

WINDSORGATE
HOMEOWNER
RULES
AND
REGULATIONS
EFFECTIVE
1/01/2019

WINDSORGATE RULES & REGULATIONS

[Homeowner(s), Tenant(s), and Designated Resident(s)]

This Document is a representative of the complete Rules and Regulations governing the Windsorgate Community its Residents and Guests.

NOTE: Please contact the Architectural Review Board for Instructions before Undertaking Any Changes to the Exterior of your Property.

Introduction

Townhouse Ownership or Residency is a new experience for many of us and requires an understanding of its operation. With everyone's Cooperation, all may enjoy the advantages of Townhouse living.

In order to create a congenial and dignified residential atmosphere, The Board of Directors as indicated here has adopted Rules and Regulations for the guidance of all Homeowner(s), Tenant(s), Designated Resident(s), their Family(s), and Guest(s).

In general, the rules are original to the Windsor Gate Community and derived from experiences in other Communities.

These rules and regulations may not please everyone nor are they designed to address the concerns of any or all individuals. From our experience, they will meet the approval of the majority of the Residents and this is the only means of achieving success in this type of community living.

Please Note this is not verbatim from the master deed but rather tends to add words for clarifying interpretation without changing the meaning.

Any questions, suggestions, or complaints should be made in writing to the Managing Agent.

If the Managing Agent cannot resolve them for you, you will be referred to the appropriate Committee or the H.O.A. Board of Directors.

We hope to have the understanding and cooperation of all Homeowner(s), Tenant(s), Designated Resident(s), and Guest(s), so that we may all enjoy the benefits of Townhouse living to the fullest.

The quality of life at Windsor Gate is largely dependent on the effort made by each of us to obey the Rules and Regulations, show basic courtesy to our neighbors, and work together to maintain and improve our community.

Approved and authorized for distribution by the: *Board of Directors Windsor Gate Homeowner(s) Association, Inc.*

1. General

Pursuant to the Declaration of Covenants, Conditions, Restrictions, and By-Laws, the following Rules and Regulations are promulgated for the Residents of Windsor Gate. Resident shall refer to and mean a Townhouse Homeowner(s), Tenant(s), Designated Resident(s), and their Families.

Any person may be deemed a Trespasser with respect to the common elements. Each Townhouse Unit is hereby restricted to residential use only and Homeowner(s), Tenant(s), Designated Resident(s), their Families, and Guest(s) are expected to comply with all local zoning ordinances, as well as the Association Rules and Regulations.

The Association shall mean the respective Homeowners' Association, Inc and the Managing Agent employed by the respective Association.

2. * Renting / * Sale / * Usage

*** A. Renting of Units –**

1. Townhouse Unit(s) may be Rented by Homeowner(s) (*for not less than One (1) Year*).
2. A copy of the Rental Agreement (**Lease**) **MUST** be provided by the Homeowner(s) to the Managing Agents Office. It is to be held on file as required by said Declarations and terms of such, complying with all documents governing the Windsor Gate Homeowners' Association.
3. When a Homeowner(s) Rents his/her unit to a Tenant(s), the Homeowner(s) assigns all his/her rights and obligations to use the Townhouse Unit(s) and the Community Amenities of such to the Tenant(s) listed on the Lease Agreement.
4. Homeowner(s) are responsible for their Tenant(s) compliance with the Rules and Regulations and **Must** provide their Tenant(s) with a copy of the Windsorgate Rules and Regulations when the Lease is signed for their use and information.
5. Violations of the Rules and Regulations by Tenant(s), their Families, Guest(s), and Visitor(s) are the responsibility of the Townhouse Unit Homeowner(s).
6. **Fines when applicable will be levied against the Townhouse Unit Homeowner(s)**

***NOTE: It is the Landlords responsibility to provide a Safe and Healthy environment for said Tenant(s) throughout the term of the Lease Agreement.**

*** B. Sale of Units –**

1. Townhouse Units designated "**For Sale**" *Requires* that Homeowner(s) send Written Notification of such Sale to the Managing Agents' Office once those Unit(s) have been listed "**For Sale**".
2. If the Homeowner(s) no longer resides in the Townhouse Unit(s) listed "**For Sale**" or it is not being occupied by said Homeowner(s) an Alternative Address and Phone Number must be provided to the Managing Agents' Office in case of an Emergency.

***NOTE: Only Two (2) "For Sale or For Rent" Sign is allowed per Unit at any one time and can be displayed in the 2nd Level Front or Back Window(s). If window is obstructed the Board will make accommodations.**

* C. Unit Usage – “Designated Resident(s)”

Homeowner(s) who allow their Unit(s) to be occupied by other person(s) not recorded as “Tenant(s)” are responsible and liable for their compliance with the Windsorgate Rules and Regulations. Homeowner(s) **Must provide** the Designated Resident(s) with a copy of the Rules and Regulations along with pertinent information and access concerning Parking, Pool Usage, Trash Disposal, etc.

[* See Section #20 for Fines and Amounts]

3. Fire Information

If you discover a fire in your unit, please immediately do the following:

- A. **Call 911** and tell the dispatcher your Address, Street Name, and Community.
- B. **Vacate** your unit and if possible Close All Doors behind you. **[Do not open any windows]**
- C. **Alert** other occupants in the building.
- D. **Keep** Fire Extinguisher(s) in your Unit(s) **AT ALL TIMES.**
- E. **Check** your Smoke Alarms monthly and Change the Batteries as necessary.
- F. **Clean** out your Dryer Vents both Inside and Outside periodically.

4. Annoyances

Being thoughtful to your neighbors is essential in a Multi-Family Community,

No resident shall create or permit Excessive Noise. Noise becomes an annoyance during odd hours of the day such as early morning or late evening when most people are resting.

Therefore, excessively disturbing noises in units or the Common Area(s) which interfere with the rights, comforts, or conveniences of neighbors is **NOT Allowed.**

Noise from people, motor vehicles, honking horns, exercise equipment, televisions, stereos, laundry equipment, musical instruments, etc., should always be kept to a minimum especially during the hours of – **11 P.M. through 8 A.M.**

NOTE: Any Non-Compliance of this Section could result in the Summons of Local Authorities needed to correct and/or monitor unbecoming behavior towards an affected party.

5. * Swimming Pool

- A. All Residents and Guest(s) are granted use of the Pool and Homeowner(s) are assigned **Pool Access** for admittance to the pool area.
- B. Tenant(s) must acquire their **Pool Access** to the Pool Area from the Landlord or by a written request from the Homeowner(s) to the Managing Agent Office for Lease Verification.

- C. Residents **MUST** accompany their Guest(s) while they are utilizing the pool. [Residents cannot have more than Four Guests at any one time within the Pool Area]
- D. All participants are *Cautioned* that they use the swimming pool **at their own risk. (NO Lifeguard will be on duty at any time)**
- E. The following rules and any posted rules at the pool should be observed by all Resident(s), their Families, and Guest(s):
 - 1. Children under the age of 12 must **Always be accompanied by an adult**
 - 2. The swimming pool will be open only for use during the hours and months posted. *(The pool normally will be open from 8 AM until 10 PM during the months of April – October)*
 - 3. Normal swimming attire is required when entering the pool.
 - 4. **NO SMOKING AT POOL.** The Pool or Pool Area **May Not** be reserved for Private Parties.
 - 5. No pets are allowed in the pool itself, the pool deck area, or inside the pool gate **AT ANYTIME.**
 - 6. No glass is allowed in the pool or deck area **AT ANYTIME.**
 - 7. *No Alcoholic Beverages are allowed in the Pool Area **AT ANYTIME.**
 - 8. Pool furniture shall remain in the pool deck area(s) and cannot be reserved or removed.
 - 9. *Rubber Inner Tubes, Floating Rafts, and other similar devices are **NOT** permitted for use **in the pool (Exception - Swimming Aids and/or Life Vests that assist in Pool activities).**
 - 10. **ONLY** Battery Powered Radios, I-pods, CD Players, etc. may be brought into and played in the pool Deck area provided they are played at a reasonable level to not disturb others.
 - 11. Violation(s) of Pool Rules will result in the Removal of said violator(s) from the Pool Area.
 - 12. Delinquency of Association Dues **Will** Result in the Denial of Pool Access by the Homeowner(s), Tenant(s), Designated Resident(s), Guest(s), and their Families.
 - 13. The Maximum capacity for the pool is twenty-five (25) persons.

(Lost Pool Access can be replaced through the H.O.A. for a fee of \$25.00)

[*See Section #20 for Fines and Amounts]

6. * Pets (All Species)

- A. It shall be the responsibility of all Townhouse Occupant(s) **to pay** for any and all cost(s) involved in the restoring to the original condition any damage(s) caused to any **Exterior** Townhouse property and/or Common Area(s) by their Pet(s), and the Pet(s) of Guest(s).
- B. Resident Pet Owner(s) shall be responsible for the actions of their Pet(s) and those of their Guest(s) and, **Will be financially responsible** for any *Personal Injury(s) or Property Damage(s)* involving any Homeowner(s), Tenant(s), Designated Resident(s), Guest(s), Visitor(s), Employee(s) of the Management Company, or to any member of the Public.
- C. **Cleaning up after your Pet(s) is MANDATORY which Requires Immediate Removal and Disposal into a Lidded Container for Storage et., al. Garbage Can, Dumpster, etc.** **NOTE:** It is a requirement by the City of Myrtle Beach Ordinance and the Windsorgate Rules and Regulations.
- D. **No Pet(s) Can** be walked near the Buildings, Shrubbery, Planting Areas **AT ANYTIME.**

- E. At **No Time** are your Pet(s) to be left **Unattended** Outside your Townhouse Unit(s).
- F. **ALL Pet(s) Must be Leashed and Attended while Outside the Townhouse Unit. [Exception – in a Fenced-In Backyard while Monitored by the Pet Owner(s)]**
- G. **No Pet(s)** can be **“Housed Outside”** any Townhouse Unit(s) or within Fenced-In Backyards **AT ANYTIME** - (et.al., Dog Houses, Ground Posts, Tie-outs, Chains, etc.,).
- H. **NO Pet(s)** shall be Kept, Bred, Boarded, or maintained for Commercial Purposes anywhere in the Windsor Gate Community.
- I. **All Pet Owner(s)** are required to abide by all State law(s), Local Ordinance(s), and the Rules and Regulations of the Windsorgate H.O.A.
- J. The Feeding or Enabling of Stray and Personal Animals is not permitted in the Community **at Any time.**
- K. **All Pets** should have their proper **Immunizations** and be **Tagged** as well.

[* See section #20 for Fines and Amounts]

7. * Motor Vehicles, Trailers, Etc.

- A. Motor vehicles shall be parked only in the paved marked areas **ONLY.**
- B. Entranceways and walkways are not to be blocked **At Any time.**
- C. Commercial Vehicles [that exceed $\frac{3}{4}$ quarters of a ton] **Are Not** to be allowed on Windsorgate property **unless permitted by the Board of Directors on an individual basis.** If your Commercial Vehicle is your primary mode of transportation signage must be covered when on property.**[Exception: Commercial Vehicles are Permissible while performing service work during Normal or Emergency hours]**
- D. **No Golf Carts**, neither Gas nor Electric can be kept on Windsor Gate property.
- E. Illegally registered, non-registered or inoperable vehicles will be **Towed** at the owner's expense by a licensed Towing Company contracted by the Managing Agent and the H.O.A.
- F. * Parked motor vehicles must be currently Registered, Operable, and display a Valid License Plate and Sticker, and display a **Windsorgate Parking Permit et.al. (Sticker).** The H.O.A. reserves the right to request proof of registration, valid tags and parking permit for covered vehicles.
- G. Residents **MUST** require Guest(s) or Visitor(s) to Park in an Area(s) marked in (YELLOW) -- Designated for Overflow Parking.
- H. Changing of oil, transmission fluid(s), or repairing of motor vehicles **WILL NOT** be carried out on the premise.

- I. The Riding of Bicycles, Roller Blades, Scooters, Segway's, etc. shall be done on Paved Areas **ONLY! [The Individual usage of any such apparatus shall be at your own risk] [Skateboarding is not allowed on Windsorgate properties At Any time]**
- J. Please be cautious and aware of vehicles while Playing, Walking, and Exercising in our Community.
- K. Use Extreme Caution when traveling through our community and Obey Posted Speed Limits. **(14 Miles Per Hour).**

[* See Section #20 for Fines and Amounts]

8. * Exterior Appearance and Alterations

- A. *Homeowner(s) must receive final approval from the Architectural Review Board and H.O.A. Board of Directors in writing before beginning any installations.
- B. Each Resident is responsible for keeping the Unit(s), its surrounding area(s), clear of all trash, rubbish, and unsightly materials such as *[But Not Limited To]* Bicycles, Mopeds, Beach Equipment, Container Receptacles, etc. which **MUST NOT** be stored on **Front Porches** at any time. **Exception: Furniture and/or Potted Plants.**
- C. The Common Area(s) shall be used only for their intended purpose. Common Area(s) are to be free of any debris and/or all personal property. **[Any deviation will have to be approved by the Association Board of Directors].**
- D. No Radio or Television Antennae(s), Satellite Dish(s), or any Wiring for any such purpose may be installed on the Outside of any Building, Roof, or in Limited or Common Area(s). **NOTE: Satellite Dishes no larger than Eighteen (18) inches in diameter Must be mounted onto a Three (3) Foot Pole within the Rear Fenced Property Boundaries. No Poles or Satellite Dishes can be installed on property which would impede the Landscaper from cutting and maintaining the Lawn Area. [Prior written A.R.B. and H.O.A. Board Approval MUST be obtained before any Installation can begin.] SATELLITE DISH SPECIFICATION FORM MUST BE FILLED OUT, SIGNED AND SUBMITTED WITH ARB APPLICATION.**
- E. Signs, Advertising, or Notices of any type "Shall Not be Permitted or Displayed" on Properties or to be visible from the [Outside] of any Automobile(s), Motorcycle(s), etc., AT **ANYTIME. NOTE: Only Two (2) "For Sale or "For Rent" Sign may be displayed at any one time in the Front or Back 2nd Level Window(s) ONLY** related to the Sale or Rent of the Unit. **If the window is obstructed the Board will make accommodations.**
- F. * **Permanent Changes** can be made to the **Original Landscaping, and Alterations** can be made or attached to the Townhouse Unit(s) Exterior which would change the appearance from the Outside with *Architectural Review Board and H.O.A. Board of Directors approval*. [Example screened-in Rear Porch area, 4 Track Vertical Windows and Door System (ex. Eze-Breeze), storm and exterior doors, windows, gutters, downspouts or fences.]
- G. * **AT NO TIME** can any **Screened-In Rear Porch Area(s) or 4 Track Vertical Windows and Door System (ex. Eze-Breeze)** be Altered Inside or Outside utilizing such items as *[But Not Limited To]* Drywall, Foam Sheeting, Plastic Sheeting, Permanent Glass Window Installation, etc., * Screened-In Rear Porch(s) and 4 Track Vertical Windows and Door System (ex. Eze-Breeze), **Must** adhere

to the Architectural Design established throughout the Community with Black Screening. Screen Doors for Rear Screened Porch Areas **Must** be one of the following two (2) types.

1. White Aluminum Mid-View Safety Screened Door. [Door must have only one (1) Crossbar].
 2. White Vinyl Screen Door with Slats on Bottom Half of door.
 3. 4 Track Vertical Door System (ex. EZE-Breeze)
- H. ***AT NO TIME** can rear porches be used for storage. This includes but is not limited to shelving, storage bins, trash cans, etc.
- I. *Window Air-Conditioning Unit(s) or Window Exhaust Fans cannot be installed in any Townhouse Unit(s) **At Any time**.
- J. No owner/tenant/resident shall have a hot tub or pool of any kind in the common area or at their unit.
- K. **# TEMPORARY** Changes and/or Alterations to the Exterior of the Townhouse for Medical and/or Handicapped Reasons **MUST** be applied for to the Architectural Review Board for review and approved in writing by the H.O.A. Board of Directors.

[Any Installation of Screened Porch(s) and Doors must be approved in writing by the A.R.B. and H.O.A.]

NOTE: White Roll-Type Patio Shades may be installed and utilized inside Screened-In Rear Porch Area(s) or 4 Track Vertical Windows and Door System (ex. Eze-Breeze), for both Sun Exposure Protection and Individual Privacy. [Any Lattice installation for Rear Screen Protection MUST be approved by the Architectural Review Board and H.O.A. in writing].

[* See Section #20 for Fines and Amounts]

9. * Trash and Refuse

- A. All Household Trash and Refuse must be placed within the Compactor/Dumpster located on the property. If the dumpster is full or inoperable **DO NOT** leave trash on ground or within the dumpster area. Key(s) for accessing the Compactor/Dumpster will be supplied to Homeowner(s) **ONLY. Tenant(s)** and/or **Designated Resident(s)** must receive their access Key(s) through their Landlord(s), Homeowner(s), or the H.O.A. **[Replacement Key(s) can be obtained through the H.O.A. for a fee of \$10.00]**
- B. Please break down all Moving, Storage, Large Boxes, etc., before putting them in the Compactor Dumpster. *[Care should be given to prevent litter Inside and Outside the Common Area of the Compactor/Dumpster]*
- C. * All Large items of [But not Limited to] Furniture, Grills, Bedding, electronics, etc, **MUST** be taken to the Socastee Recycle Center and not left on property. **NOTE:** Donation Items can be taken to the Salvation Army, Goodwill Centers, or any other agency that will accept such items.
- D. * Under **No Circumstances** May Trash or Refuse be placed, even temporarily, in Front of Townhouse Unit(s) or Front Porches **at Any time**.

[* See Section #20 for Fines and Amounts]

10. * Hazards

- A. *No Resident shall use or permit to be brought into any Townhouse Unit(s), Storage Facility(s), (Shed)(s), Front Porch(s), or a Rear-Screened Room(s) any Flammable Oils or Fluids such as Charcoal Grill Lighter, Gasoline, Kerosene, Explosives, etc., or articles deemed extremely hazardous to life, limb, or property.
- B. *At NO Time should any **Outdoor Grilling** take place underneath any Structures or within any Enclosures. If Grilling should take place it should be done at a reasonable distance **FIFTEEN (15) Feet** away from any Combustible Structure. **NOTE: The use of Self-Lighting Products such as MATCH-LITE CHARCOAL or a similar facsimile of such is STRONGLY SUGGESTED for Outdoor Grilling eliminating the need for any FLAMMABLE FLUIDS or their storage**
- C. * **At NO Time** can Wood-Burning Fire Pits, Wood- Burning Fire Chimneys, etc., be used near any Private Townhouse Structure or on any Community Owned properties within the perimeters of the Windsorgate Community.
- D. *The Discharge of bb guns, pellet guns, slingshots, fireworks, or other types of noisemaking or explosive devices are expressly Prohibited on any part of the Townhouse Unit(s) property or any Common Area(s) within the Windsorgate Community.
- E. *AT NO TIME can Drones be used within the perimeters of the Windsorgate Community.

[See Section #20 for Fines and Amounts]

11. Solicitations

- A. No solicitations are permitted without written permission from the H.O.A. Board of Directors.
- B. No commercial activities are allowed on the property without prior written consent of the H.O.A. Board of Directors

12. Pond

- A. *The Pond at Windsor Gate which is Common Property was designed for Aesthetics and Storm Water Retention purposes **ONLY**.
- B. *Fishing, the use of Recreational Water Equipment, Wading, and Swimming are **Prohibited**.
- C. *No person shall discharge any chemicals or dispose of any substance into the Pond.
- D. *Removal of Ducks, Turtles and other Aquatic Species is **PROHIBITED** (exception: Wildlife Conservation Management Officers.)
- E. *The Feeding of Ducks, Turtles, and other Aquatic Species is **PROHIBITED**.

13. * Fencing -- (White Vinyl and/or Wooden)

*White Vinyl Fencing

- A. *Homeowners may Fence-in their Rear and/or Side Property Boundary Area(s) where applicable pursuant to the Fence Regulations outlined in the Windsor Gate Covenants and Fencing Guidelines.
- B. The H.O.A. Board of Directors made a change to the Rules Governing Fencing Installation and/or Replacement from requiring Wooden Shadowbox Fencing to the Installation of a White Vinyl Shadowbox Fencing or White Vinyl Semi-Solid Privacy Fencing.
- C. *No homeowner may install a Fence and/or Patio Divider without first submitting the required documents to the **Architectural Review Board** for their review and recommendation.
- D. *Homeowners **MUST** have final approval from the Architectural Review Board and H.O.A. Board of Directors in writing before any Installation can begin.
- E. Once the Homeowner(s) receives final approval they must adhere to the “**Guidelines for Installing White Vinyl Fencing**” for Installation. **NOTE:** *Any Deviation from Fencing Guidelines making said Fencing Non-compliant **WILL** result in the Removal of the Fencing from the Property by the Townhouse Homeowner(s) or Managing Agent upon recommendation by the Architectural Review Board and H.O.A.

[* See Section #20 for Fines and Amounts]

*Existing Wooden Fencing –

- A. Pressure Washing of Wooden Fencing for cleaning purposes **MUST** be done periodically and the Re-finishing of the fencing must be done utilizing a **Natural Wood Preservative** containing **NO Stain Additives** whatsoever. **[Behr T-500 Natural Clear Transparent Waterproofing Exterior Wood Finish]** is a suggested product.
- B. Wooden Fences **CANNOT BE PAINTED WHITE.**
- C. Once an Existing Wooden Fence reaches an unacceptable level of Deterioration (1/3 of fencing) as determined by the H.O.A. Board of Directors with recommendation by the Architectural Review Board the fencing must be **Removed** by the Townhouse Homeowner(s). **NOTE: If the Homeowner(s) must replace the Wooden Fence it Must be replaced with a New White Vinyl Shadowbox Fencing or White Vinyl Semi-Solid Privacy Fencing. All [Existing Wooden Fencing must be removed from the premises by the Homeowner(s) or Fencing Contractor].**
- D. All Necessary Paperwork must be submitted to the Architectural Review Board for review and recommendation to the H.O.A. Board of Directors for Final Written Approval.

[No New installation can begin without written approval from the H.O.A.]

[*See Section #20 for Fines and Amounts]

14. * Storm Doors/Windows

- A. Homeowner(s) must acquire Written Approval from the H.O.A. Architectural Review Board by obtaining the necessary paperwork for submission before any Storm Door or Tinting installation begins.
- B. Storm Doors on Front of Townhouse Unit(s) are permitted. Storm Doors must be **White Full View with Clear Glass**, Trimmed in White. **NOTE: The use of Full Screen Inserts [Sold with Storm Doors] may be used Seasonally as a means of Ventilation by the Occupant(s).** *Storm Doors must meet all requirements or be removed by the Homeowner(s) upon the recommendation from the Architectural Review Board and H.O.A.
- C. *Once the Storm Door has been installed and approved the upkeep and maintenance becomes the responsibility of the Townhouse Unit(s) Homeowner(s).
- D. *Storm Doors and Windows May have a Transparent Film Product which is **Nonreflective/Non-Mirror** adhered to the inside of existing Storm Doors or Windows. **EXCEPTION:** Larger Millimeter Film for Hurricane Protection Purposes may be installed on all Windows and Storm Doors with Architectural Review Board and H.O.A. written approval and be a **Non-reflective/Non-Mirror Medium [Clear Film ONLY]**.
- E. If Homeowner(s) wish to replace Townhouse windows, they **MUST** be clear glass white vinyl framed windows with white grid inserts. Windows **MUST** meet hurricane impact resistance criteria.

[* See Section #20 for Fines and Amounts]

15. * Landscaping, Edging/Borders, Garden/Lawn Ornament(s), Etc.

* Landscaping –

Watering of the Lawns, Shrubbery, and Existing Beds are the responsibility of the Townhouse Unit Homeowner(s), Tenant(s), and/or Designated Resident(s).

- A. *Automatic Irrigation Systems for Existing Beds and Lawn Area(s)* are permissible by written request to the Architectural Review Board for review and recommendation for written approval by the H.O.A. Board of Directors.
- B. The Townhouse Unit Homeowner(s) may plant additional Flowers in **Existing Frontal Beds ONLY** and are responsible for their maintenance and upkeep.
- C. ***No Homeowner(s), Tenant(s), or Designated Resident(s)** may **Change, Alter, or Deviate** from the *Original Landscape Plan* without prior written request from the Architectural Review Board and written approval from the H.O.A. Board of Directors. **NOTE: TEMPORARY Changes, Alterations, and/or Deviations to the Original Landscape Plan MUST be applied to the Architectural Review Board and approved in writing by the H.O.A.**

- D. * Garden Hoses [Front and Rear] **Must** be stored (*when not in use*) in an area which will not interfere with normal Landscaping Maintenance. They should be neatly rolled near the water spigot(s). **Hose Reel(s)** are recommended but **cannot be attached to the Townhouse Unit(s)**.
- E. * **At NO TIME** can any [*But not Limited to*] Vegetable Plants, Fruit Plants, or Trees be **Ground Planted** either in the Frontal Bedding Area(s), Rear Yards, or Common Areas by Homeowners(s), Tenant(s) or Designated Resident(s).

[* See Section #20 for Fines and Amounts]

* Edging and/or Borders

- A. * **Temporary Edging** *will be allowed* by Townhouse Homeowner(s) in order to reduce Backwash of Mulch onto the Front Porches and Sidewalks.
- B. * **The Temporary Edging must not** be more than Four (4) Inches High above the Existing concrete Front Porch area(s) once the ground installation of such edging is completed. Landscape Edging must be BLACK, Flat Edge or Scalloped Top with installation pins.
- C. * **NO Edging and/or Borders** are allowed on the Building Sides or Rear of any Townhouse Unit(s).

(Exception - Within the confines of a Rear-Fenced Yard)

- D. * **NO Rear or Side Edging and/or Border(s)** is allowed which would impede the Landscaper(s) from being able to maintain those areas which they have been contracted to do by the Managing Agent and H.O.A. Board of Directors.
- E. * The Architectural Review Board and the H.O.A. Board of Directors will approve the installation of Temporary Concrete Block [12"x12"] Porch Extensions on the front porch edge of the flowerbed to alleviate backwash of mulch onto the front porch.

[* See Section #20 for Fines and Amounts]

* Lawn/Garden Ornament(s), Etc. –

- A. Only a Combination of **Eight (8)** Garden/Lawn Ornament(s), Fountain(s), Statue(s), Decorative Pots, Hanging Plants, Flags, etc. by Townhouse Resident(s) is allowed in the **Existing Front Flower Bedding(s) and/or Frontal Porches at any time**. [They must not depict anything that could be of an offensive nature to another person] - **NOTE: NO Hanging Plants** are to be attached to or hung from any Exterior Building Extremities such as (*But Not Limited To*) Columns, Soffit, Door Casings, etc., or in Common Areas **at Any time**.
- B. No more than **Eight (8) Solar or Electrical Landscape Light(s)** can be installed in the Front Bedding Area(s) at **Any One Time**.
- C. **Only Two (2) Hanging Plants** either attached to existing Tree Branches and/or a Sheppard's Hook(s) can be utilized in the Front-Yard(s) Bedding Area(s) **At Any Time**.

[* See Section #20 for Fines and Amounts]

16. * Flags – (Garden and Display)

* Garden Flag(s)

- A. ***ONLY One (1)** Garden Flag per Townhouse Unit(s) will be allowed in the Existing Front Bedding Area(s) by Townhouse Homeowner(s), Tenant(s), or Designated Resident(s).
- B. The **Garden Flag Holder** *must not extend* more than Thirty-Six (36) Inches high after Ground installation of the Flag Holder
- C. The **Garden Flag** must be no more than Twelve (12) Inches Wide and Eighteen (18) Inches Long.
- D. The **Garden Flag** should not display any Content which may be Offensive to another individual nor Depict any Derogatory Language, Imagery, etc.

* Display Flag(s) –

- A. A “**United States of America**” **Community Flag and Pole** was installed near the Pool Area by the H.O.A. Board of Directors as a means to: “**Honor our Country and Distinguish All our Residents**”.
- B. **NOTE:** Display Flags of any kind are **Not** to be displayed in the Front or Rear of any Townhome Unit(s).
- C. ***NO Bracket(s)** of any kind are to be affixed to any Exterior Frontal or Rear Extremities including (*But Not Limited To*) Brickwork, Porch Columns, Door Casings, Fencing, etc.,

[*See Section #20 for Fines and Amounts]

17. * Parking

- A. Personal use vehicle parking **ONLY** is allowed within the Windsorgate Community. Only One (1) space per vehicle within the Designated Lines is **Permissible**.
- B. Vehicle Parking will be by issued Parking Permit(s) **ONLY**, et.al. (**Sticker(s)** which are to be displayed in the **Bottom Right-Front Windshield(s)** [*Passenger Side*] of Registered Vehicle(s).
- C. Two (2) Parking Permit(s) et.al. (Sticker(s) will be issued to each Townhouse Unit Homeowner(s) **ONLY** for use within White Designated Parking Places throughout the community.
- D. If Townhouse Unit(s) are occupied by Tenant(s) or Designated Resident(s) the Parking Permit(s) et.al. (Sticker(s) will be issued to those Occupants **ONLY** after the Homeowner(s) provides a “Letter

of Permission” and/or a Copy of the current Lease Agreement containing the Tenant(s) or Designated Resident(s) names to the Managing Agent(s) Office.

- E. *Campers, School Buses, Tractors, Motor Homes, Trailers, etc. are **NOT** allowed to be parked in the Windsorgate Community **at Any time**. [**Exception: Commercial Vehicles are Permissible while performing service work during normal or emergency hours**].
- F. *Trailers (ex. PODS, Utility Dumpsters) are **NOT** allowed to be parked in the Windsorgate Community **AT ANY TIME** unless permitted by the H.O.A. Board on an individual basis
- G. To obtain a Parking Permit(s) et.al. (Sticker(s) by the Townhouse Homeowner(s), Tenant(s), or Designated Resident(s) a Registration Form **MUST** be submitted to the Managing Agent(s) Office.
- H. * **NOTE:** Parking of any Vehicle(s) in the Townhouse Unit(s) Space(s) without displaying a Parking Permit(s) et.al. (Sticker(s) in the **Bottom Right-Front Windshield(s)** [*Passenger Side*] will be subjected to being **Towed** by a Licensed Towing Company contracted by the Managing Agent and the H.O.A. Board of Directors.
- I. **Over-Flow Parking** will be Designated in [**YELLOW**] to accommodate those Homeowner(s), Tenants, Designated Resident(s), Visitor(s) or Guest(s) who do not have a Parking Permit(s) et.al.(Sticker(s).
- J. It will be the Townhouse Unit(s) Occupant(s) Responsibility to **Inform and Direct** Visitor(s) or Guest(s) to park in Designated **Over-Flow Parking [YELLOW] Area(s) ONLY**.

There will be No Deviation from the Above Parking Rules without a Member of the Boards' approval

[*See Section #20 for Fines and Amounts]

18. * Decorations

- A. Holiday Townhouse(s) Decoration(s) must be removed from the Buildings, Bedding Area(s), and Lawn Area(s) Seven (7) days following the observance of the Holiday.
- B. *Christmas decoration(s) must be removed no later than January 15th of the New Year.

[* See Section #20 for Fines and Amounts]

19. * Townhouse Unit Homeowner(s) Responsibilities --

A. All Interior Maintenance -- [Including but not limited to] the following:

1. All Plumbing problems within the unit(s) including all Faucets, Hot water Heaters, Toilets, etc.,
2. All Electrical problems including Metered Circuits within the unit(s), Breakers, etc.
3. Heating and Air-conditioning System(s) / Heat Pumps and Heat Exchangers

4. Exhaust and Ventilation System(s) including Dryer Vents [Inside and Outside].
5. Television, Satellite, and/or Cable Connections and their Billable Service(s),
6. All Painting and Drywall Maintenance,
7. Costs to maintain, repair, and the upkeep of Smoke Alarms and Detectors,
8. Floor Coverings **MUST** be maintained on all Floors, Stairs, Kitchens, Bathrooms, Powder-rooms, and Closet areas within the Unit].
9. All Window Accessories such as Blinds, Curtains, Shades, Etc.
10. All Cabinetry within the unit both downstairs and upstairs.
11. All Lighting and/or Fan Fixtures attached to Ceilings or Walls throughout the unit.

*** B. Certain Exterior Maintenance -- *[Including but not limited to] the following:***

1. * Maintenance of Outside Storm Doors including Glass, Frames, and Hardware,
2. * Replacement or Repair of Outside Window Glass and Screens, installed Porch Screens, that are damaged by the Homeowner(s), Tenant(s), Designated Resident(s) their families and Guest(s).
3. * Maintaining all Townhouse Homeowner(s) items and Installed Options such as *[but not limited to]* optional End Unit Concrete Patios, Rear Porch Screened Additions and Screening, Fencing [Vinyl or Wooden], Storm and Screen Doors, and Personal items for use such as Patio Furniture, etc.,
4. Keeping the area(s) surrounding the unit(s), the Common area(s), Front Porch(s), Rear Yard(s)/Porch(s) [Open, Fenced or Screened] and Side Patios [Open or Fenced] free from trash, paper, debris (stacked wooden building supplies) etc.
NOTE: Bicycles MUST NOT be left on Front Porch(s).
5. The **Upkeep and Maintenance** of all *Rear-Fenced Yards* [including but not limited to]:
6. **Animal Feces, Grass, Shrubbery, Plants, Trees, Garbage, Ladders, etc.**
7. * Any Replacement of Outside (Attached) Frontal Light Fixtures must be of similar Style and Appearance as that of the Original.

[* See Section #20 for Fines and Amounts]

20. * Violation(s)

Violation(s) of the forgoing Rules and Regulations **WILL** be subjected to Fines which will be treated the same as an Assessment against the Townhouse Homeowner(s) of record.

In addition to Fines, all monies incurred from legal remedies will be assessed against the Townhouse Homeowner(s) of record as well.

The following are enforcement Steps for Violation(s) of Rules and Regulations, Declaration of Bylaws, and Covenants of the Windsor Gate Townhouse Community:

- Step 1 - A written Warning (Letter) will be sent for any Violation(s).
- Step 2 - A \$50.00 Fine will be assessed for a Second Violation(s) of the same nature if the violation is not corrected within Seven (7) days.
- Step 3 – A \$100.00 Fine will be assessed for a Third Violation of the same nature and is sent “Certified Mail” advising that additional fines will double each ensuing Seven (7) days of the Violation and will be assessed if the Violation is not corrected.

Copies of Letter(s) will be sent to the Association Board of Directors by the Managing Agent Office.

Fines will be collected by the Managing Agent Office in the same manner as any other assessment for common expenses.

Fines will be the obligation of the Townhouse Unit(s) Homeowner(s) and shall constitute a Lien against the affected Unit(s) as necessary due to any Non-Payment or Delinquencies.

NOTE: The H.O.A. Board of Directors shall have the right through their Attorney to enforce such obligations and liens through the institution of a damage suit, foreclosure action or both. In addition to any unpaid fine assessment(s), the H.O.A. has a right to recover all costs of collection including reasonable attorney fees and court costs.

21. Rule Changes

The Board of Directors of the Association reserves the right to change or revoke any existing Rule or Regulation; and make, clarify, and interpret such additional Rules and Regulations and/or changes from time to time as in its opinion, shall be deemed necessary.

22. Conclusions

Homeowner(s), Resident(s), Guest(s), or Visitor(s) are required to cooperate by adhering to all Rules and Regulations. These Rules and Regulations were not set up in an arbitrary fashion nor were they created to impose a hardship on any Individual(s). Their main purpose is to insure conformity, the safety and comfort of everyone residing in the Community, and the utilization of the facilities so that the maximum amount of pleasure will be enjoyed by all Homeowner(s), Resident(s), Guest(s), and Visitor(s) here at Windsorgate.

APPROVED RULES AND REGULATIONS FOR 2018 WINDSORGATE COMMUNITY

1. Landscaping Edging

Previously the Rules & Regulations did NOT allowed edging of any type. Therefore, existing edging installed will not be grandfathered and will need to be remove and replace with approved material at owner’s expense. **Approved Homeowners option to install landscaping edging.**

Color: Black Type: Flat Edge, Scalloped Top with installation pins

LANDSCAPING AREA shall be defined as that which results in:

Boundaries currently approved areas were erosion of mulch is washed out around existing flower beds and pedestrian sidewalks

Homeowners will be solely responsible for installation and maintenance

(If in question please see a board member before installation)

NO EXCEPTIONS

Any attempts to duplicate the edging with other material such as but not limited to (brick, stone, green plastic, wire etc.) will result in be in violation of the Rules and Regulations and asked to be removed.

2. Drones

NO drones allowed to be flown in and around the Windsorgate Community.

There are strict government guidelines for **ALL** Drones. They must be registered with the FAA and cannot be flown within a 5-mile radius of an airport. Those not in compliance with the government guidelines will accept all responsibility for liability to property and violations to federal laws.

**GUIDELINES FOR 4 TRACK VERTICAL WINDOWS AND DOOR SYSTEM
INSTALLATION OF PORCH-PATIO ENCLOSURE FOR WINDSORGATE
COMMUNITY**

PAGE 1 OF 2

NO EXCEPTIONS)

Any attempts to duplicate the Enclosure OTHER THAN THE 4 TRACK VINYL VERTICAL WINDOWS AND DOOR, provided by but not limited to the (Eze-Breeze, Weather Master, Styleline) or other similar manufacturers providing the 4 TRACK VERTICAL WINDOWS AND DOOR SYSTEM, will immediately result in removal at owners' expense.

HOMEOWNERS MUST PROVIDE TO THE WINDSORGATE ARCHITECTURAL REVIEW BOARD A COMPLETED MODIFICATION FORM FOR APPROVAL BEFORE ANY CONSTRUCTION BEGINS.

Patio/Porch Enclosure shall be defined as that which results in:

1. A uniformed enclosure defined as a Vertical Four Track panel floor to ceiling application with door.
2. Manufactured by **(Eze-Breeze, Weather Master, Styleline) or other similar manufacturers providing the 4 TRACK VERTICAL WINDOWS AND DOOR SYSTEM,**
3. Using initial patio boundaries that are currently under roof and directly off the exterior rear door.
4. Patios measure approximately 6x8 foot, 8x8 foot or 8x10 foot depending on your specific unit.
5. You must be deeded property owners to apply.

Homeowners or Contractors will be the solely responsible for obtaining the necessary Building Permit. Permits can be applied for and picked up at 921 Oak Street Myrtle Beach S.C. Contact 843-918-1167 for further information regarding your permit.

Demo:

Contractors' Must agree to remove & haul away all project debris and wrap (1) remaining post with aluminum coil stock. This material must not be disposed of near or in the dumpster area. This will result is heavy fines for removal.

Panel Color: CLEAR

Screen Type: GRAY

Room Style: 4 TRACK VERTICAL WINDOWS AND DOOR SYSTEM

Custom build one approximate 6x8, 8x8 or 8x10 nature space patio sunroom addition/enclosure

Foundation:

Existing

Roof:

Existing

Rules and Regulations updated to include Porch-Patio Specification:

Incorporated this 11 day of Dec month 2017 year

Board Officers Initials: President RLK Vice President BM

Secretary JM -Treasurer AB

GUIDELINES FOR 4 TRACK VERTICAL WINDOWS AND DOOR SYSTEM INSTALLATION OF PORCH-PATIO ENCLOSURE FOR WINDSORGATE COMMUNITY

Walls:

Custom build all wall sections out of 3" structural aluminum inter-locking frame work with 4-track poly-vinyl window wall sections and no larger than a 7" kick wall at the bottom.

Door:

One 3'-wide vertical four track style entry door complete with hardware.

PAGE 2 OF 2



4 panel windows and door

7" kick panel bottom

Rules and Regulations updated to include Porch-Patio Specification:

Incorporated this _____ day of _____ month _____ year

Board Officers Initials: President _____ Vice President _____
Secretary _____ -Treasurer _____