assistance to pick up the animal and the owner will be fined.
6. Unleashed animals picked up by Yacht Cove personnel will be sent to Lexington County Animal Control where the Lexington County Ordinance will apply.
7. Feeding stray animals will not be allowed.

B. TRAFFIC

1. The traffic laws of South Carolina apply to the complex. Observe all traffic signs. The speed limit on all roads is 15 MPH. No vehicles are permitted on the grass. Traffic laws are under the jurisdiction of the Lexington County Sheriff's Department.
2. Motorcycles and other motorized vehicles are to be used only for transportation and are not to be indiscriminately driven around the complex. Only persons possessing a valid S.C. Driver's license may operate a motorized vehicle on the complex.
3. All bicycles, skateboards and roller skates are restricted to paved roadways. Any person riding on the boardwalk, in the pool area, or on the tennis courts will be fined.
4. All vehicles must have a current license tag and registration sticker, as required by S.C. Law.

C. PARKING

REVISED YACHT COVE PARKING RULES - At the August 11, 2014 Yacht Cove Board of Directors meeting, the Board voted to replace Section III C of the Yacht Cove Rules and Regulations as follows.

NOTICE: ANY VEHICLE THAT IS NOT PARKED IN A DESIGNATED PARKING SPACE AND IS PARKED WITHIN 15 FEET OF A FIRE HYDRANT WILL BE TOWED AT THE OWNER'S EXPENSE WITHOUT FURTHER NOTICE.

Violation of any of the following rules will result in a fine and /or a vehicle being towed at the owner's expense.

1. All cars, trucks, motorcycles belonging to residents and parked inside Yacht Cove must have a current Yacht Cove decal affixed to the windshield on the driver's side at the bottom. Each unit is limited to a maximum of 4 vehicles and, therefore, a maximum of 4 decals.
2. Yacht Cove decal and parking privileges inside Yacht Cove are valid only as long as the vehicle is operable, has a current license tag and has been registered at the Yacht Cove office.
3. Each unit will be assigned up to 2 parking spaces
4. Each unit will be provided with 2 parking passes designed to hang on the inside rearview mirror. A parking pass must be displayed on any vehicle, whether resident or visitor, parked in a space marked “visitor”. Residents may not park in visitor spaces in lieu of parking in their

assigned spaces with the exception that a resident may temporarily move his or her vehicle to a visitor space to allow a guest to park in the resident's numbered space.

5. Villa guest parking spaces are restricted to residents of the Villas and their guests.
6. Use of the clubhouse parking lot is restricted to residents and visitors conducting business or attending activities at the clubhouse, pool or tennis courts. Overnight parking in the clubhouse parking lot is allowed only with permission of the general manager or a member of the BOD and the vehicle must display a special parking pass obtained from the office.
7. Cove Court parking is restricted to vehicles displaying a valid Yacht Cove decal.
8. The following vehicles may not be parked overnight in Yacht Cove:
 - a. Motor homes or campers
 - b. Commercial vehicles including but not limited to tractor-trailer trucks and buses
 - c. Utility trailers

Exceptions may be granted by the general manager or a member of the BOD and the vehicle or trailer must display a special parking pass obtained from the office.

9. Cars, trucks, and motorcycles must be parked in designated parking spaces. Owners are responsible for, and will be fined for, damage caused by vehicles that are not parked in designated parking spaces.
10. Boats and boat trailers are to be parked only in the boat storage area. No boat or trailer without a Yacht Cove decal is permitted inside Yacht Cove. Parking is allowed for boats and trailers in front of units only for loading or minor maintenance for no longer than 24 hours in any 30-day period. A fine and loss of boat slip and all boating privileges may also be imposed on the owner in addition to towing and storage fees. Exceptions may be granted by the general manager or a member of the BOD and the boat and/or boat trailer must display a special parking pass obtained from the office.
11. Residents must park cars, pickup trucks, or motorcycles that are not used at least weekly for transportation to work, school, errands or leisure in their assigned numbered spaces only. Said vehicles must be operable, display a Yacht Cove decal, and a current license tag.
12. Vehicles must be parked on pavement and must not park on the grass. Parked vehicles must not impede traffic or block mailboxes. No vehicles shall be driven on the grass.

D. CONDOS

1. No external antennas are permitted on the buildings or common elements, except satellite dishes (no larger than 21 inches) mounted behind chimney or as authorized by the Board of Directors. Contact the Office before installation for guidelines.
2. All trash must be bagged and go in acceptable **covered** trash cans (*to be provided by resident*) and placed inside the trash enclosures.
 - a) Trash enclosures must be kept neat from trash, boxes or household items. Each unit has its own trash enclosure and each unit must provide a covered trash can and not use their neighbor's trash can. Excessive violations may result in fines.
 - b) Residents are not allowed to leave trash bags, boxes or other items for trash service pick-up on the curb for trash pickup until the morning of trash service pick-up. Excessive violations may result in fines.
3. Do not hang towels, blankets, sheets, bathing suits, etc., on railings or other structures outside a unit or building.
4. Do not stack firewood closer than **7** feet from the unit exterior walls or decks, in order to prevent decay from dampness, to avoid termites, and to provide ample access for maintenance.
5. Plans for any form of planting other than flowers and approved shrubs must be submitted to the Board for approval.
6. Homeowners and/or tenants are not allowed to make any change or additions to the exterior of a unit or to any common or limited common element without prior written approval of the Board of Directors. Additionally, homeowners and/or tenants are not allowed to make any changes to

the original architecture of their units without getting prior written approval of the Board of Directors. Approved changes are subject to final inspection and written confirmation from the Board of Directors the changes are in compliance with the original change request. If any changes are not in compliance with the original approved request, the Board of Directors shall either amend the original request, or compel the homeowner to restore the changes back to original, or compel the homeowner to bring the changes into compliance with the original request. With respect to any architecture, plumbing, or electrical changes, the homeowner must secure building permit(s) from Lexington County and all changes must be inspected and approved by Lexington County Inspector(s). Final inspection approval documents must be retained in the units file. The homeowner making the changes and future homeowners of the changed unit are responsible for the maintenance and repair of all changes and any related problems that develop as a result of those changes. The onus is on the homeowner to inform the buyer of the unit if any changes were made to the original unit.

7. Window treatments must provide acceptable outside appearance.
8. All bicycles shall be parked at the rear of the unit.
9. No hot tubs are allowed on the limited common elements or common elements in Yacht Cove. Hot Tubs can be installed inside individual units only. Yacht Cove H.O.A. will not be responsible for damage to the interior unit caused by the hot tub.
10. BB guns and/ or pellet guns are not allowed in Yacht Cove.
11. NO SOLICITATION will be allowed in Yacht Cove.
12. Approval must be obtained from the Property Manager before installing a propane gas tank. No propane gas lines will be allowed above ground level.
13. It is the owner/resident's responsibility to carry condo insurance for any damage and liability. In case of total loss, Yacht Cove's Hazard Insurance allows replacement as outlined in December 14, 1978 Horizontal Property Regime Master Deed. Insurance for upgrades to the unit are the responsibility of the owner.
14. Front porch, back patios or decks are to remain clean, neat and not an eyesore. Tarps are not allowed to cover these areas.
15. Open Flames including gas grills, charcoal grills and tiki torches or any other device that functions with or creates an open flame, should never be ignited within 10 feet of a combustible building. A combustible building would include structures that are made of materials that will burn such as wood and vinyl products.
 - a. **Based on current Lexington County Ordinances** charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction (unless the building is protected by an automatic sprinkler system).
 - b. Liquefied-petroleum-gas-fueled cooking devices. LP gas burners having an LP gas container with a water capacity greater than 2.5 pounds shall not be located on combustible balconies or within 10 feet of combustible construction.
 - c. Location near combustibles. Open flames such as from candles, lanterns, kerosene heaters and gas fueled heaters shall not be located on or near decorative material or similar combustible materials.

NOTE TO RESIDENTS: The penalty for a violation of this law is a court summons and a fine imposed by the Irmo Fire District. The larger issue would be after the resulting fire is extinguished and your insurance company determines that you violated the law, they would invoke the clause that clearly states *you have no insurance if you break the law*. You would then be responsible for your damages and any damages to other's property as a result of the fire. If you have further questions, please contact your homeowner's insurance company.

E. PROCEDURE FOR ARCHITECTURAL REVIEW

1. Obtain and complete an "Exterior Change Request Packet". Submit the completed packet to the Board of Directors c/o the YC Office. NOTE: Upon Yacht Cove project approval, the proper Lexington County Building Permits must be applied and received prior to starting the project but is not needed for the initial review by the Yacht Cove Board.
2. The Office will refer the plan to the Architectural Review Committee for a report back in 30 days.
3. The Office will submit notice for comments from other residents in the same building, or other residents impacted by the change.
4. The Architectural Review committee members will look at the property and make a recommendation to the Board. The Board will consider all input and vote on the project.
5. The project is **not approved** until a contract is signed by an officer of the Board following Board approval and by the owner. The signatures indicate acceptance of the terms of the agreement.
6. If the project is modified, the process will begin again.
7. Upon completion of the project, the Board will inspect and approve or deny the project. If denied, the owner must correct the project within 30 days. Project must be completed within 120 days.
8. For any exterior change, the maintenance, repair and upkeep is the responsibility of the owner of the unit and not Yacht Cove. Furthermore, it is the responsibility of the owner to pay insurance coverage on the exterior change for damages or liability to persons or other property. Yacht Cove's General Property Insurance is no longer the responsible carrier for exterior changes.
9. It is the seller's responsibility to inform the buyer of any changes made to the unit that are owner responsibility.

F. EXTERIOR CHANGES TO THE COMMON ELEMENTS

The Limited Common Elements at Yacht Cove include all areas outside the walls (from the studs out) of your original (if already modified) Condo home. This means that all patios, balconies, villa hallways and stairwells, sidewalks, retaining walls, yards, shrubbery, building exteriors, roofs, etc. are the "Limited Common Elements". Any changes to the original footprint of the unit must be approved by the Yacht Cove Board and have proper Lexington County Building Permits. Those changes are the homeowner's responsibility. If there are any damages to resident unit or adjoining unit, it is the responsibility of the homeowner and must be corrected at the homeowner's expense.

NO CHANGES OR MODIFICATIONS CAN BE MADE TO ANY OF THESE AREAS WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE YACHT COVE HOMEOWNERS ASSOCIATION.

1. Please refer to item E above "Procedure for Architectural Review" if your Exterior Change is to your Condo itself (decks, propane tanks, sidewalks, patios, screened porches, etc.)
2. For landscaping changes (other than flowers and approved shrubs) see item D. 5. above and understand that landscaping changes should be submitted to the Beautification Committee c/o The Yacht Cove Office for consideration and review by the Board.

G. MISCELLANEOUS

ALL NEW RESIDENTS (OWNERS AND RENTERS) IN YACHT COVE ARE REQUIRED TO PAY AN ADMINISTRATIVE REGISTRATION FEE OF \$75 TO REGISTER VEHICLES, RECEIVE COPIES OF YACHT COVE RULES & REGULATIONS, (BYLAWS & MASTER DEED FOR OWNERS ONLY), VEHICLE DECALS, AND INITIAL GATE CARDS. REPLACEMENT GATE CARDS ARE \$15 EACH. UP TO TWO GATE CLICKERS PER UNIT, WHICH ARE NOT INCLUDED IN THE REGISTRATION FEE, MAY BE PURCHASED FOR \$35 EACH.

1. Excessive noise in the community will not be tolerated. Use of fireworks in Yacht Cove is not permitted.
2. A curfew is in effect on the "beach and dock" areas. There can be no activity in these areas after the designated curfew hours. The curfew takes effect at: 11:00 PM on Sunday thru Thursday nights, and 12:00 PM on Friday and Saturday nights.
3. NO SIGNS may be displayed or posted on the common elements.
4. Homeowners who rent their units must provide a copy of the one- year agreement or one-year lease to the Office.
 - a) Homeowners must notify renters they must register their cars, pay the New Resident Fee and receive a copy of the Rules and Regulations.
5. If a boat is parked in the DRY STORAGE area, the trailer should not over-run the assigned space. If it does, the owner will be notified and will have twenty-four hours to properly park the trailer. After twenty-fours, the owner can be fined \$10.00 per day until parking is corrected
6. If a tenant becomes a nuisance (defined by three (3) law enforcement visits to the unit within a rolling twelve-month calendar period) in the community, the Board of Directors will require the homeowner to evict the tenant.
7. Owners and renters must acknowledge in writing that they have received a copy of the Rules and Regulations.
8. Smoking is prohibited in the Villa foyers

IV. SECURITY

REVISED YACHT COVE SECURITY RULES - At the October 17, 2016 Yacht Cove Board of Directors meeting, the Board voted to update the Rules and Regulations to correlate with the new gate and security systems.

For the security and safety of its residents, Yacht Cove maintains a controlled access entry system. Thus, Yacht Cove provides a system of gates, passes, and guards for the security of its residents. The system cannot function properly, without the full cooperation of all residents.

A. VEHICLE REGISTRATION

All residents must obtain gate entry devices at the Yacht Cove office when they become residents of Yacht Cove. Your initial gate cards are included with your New Resident Fee. Replacements for lost, stolen, or inoperable cards may be purchased for \$15.00 each. Each Residence is also able to purchase up to 2 gate clickers for \$35.00 each. These are non-refundable fees.

Visitor passes/permits and parking: Please see Section III C PARKING

B. SERVICE PERSONNEL

1. Yacht Cove discourages outside service personnel gaining access to units when the resident is not home. If a resident must have a worker come to service the unit when resident is out, follow this procedure:
 - a) Residents are responsible for arranging the worker's entry to the unit.
 - b) The office will not hold a key.
 - c) The worker will need to come in the guest gate by finding your name in the call box, calling you through the call box, and when you get the call, you will need to press 9 to let them through the gate.

C. CLOSED ENTRY GATE PROCEDURE

FOR RESIDENTS: The speed limit in the gate area is 5 miles per hour or less. The gate card must be presented to the card reader or clickers pressed while approaching the gate house for every

vehicle entering Yacht Cove. Failure to do so may result in damages to the vehicle. Yacht Cove Homeowners' Association is not responsible for damages to any vehicle entering Yacht Cove. Any vehicle causing damage to the gate will be charged a \$200.00 gate hit fee, and a 20% administration charge added to the cost of gate repairs. This will be charged to resident, guest, or service company and the Manager will be responsible for notifying and collecting from the responsible party.

FOR GUESTS: Residents need to provide the YC office with a current telephone number to program into the Guest Gate call box. This number is coded into the directory so that only your name and a special 4-digit code appear on the directory listing. Residents are able to register two different phone numbers in the Visitor Gate Call Box. Guests will stop at the Guest Gate, find the code for the unit, and call the resident. Residents should ask the caller if they are in their car before pressing 9. Pressing 9 will open the gate for that guest.

TAILGATING: if a vehicle is damaged due to tailgating while entering Yacht Cove, repairs to the gate and the vehicle will be the driver's responsibility. In addition to the costs outlined in paragraph 1 above in this section, when a resident causes damage to the gate while tailgating or assisting anyone else to tail gate, they will be fined. If a resident consistently tailgates, they will be fined accordingly.

REQUIREMENTS TO RECEIVE A GATE CARD

Applicant must be a resident of Yacht Cove by owning or leasing a unit, applicant must present a valid S.C. Driver's license, registration, and current insurance card for the office to copy. The Office will issue one gate card per license and registration. **NOTE: There is a maximum of 4 cards per unit.**

V. TENNIS

Yacht Cove provides and maintains tennis facilities for use by its homeowners, residents, and guests. The Tennis Committee Chairman is in charge of tennis operations, and together with other members of the Tennis Committee, is responsible for enforcing the rules and procedures for tennis.

A. RULES

1. Only tennis shoes are allowed on the courts. Jogging and basketball shoes are not allowed because they scar the surface.
2. No glass containers are allowed on the courts.
3. Only persons engaged or directly involved in play are permitted on the courts.
4. Proper courtesy and etiquette are expected of both players and spectators.
5. The last person using the courts must turn off the lights. The court lights must be off by 11:00 PM.
6. Players and spectators should leave the courts and surrounding area clean and neat.
7. Anyone who defaces the courts is responsible for the full cost of the repairs.

B. PROCEDURES

1. A sign-up sheet is posted on the court fence near the entrance. This must be used to reserve the courts.
2. Courts should be reserved more than 48 hours in advance.
3. If you sign up for a court and do not show up, you may be subject to a fine, as determined by the tennis committee.
4. People under the age of 16 may not sign up for a court between 6 and 10 PM on weekends. People under 16 may use an unreserved court during this period, but must give the court to an adult within 30 minutes.
5. Only residents of Yacht Cove may sign up for the tennis courts. Guests must be accompanied by a resident.

6. Reservations are limited to 1 and ½ hours for singles and 2 hours for doubles play. Tournament and challenge matches may be signed up for 2 hours and played until conclusion.
7. If a match does not start on time, you will lose the court.
8. The Tennis Committee may reserve the courts with advance notice on the bulletin board for organized events including tournaments, matches, and clinics.
9. At no time, shall the Yacht Cove tennis courts be used in commercial endeavor.

VI. SWIMMING POOL

REVISED YACHT COVE Swimming RULES - At the October 17, 2016 Yacht Cove Board of Directors meeting, the Board voted to replace Section VI and A Swimming Pool of the Yacht Cove Rules and Regulations as follows.

The pool is a private facility for the use of Yacht Cove residents (Homeowners & Tenants). Since the pool is shared by all residents it is reasonable to have rules and regulations and to provide some supervision of the facility.

1. Residents are at all times solely responsible for the conduct, safety, and well-being of their family & guests.
2. Each residence is allowed a maximum of 4 guests at a time. Guests in the pool deck area (fenced in area) must be accompanied by the resident at all times.
3. All those using the pool must have pool bracelets and a FOB to gain access to the pool and restrooms.
4. Children requiring diapers will only be allowed in the pool with swim diapers. This is for the safety of all residents using the pool and in compliance with DHEC Rules and Regulations. Non-compliance can result in the pool being shut down and loss of pool privileges
5. The pool is run by a combination of the Pool Committee, the Manager, and the Board of Directors, all of whom are empowered to enforce the rules, and authorized to take whatever action they deem necessary to operate the pool, including closing the pool or asking persons to leave the premises at their discretion when it is appropriate for safety or in the best interests of Yacht Cove to do so. All suggestions or comments would be appreciated and should be directed to the Office for review. Residents using the pool are encouraged to direct anyone with questions or out of compliance with the rules to read the posted rules.

A. RULES

1. There is **NO LIFEGUARD OR FIRST AID PROVIDED**. Use of the pool is at your own risk. There is a 911 emergency phone by the building to be used for calling emergency responders for help.
2. Children under 15 (fifteen) are not allowed in the pool deck area without adult supervision (21+ years old) present.
3. Those in the pool must wear proper swimming attire (bathing suits). No thongs, cut-off jeans, shorts, shoes, sandals, or the like are allowed in the pool. T shirts and cover ups are allowed.
4. Before going into the pool, you need to rinse off using the pool shower, especially those that have been in the lake.
5. Anyone with eye, ear, nose, or skin problems, open sores or a communicable disease, must not enter the pool for the safety of others.
6. **NO Smoking** (including vaping) is allowed within the pool deck; an area outside the pool deck is provided for smoking,
7. All residents using the pool should clean up before they leave. Trash should be placed in the bag-lined container(s) provided. Please put the furniture back in its regular place & close umbrellas.

8. Floats, boogie boards, inner tubes and scuba equipment including fins may be used if they do not interfere with others using the pool.
9. Do not remove furniture and fixtures from pool or pool area. No privately-owned furniture will be stored.
10. The stairway to the Clubhouse deck is off limits.
11. Use of the pool is contingent on residents and guests reading these rules, which are posted at the pool, prior to use.
12. Residents may purchase a FOB at the office to gain entrance to the pool deck.
13. Any resident providing access to the pool deck to anyone not eligible to use the pool will have their FOB deactivated and loose pool privileges.
14. Any resident/owner whose unit's account with Yacht Cove is delinquent \$50 or more for two consecutive months will have their pool FOB deactivated and loose pool privileges until such time as their account is paid to a zero balance.
15. Residents are responsible for the behavior of their family members and guests. **Guests are to be accompanied by the resident.**

B. THE FOLLOWING ARE PROHIBITED IN THE POOL OR POOL AREA:

1. NO DIVING or RUNNING ALLOWED

2. Playing loud music or music that is not family friendly (you must turn your music down if asked). Ear buds are recommended for listening to music.
1. Spitting, nose blowing, urinating, or excreting in the pool or pool area.
2. Hanging on boundary lines, buoys in the pool.
3. Tampering with safety or pool maintenance equipment such as filters and cleaning tools.
4. Glass containers, pets of any kind, or fire.
5. Throwing any foreign matter into the pool or food/drink in the pool.
6. Using squirt guns, running, pushing, wrestling, or causing undue disturbances or offensive behavior.
7. Using obscene language.
8. Possession or consumption of alcohol other than beer (in cans) is prohibited.
9. Ignoring or breaking the rules and regulations will result in the following consequences:
 - 1st offense = verbal warning
 - 2nd offense = expelled from the pool for one week
 - 3rd offense = no pool privileges for remainder of the season.

Any child under the age of 18 who has been expelled from the pool for a second offense, must meet with the Manager/Property Management Company with their parent or guardian present at that meeting before being reinstated when a period of expulsion has ended.

VII. CLUBHOUSE

Yacht Cove provides and maintains clubhouse facilities for use by owners and residents. These can be used for personal family events and for other limited group events. Contact the office for details, rates, and applicable Terms & Conditions.

The Social Committee may reserve the clubhouse without fee for events available to all residents for Yacht Cove, with or without an admission charge being made to attendees.

The upper level contains the ballroom, an adjoining meeting room, a kitchen with surface stove unit, microwave oven, and a refrigerator, and men's and women's rest rooms. The lower level contains a meeting room, small kitchen, rest room/dressing room facilities, and a recreation room. The Yacht

Cove Manager/Property Management Company, under Board of Directors direction, is responsible for the operation of the clubhouse.

A. RULES

1. Treat all facilities and contents with proper care and respect, as you would in your home.
2. Preparation of all food is limited to the kitchen area.
3. **NO SMOKING** in building.
4. Do not remove any furniture, furnishing or fixtures from the clubhouse.
5. The maximum occupancy of the clubhouse is 100 people
6. No wet clothes are allowed on the upper level.
7. Pets are not allowed in the clubhouse.
8. The clubhouse is locked except during attended business hours or a scheduled event. The Board of Directors and the Manager reserve the right to prohibit the use or rental of the clubhouse by any group or individual.
9. Anyone using the clubhouse is responsible for the actions and conduct of his or her guests and for any damages that may occur. Owners who lease their units are responsible for the actions and conduct of their tenants and the tenants' guests.
10. The clubhouse closes at 12:00 AM. All event materials and cleanup must be completed and all persons out of the building by that time. There must be no noise or other disturbances outside the clubhouse after 11:00 PM. All doors and windows must remain closed when music is being played during any portion of the event.
11. Parking for any clubhouse event is limited to the clubhouse parking lot and the paved street immediately to the rear of the tennis courts.
12. No fires are allowed in the fireplace.

VIII. BOATING AND MARINA

REVISED YACHT COVE BOATING RULES - At the February 8, 2016 Yacht Cove Board of Directors meeting, at the recommendation of the Boating Committee, the Board voted to replace Section VII Boating of the Yacht Cove Rules and Regulations as follows.

Yacht Cove Owners Association provides and maintains boating facilities for use by owners. Owners of more than one condominium at Yacht Cove are nonetheless limited to a single slip. Yacht Cove Owners Association Board of Directors shall appoint the Boating Committee Chairman. The Boating Committee shall consist of the Chairman plus the Dock Captains, Secretary, Treasurer and Three Members-at-Large. One member may hold two of these positions. The Boating Committee Chairman shall appoint the committee members and may designate sub-committees and responsibilities. The Boating Committee Chairman is responsible for all boating operations, management of the marina and boating facilities within Yacht Cove and is charged with the enforcement of Yacht Cove Rules and Regulations, as well as the immediate reporting of violation of other local, state, and federal statutes and regulations as applicable. The person in this position also supervises the docks, boat ramp area, boat slips, and boat & trailer dry storage spaces. All such areas are classified as Limited Common Elements and only the Boating Committee is authorized to make boat slip and dry storage space assignments. The term boat in these rules and regulations shall include *Personal Watercraft (PWC)*.

A. BOATS

1. The rules and regulations of the South Carolina Department of Natural Resources (SCDNR) for boat users are adopted and included in these rules. A copy of the HANDBOOK of South

Carolina Boating Laws and Responsibilities for Boat and Personal Watercraft Operations can be found at:

2. www.boated.com/southcarolina/handbook/book.html
3. Boats may not exceed 30' in length, (to include overall length changing appendages) with a beam of not more than 10', self-propelled by gasoline or diesel fuel and in operable condition.
4. PWC will be required to follow all rules and regulations of the SCDNR and the following:
 - a. All operators must be at least 16 years old and possess a valid S.C. Driver's License or certificate from an approved DNR watercraft safety course.
 - b. A waiting list specifically for PWC will be established and maintained separately, but following the same procedures as the Boat Slip Waiting List.
5. PWC may be stored in the Dry Storage Area in such spaces so designated by the Boating Committee.
6. PWC must follow all rules of other craft stored in that area.
7. Any boat, trailer or other craft stored in Yacht Cove in unauthorized areas, (to include an unassigned boat slip or dry storage space), may be removed at the direction of the Yacht Cove Boating Committee, with approval of the Yacht Cove Owners Association, without liability and at the expense of the owner.
8. There will be no cooking or using of charcoal grills on the docks or launching ramp.
9. There will be no cleaning of fish, waterfowl, deer or other wildlife on the docks or the launching ramp. Said cleaning is limited to the Cleaning Stations along the boardwalk.
10. Electrical power cords should be run from boats to outlets so as to not cause a tripping hazard and are to remain out of the water at all times. Electrical power for air conditioners, stoves, refrigerators, or other appliances not required for boat maintenance will not be provided by Yacht Cove.
11. All boats must be in safe and operable condition so as to pass the US Coast Guard, US Power Squadrons or the SCDNR courtesy inspection.
12. The Boating Committee will have a mandatory inspection of boats annually to insure operable condition, and to monitor proper state and Yacht Cove registration.
13. The owner of any boat deemed inoperable by the Boating Committee shall have four (4) weeks for initiation of repair or forfeit the assigned slip.
14. Boats docked at the marina (to include an extended period at the launching ramp) without permission of the Boating Committee may be removed without liability and at the expense of the owner.
15. All boats on Yacht Cove property must be registered with SCDNR or have current documentation from the US Coast Guard. SCDNR registration decals must be displayed correctly.
16. Copies of all updated (current and subsequent) registration must be submitted to the Yacht Cove Office for file maintenance. Such registration must reflect either the resident owner, non-resident owner or tenant's name
17. All boats must display a Yacht Cove decal on the port bow following the SCDNR decal.
18. Trailers must have the Yacht Cove decal on the left side (facing forward) of the trailer, near the hitch.
19. Boats may not exceed idle speed except as is necessary to properly and safely maneuver their boat within the channels between the docks.
20. No boat owner will leave alcoholic beverages unattended on their boat.
21. All boats and trailers stored on Yacht Cove property and using Yacht Cove facilities do so at the owner's risk and in compliance with these and other stated rules and regulations, holding the Boating Committee and/or the Yacht Cove Owners Association Board of Directors free from any direct or indirect liability whether accidental or intentional arising from any damage which may occur to any owner's property from storing or moving owner's property.

B. DOCKS AND LAUNCHING RAMP

1. No swimming from the Yacht Cove docks, and/or launching ramp is allowed except for emergency situations, securing lines, repairs and/or inspection of the docks and boats.
2. No person under 10 years of age is permitted on the docks or launching ramp without adult supervision.
3. No person is allowed on the boats or docks without the owner's permission. Adult members of the boat owner's immediate family will be assumed to have permission unless the boat owner advises the Boating Committee.
4. No running, playing, biking, or skating on the docks or the launching ramp will be allowed. Parents may be held responsible for damage incurred by their children to Yacht Cove property or other private property.
5. All persons going onto the docks will wear the appropriate shoes to prevent splinters and injuries to feet and toes from dock hardware.

C. BOAT SLIPS AND DRY STORAGE

The Boat Docks, Dry Storage and Launching Ramp are maintained by boat owners for dock and /or dry storage privileges. These boaters pay additional maintenance fees for exclusive use. Other residents or guest *may not use these facilities*. Entry into this area or onto any Yacht Cove property by boats not registered with the Yacht Cove Boating Committee is prohibited, except for Official Emergency Rescue or Law Enforcement Vessels, boats may not be tied to the Boat Launching Ramp for periods longer than fifteen minutes without approval from the Boating Committee Chairman.

1. All boaters using the Launch Ramp should make every effort to expedite their loading and unloading and not impede the loading and unloading of others.
2. All boat slips and/or dry storage spaces must be occupied by boats owned by *resident owners, non-resident owners or tenants of Yacht Cove as recognized by the Yacht Cove Homeowners Owner Association and duly recorded as the owner of the unit with the Lexington County Hall of Records (RMC Office)*.
3. A boat slip or dry storage space may not be included in the transaction of the title of any condominium or boat.
4. A boat slip is assigned on an individual basis with no inherent right of ownership, i.e. renting, subleasing, loaning, or docking of any other vessel except the one assigned and specifically named on the registration, title, insurance certificate and waiver of liability on file at the Yacht Cove office.
5. Upon assignment of a boat slip and/or dry storage space, the person that is assigned to the slip must occupy the assigned slip/space within 14 days or submit proof of purchase for delivery to the Boating Committee.
6. The Boating Committee must approve all applicants prior to being added to the waiting list. (Forms are available at the Yacht Cove Office and from the Yacht Cove website.)
7. Boating Slip and Dry Storage Space assignments will be made on a chronological priority system based on the date of application.
8. Boat owners cannot be guaranteed any particular slip, dock, or area in the marina, but every effort will be made to reasonably accommodate specific situations wherein the boat specifications do not violate Yacht Cove Boating Rules.
9. PWC docking areas shall be available as permitted by safe high water levels. This may not be available for the full 12 months of the year.
10. Dry storage space fee will be \$150.00 per year for each space, due on January 1 of each year. After June 30, this fee will be \$75.00 for the rest of the year. There will be *no refunds* for early removal.
11. Boat slip maintenance fees will be \$30.00 per month for each boat. This applies to all boaters with a boat slip assignment.

12. Gate keys to the Dry Storage Area and the Launching Ramp Area may be obtained by boaters with Dry Storage Spaces. A \$50.00 refundable deposit is required. These keys must not be duplicated and such duplication will be subject to the loss of boating privileges as determined by the Boating Committee. Refund on the key deposit will be based on the return of the same numbered key originally issued.
13. All gates must be re-locked after use by the boater. Leaving gates unlocked will be considered a violation of these rules and regulations.
14. Gate keys assigned to qualified Yacht Cove homeowners may not be given, loaned, sold or in any way be in possession of persons other than those authorized by the Boating Committee.
15. Qualified boat owners may be assigned a boat slip and /or dry storage on a temporary basis given the following conditions:
 - a. A Yacht Cove waiver must be signed,
 - b. The boat and /or trailer must meet all other conditions as required of permanently assigned.
 - c. Failure to move boats or trailers from temporarily assigned slips/spaces within 72 hours or notification may resulting loss of such privileges as determined by the Boating Committee
 - d. Assigned Boat Slips may not be vacant for more than one month except during the period beginning October 1 thru April 30 when the water is low and boats may be dry-docked. In such case, the involved boater should advise the Boating Committee of the anticipated date of return. Slip fees must continue to be paid during this period of vacancy. Additionally, such vacant slips may be temporarily assigned to other boats pending the needs of the Boating Committee. The original boater may request his slip if needed, but must occupy that slip within 14 days after such request.
16. The boat/condominium owner loses the privilege to use the boating facilities for any of the following conditions:
 - a) A condominium owner sells Yacht Cove property, or a tenant whose lease has expired does not provide adequate information showing that the lease is still in effect.
 - b) Upon sale of the boat and the boat slip is left vacant for 14 days, without submission of proof of purchase of another boat.
 - c) Boat slip and dry storage fees will be paid through the Yacht Cove Owners Association in the same manner as Regime Fees in accordance with the Yacht Cove Owners Association Payment Policy. *ALL MONIES PAID TO THE ASSOCIATION WILL FIRST BE CREDITED TO REGIME FEES, LATE FEES, AND FINES.* The remaining funds will be applied to the boat slip fees. If an owner who has a boat slip or dry storage space, assigned to their unit, is delinquent on their Yacht Cove account of more than \$50.00 for two consecutive months (for having unpaid regime fees, special assessments, fines, late fees, attorney's fees, dry storage fees, boat slip fees), the owner/tenant will lose the boat slip and /or dry storage space and have 10 days after notice to remove his property from the boat slip and/or dry storage space. If the Owner/Tenant pays in full all fees owed within 10 days of receiving delinquent notice, they will be considered in good standing. If the delinquent Owner/Tenant is on waiting list, they will be removed from list.
 - d) Request for restoration of these privileges may be submitted to Boating Committee in writing for consideration after two months, only if owners account is paid in full (including fines) and is current.
17. Boats improperly docked so as to cause damage to the dock or other boats may be required to pay for dock and/or boat repair.
18. Boats may be moved or boarded for eminent safety of persons, docks, other boats or the boat itself as determined by the Boating Committee and without advanced warning; however, the owner will be notified by the Boating Committee within 24 hours after their boat is moved or has been boarded by a member of the Committee. In case a non-emergency move or

boarding is required, every effort will be made to notify the boat owner by phone and/or the U.S. mail prior to such action.

19. Trailers in the dry storage area may only be locked if a key is left in the Yacht Cove Office. Trailers may be moved at the convenience of Yacht Cove.
20. Owners, non-resident owners or tenants desiring to store boats and trailers in a dry storage space must sign a Waiver of Liability before being assigned a space.
21. Any decision by the Boating Committee regarding restriction of boating privileges or fines may be appealed to the Yacht Cove Owners Association Board of Directors within thirty days following the day of action. Written intention must be made to the Board at least five days prior to the next scheduled meeting.

D. ENFORCEMENT OF RULES

1. Any unregistered boat and /or trailer stored in Yacht Cove, wet and or dry storage areas, at the direction of the Yacht Cove Owners Association Board of Directors may be removed from Yacht Cove and offered for sale under the Laws of the State of South Carolina. All costs and fines must be paid to Yacht Cove Owners Association before a boat and /or trailer may be reclaimed.
2. Any resident, non-resident owner or tenant or THEIR GUEST violating any two of the aforementioned rules within *one* calendar year may lose all boating privileges for a MINIMUM of TWO (2) MONTHS.
3. These rules will be enforced by the Boating Committee, Security, and the Board of Directors.
4. Any decision or fine by the Boating Committee may be appealed before the Yacht Cove Owners Association Board of Directors. Written intention to appeal must be made within five days of the next scheduled meeting of the Board of Directors.
5. To clarify any questions regarding boating privileges at Yacht Cove, a *resident owner or non-resident owner* is defined as the duly recorded owner of a unit within the Lexington County Hall of Records (RMC Office). *Tenants qualify only after presenting a valid lease for 1 year to the boating committee and only during the term of the lease.*
6. Non-compliance to any boating rules will result in a fine of \$10.00 a day after written notification (letter or email) is sent.

E. YACHT COVE BOATING COMMITTEE APPLICATION PROCESS - * *To clarify, regarding boating privileges at Yacht Cove, an Owner is defined as the duly recorded Owner of a Condo within the Lexington County Hall of Records (RMC Office).*

1. You must be an owner or renter with a One-Year Lease
2. If Owner*, you must have closed on your condo and completed all the paperwork that is required in the YACHT COVE
3. If a Renter you must complete all the paperwork that is required in the YACHT COVE OFFICE and the tenant must complete a "Request for Boat Slip and Dry Storage". This form has to be signed by the OWNER of your condo and REQUESTOR (whose name is on the ONE year's Lease) and
4. Returned to the YC Office along with a copy of the boat's CURRENT SOUTH CAROLINA DNR (same name as requestor). After the YC Office
5. Receives this information it is given to the BOATING COMMITTEE. The Boating Committee is who will assign you a slip. You will be notified by letter or email and at that time you return to the YC OFFICE to sign a waiver and receive YC DECALS for your boat. **IMPORTANT NO BOAT IS ALLOWED on YC PROPERTY without a YC decal or it is subject to being towed at the Owners expense.**

6. REGIME FEES MUST BE CURRENT.

IX. MEETING AND VOTING

A. Owners and Board Meetings

There are two regular owners' meetings per year at Yacht Cove. One in October or November to vote on and adopt the following year's budget. One in January to elect new board members. Special meetings other than these two may be called by the owners per the bylaws. The board president or another board member appointed by the president is the presiding officer at these meetings and other board members are present as owners only. Owners may make motions and vote on them at owners' meetings. All other monthly meetings of the board begin with a public session where owners may listen to current board activities and reports and ask questions or make suggestions. Owners are not eligible to make motions or vote on them at regular board meetings. At the conclusion of the public meeting, the board will adjourn to executive session to discuss personnel and other confidential issues.

B. Election of "Inspectors of Election"

In order to facilitate an orderly and secure vote counting process at the budget and annual owners' meetings, a minimum of six Inspectors of Election, who are owners, will be elected by the other owners. They will be appointed at the beginning of the budget owners meeting to serve for one year until the following year's budget owners meeting. At the following year's meeting, after securing the ballot box, they may be re-elected or replaced with new Inspectors of Election. A minimum of three Inspectors of Election must attend all voting meetings and extensions of voting meetings to secure the ballot box and to count votes received. One of the Inspectors of Election will be designated the Chief Inspector of Election or Chairperson to serve as their spokesperson by the other Inspectors of Election.

C. Security of Ballot Box

1. At the start of any owner meeting process (which may predate the meeting by up to five weeks) requiring a vote by the Yacht Cove Owners, the chairperson of the Inspectors of Election or his designated appointee among other inspectors of election places a numbered seal on the ballot box. Also, a padlock is placed on the box by the same chairperson and locked. The key is given to the chairperson. At least one other inspector of election should witness this setup procedure. The seal number is recorded and witnessed on a "seal log" as each seal is used. The recorded information is then placed in the ballot box.
2. At the owners meeting where votes are to be counted, the ballot box is to be opened by the chairperson of the inspectors of election or his designated appointee among other inspectors of election. The number of the broken seal is to be recorded and witnessed by two other inspectors of election. A minimum of three inspectors of election must be present at all times while the ballot box is open.
3. If the owners' meeting is to be extended to obtain additional votes, the board will authorize the chairperson or his appointee to place a new numbered seal and lock on the ballot box. This must be witnessed by two other inspectors of election.
4. Repeat steps two and three until the vote is finalized or abandoned. Any unauthorized entry into the ballot box will require that all ballots be voided and a new ballot issued.
5. Ballots are to be kept a minimum of thirty days following the conclusion of any voting action. At such time, as old ballots are to be removed and stored, the box will be opened and the seal log updated by the chairperson of the Inspectors of Election or his designated appointee.
6. A sample of the form used to record the attachment and breaking of seals, which requires the initials of the person attaching or breaking appears at the end of this section 9.

D. Voting Practices

1. Five Weeks Prior to Owners Meeting, meetings are held to discuss issues that are being voted on. Inspectors of Election from previous owners meeting seal Ballot Box with a numbered seal

and secure with a padlock. Seal Log is created and initialed by inspectors of election and deposited in the Ballot Box. After sealing and securing the Ballot Box, the box will be kept in the office area not accessible to the public, but in public view in order to ensure that all persons depositing ballots properly sign the sign in sheet. Ballots are prepared and approved by the board prior to mailing. Each ballot will include three stickers that record the owners name, address, unit# and ratio%. One sticker will be on the mailing envelope, one on the return envelope which should be sealed by the owner before depositing in the ballot box and one on the ballot itself. Ballots shall include the date and location of the owners meeting.

2. Four Weeks Prior to Owners Meeting Ballots are mailed or hand delivered and voting program is set up to record the vote. Sign in sheets are created to record ballots received in order to determine a quorum prior to votes being opened. Sign in sheets will be in numeric order by unit number with owner's name printed for easier location. As ballots are received in office, office personnel will check off receipt on sign in sheet. Ballots are entered in computer weekly and quorum results conveyed to board president weekly by chairperson of inspectors of election.
3. One Week Prior to Homeowners Meetings Query verifying software to determine owners who have not returned a ballot and present quorum status. Volunteers contact persons who have not voted and encourage them to vote. If quorum has not yet been met, post notices in community giving current status of votes turned in, how many more are needed for a quorum along with notices of Owners Meeting. If quorum has been reached, post notice of Owners Meeting only. Agenda posted for Owners Meeting.
4. Day of Owners Meeting Prior to 5 pm on the night of the Owners Meeting any votes that have not been listed in the quorum count are added to the verifying program. Chairperson of Inspectors of Election notifies board president whether a quorum exists. If a quorum exists there is no need for sign in sheets at Owners Meeting. If a quorum does not exist prepare sign in sheets for Owners Meeting. When sign in sheets are needed to achieve a quorum, two tables are set up 30 minutes prior to the scheduled meeting at the entrance to the meeting location. Inspectors of Election will facilitate sign in and deposit of ballots in Ballot Box. At the time the meeting is scheduled to begin, if a quorum exists the President will call the meeting to order. If a quorum does not exist, votes received in the 30 minutes prior to the meeting are logged in to the verifying program. Once a quorum exists, the meeting is called to order and "housekeeping" issues are addressed. If a budget meeting, inspectors of election are nominated and approved by Owners. Inspectors of Election are asked to elect a chairperson of their group.
5. Inspectors of Election are given the following instructions:
 - a) Explanation of seal procedure is given.
 - b) Procedure for verifying validity of proxies is explained. If proxy with blank ballot, chairperson must contact proxy to cast vote. The board instructs how to cast the vote when the proxy is in favor of the board.
 - c) Explanation of voting computer program is given.
 - d) Explanation of possible 48 hour extensions is given.
 - e) Inspectors of Election begin counting ballots Owners meeting is recessed to allow votes to be tabulated. Upon completion of vote counting, meeting is called back to order to announce results. If required, floor is open for motions from owners to extend meeting. If meeting is extended, Ballot Box is sealed by chairperson of inspectors of election.

X. YACHT COVE OWNERS ASSOCIATION PAYMENT POLICY - Adopted 2-8-16

Yacht Cove Owners Association (Association) is on a monthly payment schedule, with payments due from unit owners on the first day of the month and delinquent after the 10th day of the month, for all items on your account on the first of the month.

Payments can be made by check or money order delivered to the Association office during office hours, placed in the clubhouse office drop box, or mailed to the clubhouse office addressed to Yacht Cove Owners Association, 109 Shoreline Dr., Columbia South Carolina, 29212. You may also drop it off at Property Management Solutions, 201 Main St, Suite D, Lexington, SC 29072; or mail it to Property Management Solutions, PO Box 2014, Lexington, SC 29071. Please write your Yacht Cove address in the memo line of your check to be certain it is credited correctly. Do not mail in cash or drop off cash in the clubhouse drop box. Please call Property Management Solutions at (803)-996-4846 or email them at office @pmsolutions.com regarding any questions about your account. All payments should be made payable to Yacht Cove Owners Association.

Our auditors have advised us to discontinue handling cash as a method of payment for security reasons and because it does not allow for a good paper trail for record keeping. Cash should be converted to a money order to make a payment.

Electronic payment is also an option and may be set up by contacting the Property Management Solutions office.

Unit owners are obligated by the Association Rules, Regulations, Bylaws, and Master Deed to make all payments due and keep their accounts current. It is the unit owner's responsibility to take the initiative and contact the Association office to determine the status of their account. Payments on delinquent accounts will be applied to the oldest item first and progressing to the most recent item; for example, oldest Regime Fee due first, the late fee related to that oldest Regime Fee next, oldest Special Assessments due next, and the late fee related to that oldest Special Assessment next, other fees due (wet slips, dry storage, other use fees) and then fines. This process of applying payments will continue until the full amount of the payment is exhausted. Unit owners choosing to allow someone else, or some other entity, to make their payments, are still responsible for any adverse results to their accounts due to those third parties nonperformance.

In an effort to save expenses, the Association does not, as a standard process, send billing statements to unit owners. Additionally, the Association does not, as a standard process, send delinquent statements to those unit owners whose accounts are delinquent. Unit owners are responsible for making sure their account is current and are encouraged to take the initiative in confirming their account status with Property Management Solutions.

If a unit owner does not agree with the Association's accounting regarding their account, the unit owner may provide Property Management Solutions or the Yacht Cove Board Treasurer written records disputing the accounting and request a meeting to resolve the discrepancy.

On the 11th of each month a \$10 late fee will be applied/added to delinquent account for each late Regime Fee and/or Special Assessment each month they remain unpaid. For example:

For January fees that remain unpaid on January 11th, a \$10 late fee will be added for the delinquent Regime Fee and an additional \$10 late fee will be added for the delinquent Special Assessment. On February 11th, if the January and February fees remain unpaid, a \$10 late fee will be added to the account for the unpaid January Regime Fee and a \$10 late fee will be added for the unpaid February Regime Fee. Additionally, a \$10 late fee would be charged for the unpaid January Special Assessment and another \$10 fee would be added for the unpaid February Special Assessment. In this example the total late fees charged in January would be \$20 and the additional late fees charged in February would be \$40. Note that each month these fees remain unpaid, the additional late charges added to the account will be last month plus additional late fees for the current month.

It is important to understand that the late fees added each month can become greater than your monthly regime fee, so we strongly encourage you to keep your account current.

If Regime Fees and or Special Assessments remain delinquent for two months or more the Association will initiate the process to place a lien on the delinquent unit. *The owners of the delinquent unit will be notified of the pending lien filing and provided 10 days to pay their account in full.* This notification will be provided by certified mail going to the most recent address the unit owner provided the Association office. It is the unit owner's responsibility to make certain the Association office has their up to date contact information (snail mail address, email address, & phone number) on file. All administration and legal costs incurred by the Association related to the lien process will be added to the delinquent unit account.

The Treasurer of the Board of Directors or the Property Management Solutions is authorized to initiate the lien process.

If the account remains delinquent for 30 days after the lien has been filed, the Association may, with the approval of the Board of Directors initiate foreclosure proceedings on the delinquent unit. The unit owner will be notified in the same manner as when the lien was filed of the foreclosure proceedings. All administrative and legal costs related to the foreclosure process incurred by the Association will be added to the delinquent unit's account.

Any account that is delinquent \$50 or more for two consecutive months or more will forfeit the use of the amenities (pool, tennis courts, clubhouse rental, dry storage, and wet slips etc.).

Any questions relating to this process may be directed to the Property Management Solutions or the Treasurer, unless the matter has been turned over to the Association's attorney, in which case, question should be directed to the attorney's office.

XI. PROCESS FOR ASBESTOS REMEDIATION adopted June 25, 2015

Yacht Cove has been alerted by the South Carolina Department of Health and Environmental Control, DHEC that there may be asbestos in the popcorn ceiling, dry wall, and joint compound and possibly in the joint tape. DHEC has required us to take action and as a result, the Yacht Cove Board has developed the following procedure that is in effect immediately.

1. Each of us has the responsibility to ensure we are not exposing ourselves or others. Therefore, at any time a homeowner is involved in a renovation or in any process that disturbs the sheetrock in any manner inside their individual condo, the owner is required, by law and in compliance with DHEC regulations, to have a qualified lab take samples and determine the status of asbestos in the area of the work to be performed. These tests must be done prior to the start of work. Asbestos tests Initiated in preparation of owner initiated interior work to be done at any individual unit is at the owner's expense.
2. Yacht Cove is responsible for common areas in the villas and in the clubhouse. If at any time Yacht Cove personnel perform work on the interior of a condo that requires popcorn ceiling, sheet rock, sheet rock joints or joint tape to be disturbed, Yacht Cove will have the required asbestos testing done prior to the commencement of repairs and will bear the costs of these tests.
3. For more information, please refer to:
www.scdhec.gov/HomeAndEnvironment/YourHomeEnvironmentalandSafetyConcerns/AsbestosInfoforHomeowners/
4. The following are a few of the DHEC approved companies in the Columbia area that perform asbestos testing. These companies are listed in no particular order as Yacht Cove doesn't

recommend one company over another. The list is provided as a convenience to our owners and residents and is not inclusive of all testing and remediation firms.

Palmetto Design and Renovation Contractors
121 Centrum Drive, Suite 3
Irmo, SC 29063
Phone (803) 563-8953
<http://www.palmettodesignandrenovation.net/>

Access Analytical
7478 Carlisle St
Irmo, SC 29063
P: 803.781.4243
TF: 888.315.4243
Fax: 803.781.4303
info@axs-inc.com

ARM Environmental Services Inc
1210 1st Street South Ext
Columbia, SC 29209
(803) 783-3314

Herrygers Environmental Services
214 Beltrees Dr,
Lexington, SC 29072
(803) 951-8947

Compliance Centre
920 Saint Andrews Road
Columbia, SC 29210
Phone: 803.772.1430
Fax: 803.772.1435

Kleen Sites Geoservices Inc
2047 Industrial Blvd,
Lexington, SC 29072
(803) 996-0637