

*The Cotton Hope I & II Villas
Horizontal Property Regime*

Please take some time to review the helpful and essential information provided. If you have any questions, please do not hesitate to contact the Regime Management Company.

Owner information:

To assist in delivering the utmost service and to improve the quiet enjoyment of the community, the Cotton Hope HPR I requires that you please fill out and submit the enclosed CONTACT INFORMATION SHEET. This will assist us to contact you when necessary.

Amenities:

As a resident of the Cotton Hope, you have access to the on-site pool. ONLY RESIDENTS OF COTTON HOPE ARE PERMITTED TO USE THE POOL.

Registration & Parking:

IMPORTANT

All residents and all vehicles must be registered. See the attached registration form. All bikes must be stored on bike racks that are provided throughout the community.

Unit Keys:

It is very important for us to have a key to your condo. Please be assured that we have a key control policy in place. It is required that TWO keys of your unit be on file with High Tide Associates IN CASE OF A MAINTENANCE EMERGENCY and to provide scheduled monthly pest control.

Pest Control:

Pest control is a scheduled monthly service that is part of your monthly regime fee. There is an alternating schedule of interior treatment one month, followed by exterior treatment the next month. **It is very important we have the key to your condo in order to provide this scheduled monthly service.** Routine pest control service in **all** the condos is essential. Pest control is the first Friday after the 17th of each month.

Refuse:

Please dispose of your properly bagged household trash in the dumpsters provided throughout the community. Please refrain from leaving trash on the outside of the dumpster.

Pets:

Pets are welcome at the Cotton Hope. Please use Doggie Stations posted on the common areas. The law requires that all pets are on a leash when outside the unit. Please be aware of the town CODE OF ORDINANCES.

Picnic Tables & Grills

Common area picnic tables and grills may not be used after 10:00 PM. Please clean up afterwards.

Unit Leaks: Report all leaks to High Tide Associates immediately!

Rules & Regulations:

Rules and regulations are developed to assist in the upkeep of a safe and enjoyable community. It is imperative that you read and understand the Rules and Regulations of the community. Any questions or concerns please contact High Tide Associates. Please review enclosed THE COTTON HOPE RULES AND REGULATIONS. *Please sign and return the CONTACT INFORMATION SHEET.*

Helpful Numbers:

1. HHI PSD I (Water) 843-681-5525.
2. Palmetto Electric (Electric) 843-681-5551.
3. Time Warner (Cable, telephone and internet) 843-785-3070.
4. Hargray 843-686-5000.
5. Beaufort County Sheriff's Office 843-785-3618.
6. Hilton Head Fire Department 843-682-5100.
7. Hilton Head Hospital 843-681-6122.
8. Beaufort Animal Control 843-846-3904.

Hurricane Preparedness:

Please visit the Town of Hilton Head website www.hiltonheadislandsc.gov or Beaufort County website www.bcgov.net.

Insurance:

The regime insurance is for catastrophic conditions. Owners are responsible for obtaining contents insurance, known as an HO6 policy. Please see the attached for additional information. It is highly advisable that owners require their renters to obtain their own renters insurance!

If you have any questions or concerns please contact High Tide Associates at 843-686-2241 or email courtney@hightideassociates.com

Regime Management Company:

Courtney P. Hagins
Association/Community Manager
courtney@hightideassociates.com

HIGH TIDE ASSOCIATES

P.O Box 7665
Hilton Head Island, SC 29938
55 New Orleans Rd. Suite 211
Hilton Head Island, SC 29928
(ofc) 843-686-2241
(Fax) 843-686-2204
www.htausa.com

Cotton Hope I & II

IMPORTANT NOTICE

All Residents of Cotton Hope I & II must be registered. Parking permits are required on all vehicles, are \$10 each, payable to Cotton Hope. Copies of the following are required:

1. Lease. (Your name must be on the lease.)
2. Valid Driver's License
3. Vehicle Registration(s)

Visitors of Residents:

1. Visitors are required to have temporary passes.
2. Pass must be clearly displayed on the dashboard.
3. **Visitors are not allowed to park under the building garage area.***

Garage Parking:

1. **The Building Garage Parking Area is for Cotton Hope Residents Who Are Registered Only.**
2. Two (2) cars - one (1) space - **per unit**. (Park one car behind the other.)
3. Visitors / vehicles are not allowed in the Building Garage Parking Area.

No Warnings:

**Failure to comply will result in vehicles towed at the vehicle owner's expense.
D & N Towing 681-4636**

- There Is No Assigned Parking In Cotton Hope.
- Parking Is First Come, First Serve.
- Overnight Guests Passes Are Available.
- No More Than 4 Permits Per Unit

Occupancy Limits: 4 Adults Per Unit

**Cotton Hope
Code Enforcer**

Call or Text

843-683-0824

Please Read The Cotton Hope Rules and Regulations!

Cotton Hope I & II

BALCONIES

To maintain the aesthetics and safety of the limited common balconies at Cotton Hope I & II the Board of Directors has adopted several requirements / restrictions. These requirements are:

1. All screen doors must be installed in the sliding door tracks and operational and any screens that are cut or torn must be replaced.
2. Potted plants are not allowed on the top of the balcony railings. (Safety Issue)
3. Planter boxes are not allowed to be attached or clipped over the top rail cap. Planter boxes that are attached in such a manner cause considerable stress to the rail caps.
4. Charcoal or gas grills are not allowed on any balconies. (Fire code violation)
5. Screened enclosures on balconies are not allowed. (Article 7, section 9(c) By-Laws)

The intended use of the balconies is for leisure pleasure and ***NOT for the storage of items such as, but not limited to, the following:***

1. Paint cans, tools, ladders, plywood, car parts, batteries, tires, mattresses, indoor sofas and chairs, vanity cabinets and sinks.
2. Personal laundry, rugs or towels are not allowed to hang on the balconies via clotheslines or draped over the balcony railings.
3. Satellite dishes may not be attached to the balcony rail caps or to the exterior walls of the balcony.

Failure to comply with the requirements and restrictions of this policy may result in fines being levied directly against the owner's regime accounts. Owners are responsible for advising the occupants of their units.

Thank you for your cooperation.

WARNING

Charcoal / Gas Grills

Charcoal / Gas Grills: Safety regulations do not permit the use of grills, of any kind, to be used on balconies. The use of grills on wooden balconies is dangerous and strictly prohibited.

Grills cannot be stored on balconies. Anyone caught using a grill of any kind will be fined accordingly.

Failure to comply with removal of the grill within 24 hours will result in fines and contacting the Hilton Head Fire Department if needed.

Open Flame Cooking Devices Are Not Permitted To Be Used Or Stored On Combustible Balconies/Patios Or Within Ten Feet Of Combustible Construction. Those Who Violate This Regulation Can Be Cited For The Violation And Be Fined Up To \$1062 Daily

Charcoal grills are located throughout the property and available to all Cotton Hope Residents. Residents are responsible for cleaning the grill after each use.

Important Notice

COTTON HOPE

ALL RESIDENTS

Do not pour grease or cooking oil down the kitchen sinks.

The improper disposal of cooking oil and grease is a serious problem. As the oil solidifies in the pipes it eventually backs-up wastewater that can enter back into your condominium.

It is a very expensive process to unclog the drainage pipes. Residents pouring grease or oil in the sinks may be held responsible for repairs.

Pour the used oil or grease back into their original containers and dispose of it in the dumpsters located throughout the property. Waste Pro, your trash removal company, has authorized this procedure.

The procedure takes a few extra steps, however will save thousands of dollars in unnecessary plumbing service charges.

Thank you for your cooperation.

Cotton Hope I & II

Notice

Illegal Dumping

The Cotton Hope dumpsters are for bagged household trash only

Illegal disposal of appliances, electronics, furniture, mattress, construction debris is occurring at Cotton Hope I and II. Disposal of illegal dumping material and debris **cost the Cotton Hope owners money.**

Signs are posted at each dumpster area. Fine will be applied to individual accounts. In addition to fines by Cotton Hope HOA, it is a county violation and subject to fines in excess of \$1,000.00 by the Beaufort County Sheriff's Department

A trash and recycling center is less than one half (1/2) mile from Cotton Hope on Dillon Road.

Your help is needed to stop illegal dumping. To report illegal disposal of junk, please get the car type, license plate, date and approximate time. The contact:

**BC Sheriff's Department
Lance Corporal Jay Cook
843-812-6897**

-or-

**BC Sheriffs Department
Corporal Kyle Strickland
843-441-8455**

Your help is appreciated.

Courtney Peace Hagins

Community Association Manager / Cotton Hope I & II

High Tide Associates

55 New Orleans Rd. Ste 211

Hilton Head Island, SC 29928

Direct: 843-681-6164

Office: 843-686-2241

courtney@hightideassociates.com

www.htausa.com



Bureau of Fire Prevention
40 Summit Drive • Hilton Head Island, SC 29926
843-682-5100 • Fax 682-5146

Memo

To: Property Owners/Property Managers
From: Joheida Fister, Fire Marshal
Re: Smoke Detectors

Smoke detectors are required by the International Fire Code to be installed in the following areas of each apartment regardless of if the unit is owner occupied or rented.

1. Each unit in each room used for sleeping purposes, and
2. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.

In addition if your units are being rented you are required by South Carolina state law to provided the following

- **SECTION 5-25-1330.** Responsibility of owner of dwelling to supply and install smoke detectors in rental dwellings and housing; instructions for operation of detectors; notice of deficiencies in detectors; repair or replacement of detector.

(A) The owner of a dwelling is responsible for supplying and installing the smoke detectors in rental dwellings and housing and shall provide the tenant at the time the tenant takes possession of the dwelling written or verbal instructions, or both, for testing the detectors and replacing batteries in battery-powered detectors.

(B) The tenant of a rental dwelling shall notify the owner in writing of any deficiencies in the performance of the smoke detectors. The owner must be considered notified upon delivery of the written notice at the place of business of the owner through which the rental agreement was made or at any place held out by him as the place of receipt for the payment of rent or other communications.

(C) Upon written notification by the tenant that a smoke detector is deficient, the owner shall repair or replace the detector within fifteen days. No obligation is created hereby for the owner to replace or repair a detector that he determines upon visual inspection or testing has been deliberately tampered with, damaged, or destroyed by the tenant or any person authorized to reside in the residence by the tenant and notifies the tenant in writing of these findings. The owner may repair or replace a detector that he determines has been deliberately tampered with, damaged, or destroyed by the tenant or any person authorized by the tenant to reside in the residence and may assess against the tenant the actual cost of the repair or replacement of the detector.

(D) No obligation is created hereby for the owner to provide batteries for battery-powered detectors allowed under Section 5-25-1320.

If you have any questions or need assistance please contact our Public Education Officer at 843-682-5141.

TOWN OF HILTON HEAD ISLAND

Fire and Rescue Department



Thomas D. Peebles – Mayor
Stephen G. Riley – Town Manager

Lavarn Lucas – Fire Chief
Joheida Fister – Fire Marshal

Bureau of Fire Prevention

The State of South Carolina and the Town of Hilton Head Island have adopted the International Fire Code which specifically prohibits the use of open flame devices for multi family residential dwellings. The definition of a multi family dwelling is those that have units above or below them and multiple units on each floor. Multi family dwellings are those that have units above or below them and multiple units on each floor. This requirement does not pertain to town homes and duplexes as long as the town homes/duplex does not have any additional units above or below them. These types of units are classified as one/two family dwellings.

The International Fire Code states the following:

Open-flame cooking devices. Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within ten feet of combustible construction.

This requirement comes from the potential for hot embers to fall from the cooking device and ignite a combustible surface, such as a wooden deck or balcony. The 10 foot separation also reduces the likelihood that a fire starting or cooking flare-ups will come in contact with combustible wall construction that is easily ignited.

The only exception to this requirement is if the building, balconies and decks are protected by an automatic sprinkler system.

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 ten feet of combustible construction.

This requirement prohibits any gas grill larger than a camping stove.

In summary, regardless of the fuel type, **open flame cooking devices are not permitted to be used or stored** on combustible balconies/patios or within ten feet of combustible construction. Those who violate this regulation can be cited for the violation and fined up to \$1, 062.00 daily.

The Bureau of Fire Prevention is requiring all owners and tenants to comply and remove gas and charcoal grills immediately.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Joheida B. Fister".

Joheida B. Fister
Fire Marshal

CODE OF ORDINANCES
County of
BEAUFORT, SOUTH CAROLINA

Codified through
Ord. No. 2007/32, enacted Aug. 17, 2007.
(Supplement No. 17, Update 2)

Sec. 14-30. Restraint of animals by owners.

(a) ***Running at large.*** It shall be unlawful for any owner or custodian of any dog, cat, or other animal to permit the dog, cat, or other animal to run at large at any time upon any street or highway or other property within the county (S.C. Code 1976, § 47-7-110).

(b) ***Control of animals generally.*** No owner shall fail to exercise proper care and control of his animals to prevent them from becoming a public nuisance.

***Restraint* means an animal secured by a leash or lead, under the control of a responsible person within the boundaries of the owner's property or any public property.**

(c) ***Female dogs and cats in heat.*** Every female dog and cat in heat shall be confined in a building or veterinary hospital in such a manner that such female dog or cat cannot come into contact with another animal except for planned breeding.

(d) ***Vicious animals.*** Every vicious animal, as determined by the animal control officer, magistrate or licensing authority, shall be confined by the owner within a building or secure enclosure and shall be securely muzzled or caged whenever off the premises of its owner (S.C. Code 1976, § 47-3-720).

(e) ***Disturbing the peace.*** No person owning or having custody of any dog or any other animal shall permit it to unreasonably bark, whine, howl, screech, or crow.

(f) ***Penalties for violations.*** Any person violating this section may be found guilty of a misdemeanor and punished by a fine of not less than \$100.00 or confinement for ten days in jail and up to \$200.00 or 30 days in jail or at the discretion of the court. Each day's violation of this section shall constitute a separate offense.

OWNER PREVENTATIVE MAINTENANCE

Take care of household appliances (stove, refrigerator, washer, dryer), and major heating, electrical and plumbing systems, so they continue to provide you with quality services. Preventative maintenance can save you big bucks!

1. Heating and Cooling System:

- Clean or change air filters at least every three months.
- Clean dirt and dust from around furnaces and condensing units.
- Have drain lines cleared – minimum every six months
- Arrange for regular servicing by qualified professionals at least two times per year.

2. Washing machines – switch to the flexible hoses.

3. Dryers – clean filters & dryer vents. Make sure the dryer duct work is not crimped, that air can flow freely, and the vent is cleared of lint!

4. Toilets – wobbly – replace seal. Running water...leaky? Best bet...call a plumber!

5. Disposal - Run cold water while the disposal is on. Keep disposer and water running for 30 to 60 seconds AFTER the waste matter has cleared *your* drain.. Use cold water to keep assembly from overheating. Do not use hot water, because it can melt fat and allow it to re-solidify as a blockage further down in the drain.

6. Leaky faucets – Fix right away...best bet...call a plumber!

7. Showers: check for secure fixtures; caulk tile areas as needed. Put the shower curtain in the tub!

8. Doors and Windows:

- Check doors, windows and trim for decay or rot; check window glass for loose putty.
- Inspect windows and doors for broken glass and damaged screens.
- Weather stripping for damage and tightness of fit, caulk joints and areas as needed.

9.

Hot Water Heater:

- *Make sure the hot water heater has a pan underneath it.*
- Check drain line.
- Hot water heaters – in coastal areas – life span – approximately 10 years.

10. Smoke Detectors:

Check and replace batteries. Always replace batteries when you set your clocks back in the fall