



**LAURENS PLACE
CONDOMINIUM OWNERS ASSOCIATION**

**2014 DIRECTORY
AND
RULES AND REGULATIONS**

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Condominium living may be a new experience for many of us and it requires an understanding of its operation. With everyone's cooperation, all may enjoy the advantages of living in the residences at Laurens Place or working in one of the two condominium offices at 2 Wharfside Street.

Serve on a committee! Greet and get to know all of your neighbors. Pick up trash surrounding our neighborhood every time you take a walk. Enjoy living at Laurens Place!

In order to create a congenial and dignified residential and office atmosphere, the Master Deed and the By Laws were in place prior to your purchase. Your Board of Directors has adopted these rules and regulations for the guidance of all owners, their families, and their guests. These rules and regulations may not please everyone entirely nor were they designed to satisfy individual personal desires. However, they do meet the approval of a large majority of owners and this is the only means of achieving success in condominium living.

Important Information for all Owners and Occupants

Management Company: McAlister Development Company
106 Pitt Street
Mt. Pleasant, S.C. 29464

Property Manager: April Gawrych
Ph: (843)388-1750 or (843)723-6611

Fax: (843)723-5523

agawrych@mcalistdevelopment.com

Custodian/

Groundskeeper:

Carl Cooper

(843)209-4437 ****EMERGENCIES ONLY!**** All

routine matters and scheduling should be done through April @ the above numbers. **Any personal requests for Carl should be discussed after his normal working hours of 8am-4pm.**

Emergency Pager Number: (For nights and week-ends) 843-219-1122

Organization and Function

Laurens Place Condominium Association, Inc. is a South Carolina Nonprofit corporation. (Master Deed Article 2; Definitions 2.3)

Association: Membership, Meetings, Quorum, Voting, Proxies

An Owner of a Unit shall automatically become a member of the Association. If title to a Unit is held by more than one person, the membership shall be shared in the same proportion as the title, but there shall be only one membership and one weighted vote per unit. (Article 2: 2.1 By Laws)

Board of Directors: Number, Powers, Meetings

The affairs of the Association shall be governed by a Board of Directors, each of whom shall have one equal vote. (Article 3: 3.1 By Laws)

The Board shall consist of up to 5 directors. (The membership voted to increase the number from 3 to 5 at the annual meeting in 2003) (Article 3: 3.2 By Laws)

Powers And Duties

The Board of Directors shall have all the powers and duties necessary for the administration of the Association's affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the Master Deed, By Laws, the Articles, and as provided by law.

Board members are elected by the Owners Association for a period of two years. They serve without compensation.

Following is a list of Officers and Board members for the 2014 calendar year:

Officers

President and Director: Wendell Robinson

Directors: John Feldman, Dennis Wheelus, Nick Glover, Linda Vinson,

RULES AND REGULATIONS

An overview of the rules and regulations created by the “Master Deed for Laurens Place on the Harbor” and the Bylaws is presented below. A few additional comments are added, principally regarding parking, storage, garbage and pets. Some advice regarding maintenance of your HVAC is included. The goal is to promote a congenial, safe and secure atmosphere for our neighborhood. Owners are responsible to be familiar with the full Master Deed and By Laws which your attorney provided you at closing.

RIGHT OF ENTRY. The LPCOA Management Company has the right to enter into Units for maintenance, emergency, security; or safety purposes. Except in an emergency situation, entry shall be only during reasonable hours and after reasonable notice to the owner or occupant of the unit. If needed the Property Manager should have keys and or codes necessary for entry. (Article 8: 8.1)

ENFORCEMENT OF RULES AND REGULATIONS. The LPCOA has the right to impose monetary fines in the case of violation of any rules and regulations. (Article 8: 8.2)

COMMON ELEMENTS. The Association shall have the right to temporarily close any portion of the Common Elements for emergency, security, safety purposes or for any other reasonable purpose...i.e. maintenance (Article 8: 8.9)

ASSESSMENTS. The LPCOA has the power to levy assessments. (Article 9: 9.1)

ARCHITECTURAL STANDARDS. All Owners or Occupants should adhere to reasonable and safe conformity. No Owner or Occupant, or any other person may make any encroachment onto the Common Elements or Limited Common Elements , or make any exterior change, alteration, or construction, including painting and landscaping, nor erect, place or post any object, sign, antenna, playground equipment, light except for reasonable seasonal decorative lights, storm door or window, artificial vegetation, exterior sculpture, fountain, flag, or thing on the exterior of the buildings , in any windows, on any Limited Common Elements, or any other Common Elements, without first obtaining the written approval of the Architectural Review Board.

The standard for approval of such improvements shall include, but not be limited to, aesthetic consideration, materials to be used, harmony with the external design of the

existing buildings and the relation to surrounding structures and topography. (Article 12: 12.1) Note: from windows only white/off white draperies/liner or shutters should be used.

BUSINESS OR TRADE. All residential Units shall be used for residential purposes and for ancillary home office uses. No business or trade may be conducted in a residential unit without prior written consent of the LPCOA Board of Directors. (Article 13: 13.1)

ALTERATIONS OF UNITS. Owners may make alterations to the interiors of their Unit as allowed by the Master Deed, Bylaws and rules and regulations. Prior notification of the Board is required to insure compliance. (Article 13: 13.3) Owners may not move kitchen or bathroom plumbing fixtures.

PROHIBITION OF DAMAGE, NUISANCE AND NOISE. Noxious, destructive or offensive activity shall not be carried on upon the Condominium. No Owner or Occupant of a Unit may use or allow the use of the Unit or any portion of the Condominium at any time, in any way or for any purpose which may endanger the health or unreasonably annoy or disturb or cause embarrassment, discomfort, or nuisance to other Owners or Occupants or in such a way as to constitute, in the sole opinion of the Board of Directors, a nuisance. Any activity which creates noises between the hours of 11:00pm and 8:00am that can be heard by persons in another unit will not be allowed. All Owners should be considerate of others. No Owner shall do any work which would jeopardize the soundness or the safety of the Condominium or any structure created thereon ... (Article 13: 13.7)

FIREARMS AND FIREWORKS. The discharge of firearms or fireworks is prohibited. (Article 13: 13.8)

PETS. Owners or Occupants may keep no more than a total of 2 dogs or cats. Pets may not be left unattended outdoors or kept unattended outdoors, including on any terrace or balcony areas. Dogs must be kept on a leash and be under the physical control of a responsible person at all times while on the Common elements. The owner of the pet or the person responsible for the pet must remove any feces left upon the Common Elements by pets. Animals shall not be kept or maintained in the Commercial Units. (Article 13: 13.9) Additionally, owners are strongly urged to walk their animals outside the complex. Our pet population is too large and our grounds too small to allow pet elimination. City ordinances also apply with a fine of \$500 for feces left behind throughout the city. Note that the Article on prohibition of noise also applies to animal noise.

The board has adopted a "Tenant/No Dog Rule". When advertising your unit for rent, please explain that because of the type of structure and limited space, tenants are not allowed to have dogs.

PARKING. Each residential Unit is assigned two parking spaces, and the two office condos are assigned three spaces (as shown in Exhibit "B" in the Survey and Plot Plan...) If a vehicle is parked in a fire lane, is blocking another vehicle or access to another Owner's or Occupant's Unit, is obstructing the flow of traffic, is parked other than in a parking space, is parked in a space which has been assigned as a Limited Common Element exclusively serving another Unit, or otherwise creates a hazardous conditions, **no notice shall be require and the vehicle may be towed immediately.** (Article 13:13.10) It is important that you park in your own two spaces. If you have more than two cars you may be able to lease a

space from another owner. Please alert the Management Company regarding any parking lease agreements.

VISITOR PARKING SPACES. These parking spaces are for short term visitors. Extended guests and daily housekeepers must use one of your spaces or find parking outside of the building. There are very few spaces and they must be shared by all.

HANDICAPPED PARKING SPACES. These parking spaces are for visitors with a valid handicapped sticker. If an Owner or Occupant needs a handicapped space the Management Company and the Board will work with the owner on trying to work out a satisfactory solution.

STORAGE ON PARKING SPACES. The Board, at the request of many residents, approved several types of enclosed storage units that may be placed on an assigned **garage** parking space thereby limiting unsightly storage. Each Owner must make certain that his/her storage bin doesn't impede parking and that it doesn't encroach upon your neighbor's parking space. Please be considerate of other owners regarding the safety and appearance of your area. No storage is allowed in any common area.

BICYCLES STORAGE AREA. At the request of many owners the Developer and The Board provided an area for bike parking. The bicycle storage area in the covered parking garage may only be used to only store bicycles. Each bicycle should be secured with a lock. No other Common or Limited Common area except private balconies of a Unit may be used to store bicycles.

HEATING OF UNITS IN COLDER MONTHS/ AIR CONDITIONING IN WARMER MONTHS. Thermostats within the Units should be kept on a minimum of 55 degrees during colder months even when unoccupied. Thermostats within the units during the warmer months should be kept at a maximum of 78 degrees even when unoccupied. (Article 13: 13:12)

SIGNS. Except as may be required by legal proceedings, no signs, advertising posters, billboards, canopy or awnings, or any variation shall be erected, placed, or permitted without the prior written consent of the Board. The Board /Management Company shall have the right to erect reasonable and appropriate signs on behalf of the Association. (Article 13: 13.13)

RUBBISH, TRASH, GARBAGE. All rubbish, trash, and garbage shall be regularly removed from the Unit and shall not be allowed to accumulate therein. No garbage or trash shall be placed on the Common Elements or Limited Common Elements outside the Unit, temporarily or otherwise. (Article 13: 13.14) **All items** placed in the trash chute **MUST** be placed in a plastic trash bag which is tied or sealed shut. Nothing is to be dropped into the trash chutes between the hours of 10pm and 8am since the disposal of items can be heard as it falls. Glass should be recycled to prevent breakage. Broken glass could be a danger to the custodian. A full explanation of Rules and Regulations Regarding Garbage Trash and Recycling are in another section of this Directory.

IMPAIRMENT OF UNITS AND EASEMENTS. An Owner shall do no act or any work that will impair the structural soundness or integrity of his/her Unit or another Unit or impair

any easement or other interest in real property, nor do any act nor allow any condition to exist which will adversely affect the other Units or their Owners or Occupants. (Article 13:13.15)

UNSIGHTLY OR UNKEMPT CONDITIONS. The pursuit of hobbies or other activities, which might tend to cause disorderly, unsightly, or unkempt conditions, shall not be pursued or undertaken on any part of the Condominium. (Article 13:13.16)

GARAGE SALES. Garage sales, yard sales, fleas markets, or similar activities are prohibited. (Article 13:13.17)

ANTENNAS AND SATELLITE EQUIPMENT. No Owner, or Occupant shall place or maintain any type of exterior TV's., radio, or satellite equipment on the Condominium. Except with written approval from the Board. (Article 13:13.19)

ELEVATORS. The Board shall have the right to promulgate rules and regulations regarding use of the elevators. (Article 13: 13.20) Each Owner/ Occupant is responsible for contacting the Management Company to request that the protective pads be placed inside the elevator prior to moving large items in and out of Units.

TIME SHARING. No Unit shall be used for or subject to any type of Vacation Time Sharing Ownership Plan, Vacation Time Sharing Lease Plan or Vacation Time Sharing Plan. (Article 13:13.21)

LEASING. All rentals must be for an initial term of not less than one year. Within 7 days after executing a lease agreement the Unit owner shall provide the Board of Directors/Management Company a copy of the lease and the name and phone number of the lessee. The Unit Owner must make available to the lessee copies of the Master Deed, By Laws, and Rules and Regulations. (Article 14:14.2)

MOVE IN /MOVE OUT FEE. A fee of \$250.00 will be assessed for each owner/tenant moving in or out. This fee will cover the time to open gates, pad elevators, and compensate for minor damages (scratches, etc) that sometimes occur with moving. A security deposit of \$500 will also be due prior to a move. The deposit will be refunded if no damages occur. Any major damages caused by a move will be charged additionally.

COMPLYING WITH RULES AND REGULATIONS. Each Owner of a Unit shall be responsible for ensuring that the Owner's family, invitees, guest, tenants and occupants comply with all rules and regulations of the LPCOA.

SALE OF UNITS. A Unit Owner shall furnish the Board/Management Company the name and number of the new Owner within 7 days after the sale. (Article 15)

MAINTENANCE RESPONSIBILITY. Each Owner shall have the obligation to maintain and keep in good repair all portions of his or her Unit and all improvements made to the Limited Common Elements assigned to the Unit. The maintenance responsibility shall include, but not be limited to the following: window locks, all doors, and hardware that are a part of the unit. Inspections of the HVAC units are done twice yearly. The inspections are covered in the monthly maintenance fee; however, owners are responsible for all necessary

repairs to their individual units. Change your filters on a monthly basis. Owners are also responsible for all plumbing needs and the care of your appliances, sound systems, cable hook ups, electrical and phone service.

SECURITY. The Association may, but shall not be required to, from time to time, provide measures or take actions which directly or indirectly improve safety on the Condominium; however, each Owner, on behalf of such Owner and the Occupants, guest, licensees, and invitees, of the Unit acknowledges and agrees that the Association is not a provider of security and shall have no duty to provide security in and to the Condominium. It shall be the responsibility of each Owner to protect such Owner's persons and property and all responsibility to provide security lie solely with each Unit Owner. The Association shall not be held liable for any loss or damage by reason of failure to provide adequate security or ineffectiveness of safety measures undertaken. Master Deed :ARTICLE 22:22.1 **Each Owner can assist with security.** Open doors and gates must not be left unattended. Each Owner has a responsibility to other Owners to limit the people who have access to Laurens Place codes. Delivery trucks, pizza, florist, cleaning companies, etc. should be buzzed in and met not given the code. Report any suspicious activities to the police, fire department, the Management Company or a Board Member depending on the circumstance.

COURTYARD AND GARAGE AREAS: Bicycle riding, skateboarding, roller skating, and similar activities are not permitted in the courtyard and garage areas.

GARBAGE AND TRASH AT LAURENS PLACE

All garbage and trash must be removed by hand, bag by bag, from the chute garbage cans and transferred to the large red pick up dumpster daily by our cleaning staff.

All trash and garbage must be placed inside a strong plastic garbage bag and tightly secured before dropping anything into the trash chute.

It is imperative that **no loose trash or garbage be placed in these large plastic cans.** There is a small lined can in the trash enclosure you can access while you are in the garage for tossing loose items from your car etc.

Residents should also remember that the impact of falling trash/garbage can be loud as it travels down the chute, and refrain from disposal between 10:00p.m. and 8:00a.m.

Bottles and glass items must be recycled not dropped into the chute since they break as they fall and this makes cleaning the cans a **dangerous job** for our staff.

Heavy items must be double bagged or carried down.

Use your disposal for garbage that would have a tendency to leak liquids for sanitary, pest and odor control.

Make certain the **items aren't so large that they will get struck** in the chute on their way down to the plastic cans below.

RECYCLING AT LAURENS PLACE

Recycling is encouraged at Laurens Place. **Residents must place only acceptable material inside the collection cans.** There are items that meet criteria for recycling, but there is no market for them so they can't be collected. Unacceptable items must be picked out by hand and that is an impossible task.

Unacceptable items include

- 1. Styrofoam**
- 2. brittle plastic containers like those strawberries are shipped in**
- 3. hard plastic like plastic hangers, plastic bottle tops, some pill bottles**
- 4. metal hangers**
- 5. paper board like cereal boxes, shoe boxes, laundry boxes, paper towels, napkins, juice boxes, egg cartons, etc.**
- 6. drinking glasses or china**
- 7. plastic bubble wrap and plastic bags.** Clean plastic bags can be recycled at Harris Teeter.

There are 3 Recycling cans marked for specific item in the back of the parking garage close to the bike racks. Remove items from plastic carry bags prior to depositing recyclables into any of the cans.

Can 1 is set up for

- 1. plastic containers with only #1 or #2 on the bottom of the item**
- 2. glass jars and bottles with tops removed**
- 3. steel and aluminum cans and tops**

Please rinse all items out to avoid sanitation problems.

Can 2 is set up for

- 1. newspapers**
- 2. junk mail**
- 3. magazines, and office paper that doesn't include carbon.** These items can be in a paper bag- no plastic bag.
- 4. lightweight** cardboard such as cereal boxes, etc.

Can 3 is for **corrugated boxes only with all packing supplies removed.**

Shoe boxes, cereal boxes, etc. aren't corrugated. All boxes **must be flattened out** for practical storage reasons.....one large box can fill up the can. Make certain you don't include boxes that have wood attached, and items like pizza boxes, or any other boxes that contain food particles. **DO NOT LEAVE ANY BOXES STACKED BESIDE THE CAN THAT YOU HAVE NOT BROKEN DOWN.**

Our recycling **can't handle moving boxes and packing materials. It is your responsibility to get your moving company to carry them away. There is a Recycling Center at 13 Romney Street just off Morrison Drive. Quick Mail Etc. at 334 East Bay is sometimes interested call 723-6598.**

MAIL AND DELIVERY SERVICES The U.S. Postal Service delivers and picks mail six days a week and will put all mail that will fit in your assigned mailbox. UPS/Airborne Express/FedEx will call up to your unit from the lobby when they have a delivery. If they do not reach you, they will leave the package in the lobby as long as it does not require a signature. It is your responsibility to check for your expected package. If the delivery does require a signature, they will usually leave a note that they made an attempt to deliver, and inform you of when they will make another attempt.

COMPLAINTS/SUGGESTIONS Any members with complaints, concerns, or suggestions should send thoughts in writing to April Gawrych at McAlister Development Company. All letters will be turned over to the appropriate Board member(s) for review and response.

STORM AND EVACUATION PROCEDURES In the event of a hurricane or other severe storm, evacuation may be necessary. **PLAN AHEAD** don't wait till the last minute. There are a few procedures that may help ensure your safety and the safety of your unit if a storm strikes. The following tips may be helpful:

If there is **DANGER** of hazardous weather, but an evacuation has not been issued:

- Be aware of any news or updates concerning the storm such as its location, severity, expected time of strike, etc.
- Note which neighbors and friends in your building may need assistance preparing for the storm and make sure they are aware of the potential emergency.
- Secure all windows, screens, and doors and remove all items from your balcony. Small and large items can become dangerous flying projectiles.
- Make sure you have batteries, flashlights, a portable radio, bottle water, etc. on hand.

If an **EVACUATION** has been ordered:

- Unplug all appliances as they may be a fire hazard.
 - Remove all perishable food items.
 - Offer help to those neighbors around you that may need assistance getting out of the building.
 - If you plan to leave a car behind move it to higher ground in a parking garage.
- ** It is your responsibility to plan ahead.** It is a good idea to have a neighbor's contact information in case you are out of town at the time an evacuation is issued. If you do not have a neighbor's contact information or if your contact is not able to assist you in securing your unit, McAlister Development may come out and ensure your unit is ready for the storm.

EMERGENCY NUMBERS

Dial 911 Fire, Rescue, Ambulance, & Police

Non Emergencies numbers

Charleston Police Dept. Adm. Offices 843-577-7434

Animal control 843-577-7434

Fire Dept. Adm. Offices 843-724-7386

Ombudsman/Citizens Assistance 843-724-3745

Charleston Maritime Center 843-853-3625

Gaillard Auditorium 843-577-7400

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