



RULES AND REGULATIONS



RULES AND REGULATIONS FOR THE OAK'S VILLAS

- 1) All areas and walkways in front of the buildings and entrance ways to a villa shall not be obstructed or used for any purpose other than entering or exiting the unit. Items such as motorcycles, bicycles, baby carriages, toys, picnic tables, furniture or any other item is not to be stored on the steps, entrance-ways or in front of a villa. One bedroom villas may not store any items on the steps or in the entrance way. Garden hoses must be rolled up and kept in a neat orderly fashion. Water shall not be left running any unreasonable or unnecessary length of time.
- 2) Owners or tenants wishing to plant flowers, trees or shrubs outside of their patio or entrance area must obtain permission from the Regime before doing so. Owners and tenants will be responsible for replacement, upkeep or damage to such flowers, trees or shrubs. Landscaping, edging and cutting of trees, shrubbery etc. is not permitted. Garden vegetables such as tomatoes, peppers, corn etc. are not permitted in the Common Areas. Potted flower plants are limited to 4 pots. All pots must be no larger than 18 inches in diameter and are not to be placed on the grassy areas. Pots must be of the type meant for flowers. Five gallon pails, paint cans and other such containers are not to be used.
- 3) No article shall be hung or shaken from doors or windows or placed upon the windowsills or roofs of the units. Welcome signs are permitted but subject to approval by the Regime. Owners and tenants are not allowed to put their names on any entry of the complex.
- 4) Nothing shall be altered or constructed, removed or attached to the Common Area except upon written consent of the Regime. This includes hooks, hangers and/or plants, installation of storm doors, balcony alterations including the installation of balcony screens,. Fencing, stone walls of any type, no sidewalk alterations or additions are permitted or to be installed in front of villas without written consent.
- 5) No air conditioning units, ventilators, awnings, window guards, window ventilators, window fans are allowed to be placed in windows. Tarps, plastic and other such items are not allowed to be placed over the rear patios.
- 6) Each Owner or Tenant shall keep his unit in a good state of repair and cleanliness. Nothing is to be thrown, swept or permitted to be swept from windows or doors. Balconies shall be kept free of debris at all times and are not to be used as storage. This includes boxes, cans, garbage, furniture, appliances and bedding. Courtyards may contain outdoor patio furniture, one grill, bicycles, plants and a small storage shed. All sheds must be below courtyard wall height and approved by Regime. Balconies may contain outdoor furniture only.
- 7) **LITTERING IS PROHIBITED**, *which includes cigarette butts.* All garbage and refuse must be taken and placed in the dumpster located near The Oaks office. Garbage and trash are not to be stored in entrance-ways or courtyard patios and is to be taken to the dumpsters immediately. Garbage and other items are to be placed in the dumpsters and not on the ground near the dumpsters.
- 8) The dumpsters are for household garbage only. All trash must be bagged and boxes broken down. No dumping of furniture, automotive parts, mattresses, carpeting, construction debris,

appliances, etc, is permitted. Do not throw cans with paint into the dumpsters. Additional hauling fees will be charged for violations and levied in addition to the fines permitted by these Rules and Regulations.

- 9) No Owner or Tenant shall make or permit any noise that will disturb or annoy the occupants of any units in the complex. Loud music from any villa and from vehicles is not permitted and subject to fines. No Owner, Tenant or Guest on The Oaks property shall do or permit anything to be done which interferes with the rights, comfort convenience of other Owners or Tenants. **Quiet time is from 10:00p.m. to 7:00 a.m. Fines may be issued immediately if noise violations do not cease upon notice or reoccurrence.**
- 10) **Owners are responsible for the actions of their tenants and their tenant's guests, including any violation fines.**
- 11) No Owner or Tenant shall give instructions, with the exception of the Board of Directors, to any employee of the Regime manager or property. No one shall verbally abuse or threaten an employee of the Regime or any member of the Board of Directors.
- 12) **Nothing is to be installed on the roofs. Satellite dishes are not allowed.**
- 13) Children under the age of 12 must be indoors by 10:00 PM. For safety purposes, children are not allowed to play on the asphalt roadways.
- 14) Regime management or a management agent including contractors and workmen authorized by the Regime may enter any villa and room in the unit at any reasonable hour of the day, after notification, (except in an emergency) for the purpose of inspection of such unit for vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or pests.
- 15) The Regime or it's designated agents must be given a key or code to each villa for emergency purposes and pest control. Owners or tenants installing locks or deadbolts on any door of a unit must give a working copy of the new key to the Regime or its agents. The Regime may re-key a villa at the owners expense if a working key is not provided after proper notice.
- 16) Draperies, curtains, blinds and screens must be installed by each owner on all windows of their unit and must be maintained in such windows at all times. The color of the portions of curtains, draperies, blinds visible from the exterior shall be white or off-white color. Bed sheets, blankets, shower curtains, etc. are not allowed as window treatments. Owners are required to repair all broken glass and windows and blinds in a timely fashion.
- 17) Owners and Tenants shall close all windows while their units are unattended to avoid possible damage from storms, rain, freezing or other elements.
- 18) All damage to the Common Area caused by the moving, carrying or installation of any article therein shall be reported to the Regime. The Owner or Tenant is responsible for the damage and responsible for paying for repairs.
- 19) Domestic animals such as dogs and cats are permitted on The Oaks property. The Oak's management reserves the right to limit the number of pets per unit. Pets must not be allowed to

run loose at any time in the Common Area. Pet owners must immediately clean up after their pets. Waste is not allowed to accumulate in the courtyard areas. Livestock such as chickens, rabbits and other similar animals are prohibited. (See **Pet Ownership Regulations**)

- 20) The Board of Directors , Regime and/or its Managing Agent reserves the right to limit outside displays related to Holidays, weddings, birthdays, etc.
- 21) **No loitering is permitted in the Common Area.**
- 22) **NO CONSUMPTION OF ALCOHOLIC BEVERAGES IN THE COMMON AREAS.** All consumption of alcoholic beverages will be done inside your villa or within your enclosed courtyard. Any area outside your courtyard or front door is considered Common Areas. **AS LONG AS MARIJUANA REMAINS ILLEGAL, IT IS NOT TO BE CONSUMED ANYWHERE ON THE PROPERTY OR IN ANY VILLA. VIOLATION OF THIS RULE WILL RESULT IN THE IMMEDIATE ISSUANCE OF FINES.**
- 23) All villas are for single family, residential purposes. Occupancy limits have been established. Villa owners are responsible for the number of people living or staying in an individual unit. Occupancy Limits are as follows:

One (1) bedroom unit – 4 people – Maximum of 2 adults

Two (2) bedroom unit – 6 people – Maximum of 4 adults

Three (3) bedroom unit – 8 people- Maximum of 6 adults
- 24) All non-owner occupied villas are required to file a copy of their leases with the on-site management office. Parking decals for unit tenants (not short term) will not be issued without a valid lease. Short term rentals will be required to display a current dashboard pass. (See **Parking Regulations**)
- 25) The swimming pool is for The Oak's owners, tenants and their guests. Guests must be accompanied by an Owner or registered Tenant/Resident. Owners and Tenants must notify the On-Site Manager or Regime Manager if they wish any guest to be unaccompanied at the pool. (See **Swimming Pool Rules**)
- 26) **COMPLAINTS** regarding the management of the units and grounds or regarding actions of other owners or tenants shall be made in writing to **The Board of Directors C/O DIAMOND MANAGEMENT, INC, P.O. BOX 1836, BLUFFTON, SC 29910.**
- 27) Any consent or approval given under the Rules and Regulations by the Board of Directors can be revoked at any time.
- 28) These rules and regulations may be added to or repealed at any time by the Board of Directors.
- 29) The regime has adopted separate regulations for the registration of all vehicles, the issuance of parking decals/permits, pet rules and regulations, and occupancy limits of all villas. (See **Parking Regulations**)

- 30) **Fines for violation of the Rules and Regulations:** Fines for any violation of the Rules and Regulations shall consist of two parts: (1) Base Fines (2) Incurred expenses if any. Fines will be added to the **OWNERS** monthly assessment. Owners are responsible for the acts or omissions of their guests, tenants and guests of tenants. Owners are responsible for any fine associated with such acts of omissions. **See the "Schedule of Fines"**
- 31) All short term rental units are required to follow and adhere to the Town of Hilton Head Rules and Regulations for short term rentals.
- 32) No owner, tenant or guest may invite to the Oaks property or harbor any individual who has been previously banned from the property or has an active Notice of Trespass issued against them. Violations of this rule will result in immediate fines of \$100 and subject to increases as per the Subsequent Offenses policy.

SCHEDULE OF FINES

BASE FINE:

For rules other than: PET and PARKING rules.

1. First Offense: \$50.00 The fine may be waived if and only if the cause of the violation is corrected within 14 days and the Owner or Agent provides a written statement to the Regime within 15 days that the violation will not be repeated.
2. Subsequent Offenses: \$100.00 each. Fines will double to \$200.00 for a third offense \$400.00 for a fourth offense, and \$500.00 for any and all subsequent offenses. Legal action may be commenced at anytime to enforce the Rules and Regulations and collect fines. Any legal fee associated with any action will be added to the owners account and become a part of the action.
3. Installation of Satellite Dishes is prohibited and is subject to a \$500.00 fine PLUS incurred expenses such as removal and disposal fees.
4. In addition to any fine imposed, there shall be an additional fine equal to any and all reasonable costs and expenses incurred by the association including, but not limited to, attorney's fees, correcting, repairing, maintaining, removal, replacing, renovation, enforcing, corresponding, litigation, or other action as a result of a violation of the rules. **In addition, suspension of the use any of the common areas, including the pool and parking, may be enforced.** The Owner shall also be liable for any damage or injury caused by or as a result of any violation of these rules and shall hold The Oaks Association harmless for the same.

APPEALS:

An Owner shall have the right to file a written appeal of any fine imposed under this rule and shall be entitled to a hearing before The Board of Directors to present a case as to why any fine should be withdrawn, abated or reduced.

The appeal shall be in writing and shall be mailed to the Regime Manager, via certified mail with return receipt requested, within thirty (30) days of the date the violation occurred or within fifteen (15) days after receiving notice of a fine, whichever is the later. Proof of a timely appeal shall remain in the sole responsibility of the Owner. The appeal shall include the Owner's name, unit number, current mailing address, a clear and concise statement of why the appeal is being sought, and a statement of the facts, which supports the relief being sought. The Board of Directors shall consider the appeal within 90 days of receipt of the written appeal at a regularly scheduled Board meeting. The Owner will be notified of the time and place of the meeting. If the Owner wishes to make oral statements to the Board prior to its deliberation the Owner must notify the Regime Manager at least three days prior to the meeting so that he may be included in the Agenda for the meeting. An Owner is not required to attend the meeting as all will be considered by the Board, taking into account any comments by the owners, and shall render a decision upon motion duly made, seconded and passed. If no motion is made or if a motion having been made fails for a lack of a second, or is rejected, then the appeal is denied and the fine stands.

WITHDRAWAL, ABATEMENT AND REDUCTION OF FINES:

Upon motion duly made, seconded and passed, The Board of Directors may, at any regularly scheduled meeting, withdraw, abate or reduce any fine imposed under this rule or extend the time for payment of same for any reason it deems appropriate.

THE OAK'S PARKING REGULATIONS

1. Each unit is entitled to park a limited number of vehicles overnight on The Oak's property according to the following schedule:
1 & 2 Bedroom units - Up to 2 vehicles
3 Bedroom units - Up to 3 vehicles
2. All vehicles being parked overnight on The Oak's property are required to display valid parking permit or a temporary pass. A vehicle not properly displaying a valid parking permit will be towed at the vehicle owner's expense. In addition, a fine of not less than \$50.00 shall be assessed against the owner of the unit to which the vehicle in violation relates.
3. Each unit is entitled to up to the number of permits listed according to the schedule in item #1. Parking decals are \$5.00 each. Replacement decals, regardless of the reason for replacement, shall cost \$10.00. If purchasing a new vehicle, please remove the old sticker from the car and bring it to The Oaks office. It will be replaced with a new decal for a fee of \$5.00. Decals and parking passes are assigned to a specific vehicle and are not transferable to another vehicle.
4. Parking decals must be displayed at all times on the front window, driver's side. Temporary/short term passes must be displayed on the dash of the vehicle with all information visible from the exterior of the vehicle.
5. To obtain a parking decal or parking permit, the owner of the vehicle must submit a form containing their name and unit number. In addition, a valid driver's license and a valid vehicle registration is required.
6. All non-owners (tenants) must produce a copy of a current and valid lease with their vehicle forms. The name on the submitted vehicle and registration must be listed on the lease in order to obtain a decal.
7. All vehicles on the property must have a valid license plate and be in operating condition. Any vehicle leaking fluids such as oil and antifreeze must be removed from The Oak's property and is subject to being towed at the owner's expense.
8. Any request for more than the allowed number of permits as per item #1 must be put in writing to The Oak's Board of Directors and mailed to: The Oak's Villas, P.O. Box 1836, Bluffton, SC 29910. This request will be taken up at the next regularly scheduled meeting of the Board of Directors.
9. Any resident may request a Visitors Permit, which shall entitle the vehicle displaying such a permit to park on the property overnight. Visitors Permit shall be valid for up to fourteen (14) days. Visitor permits may be obtained at the on-site office. Management reserves the right to limit the number of Visitor Passes issued.

NOTE: To accommodate those residents who have an unexpected overnight visitor, if

a violation is issued, bring the violation ticket to the on-site office within 24 hours for proper handling.

10. Vehicles must park in a valid parking place. Vehicles must not be driven on or parked in any grassed or landscaped areas. Any vehicle doing so shall be subject to a fine and/or damages and shall be towed immediately.
11. Parking spaces are numbered indicating which villa they are assigned to. All units have at least one reserved numbered space. Do not park in any numbered space other than your unit without the other unit's permission. Parking in another villas reserved space will subject you to towing. (Management will not be responsible for the enforcement of reserved spaces.)
12. Any vehicle left unmoved or in a state of disrepair for 14 days is subject to being towed. All vehicles must be maintained in an operable condition.
No repairs, changing oil etc. are permitted on The Oaks property.
13. No watercraft, motor homes, campers, buses, trailers, tractors, or large commercial vehicles will be allowed on the property. Commercial vehicles will be allowed on the property for the sole purpose of conducting valid business during business hours or in after hours emergency situation. Owners and tenants who use their employer's vehicle as transportation to and from work on a regular basis may apply for a parking decal. No more than one business vehicle per unit will be permitted.
14. Penalties: Vehicles not complying with the above Rules and Regulations will be tagged with Violation Notice and subject to towing 24 hours after notice is placed on the vehicle, unless it is an immediate towing violation noted. Any vehicle receiving more than 2 notices in a 14-day period will be towed immediately. The fine system specified in Rules and Regulations #27 will be implemented in addition to the above remedies. **ALL TOWING WILL BE DONE AT THE OWNER'S EXPENSE. ONLY ONE (1) DROP FEE WILL BE ALLOWED PER VEHICLE.**
15. Please respect the painted parking space lines so as not to overlap your vehicle onto Another parking space. **DO NOT PARK IN ANY NUNBERED SPACE IF IT IS NOT YOUR VILLA.** Guests should park in visitor spaces and overflow parking for large gatherings is available at the office/pool parking lot.
16. Violations are subject to Rule #30 (Fines for violation of the Rules and Regulations).

THE OAK'S PET REGULATIONS

Subject to Rules and Regulations Number 19, the following shall apply:

RULE 1: No pet shall be allowed in, on or about the property including individual units as well as common areas except as provided below:

(a) Each pet shall be registered with the Regime Manager in accordance with the procedures established by the Board of Directors. Such registration shall include a description of the pet, the name and unit number and a signed statement acknowledging the rules governing pets. All pets must be registered upon arrival on property. The owner of The Oak's unit is solely responsible for any arrangements with a tenant.

(b) NO PET IS ALLOWED OUTSIDE A UNIT UNLESS IT IS WEARING A COLLAR WITH A CURRENT RABIES VACCINATION TAG, IS ON A LEASH, AND IS ACCOMPANIED BY A RESPONSIBLE INDIVIDUAL. PETS WHICH ARE NOT ON A LEASH OR CANNOT BE ON A LEASH ARE NOT ALLOWED IN OR UPON THE COMMON AREAS. AT NO TIME MAY ANY PET BE LEFT UNATTENDED IN THE COMMON AREAS FOR ANY REASON.

(c) ALL PET OWNERS MUST CLEAN UP AFTER THEIR PETS IMMEDIATELY. THIS RULE WILL BE STRICTLY ENFORCED.

(d) Pets left in villa patios are subject to Rule #9 addressing noise violations and Rule #19 concerning cleaning up after a pet.

RULE 2: For the purpose of this regulation, "Pet" shall mean dog, cat or caged bird. All other animals such as chickens, rabbits, doves, etc., are prohibited. Ownership of the pet is not determinative. *Unit owners* are responsible for a pet which, at any time, occupies the unit of owner.

RULE 3: Based on the safety of all Oak's residents, the following dog breeds are considered aggressive in nature and **are not** permitted at The Oak's: Pit Bulls of any breed (including, but not limited to, Staffordshire Bull Terrier and American Pit Bull Terrier), Rottweiler, Doberman Pinscher, Chow Chow, and Bull Mastiff. A canine will be considered any of the above listed breeds if it contains any lineage of the noted breeds.

Further, any canine or other pet that exhibits any type of aggressive behavior will be required to be removed from The Oak's property.

RULE 4: The penalty for violation of these regulations shall be as follows:

(a) All pet violations are subject to the base Rules and Regulations fine schedule. Multiple violations will result in forfeiture of right to have pets in common areas. The forfeiture may be waived by the Board of Directors upon the written request of the owner.

(b) In addition to any fines levied in this section, all costs incurred by the Association in the enforcement of these regulations, including but not limited to, clerical and administrative fees of the Regime Manager (not to exceed \$65.00 per hour) and reasonable attorney's fees shall be assessed against the **unit owner** and shall be immediately due and payable.

RULE 5: An owner may appeal the assessment of any fine under these regulations to the Board of Directors by following procedures outlined in the "Schedule of Fines".

RULE 6: To the extent these regulations contradict or are otherwise inconsistent with the general rules and regulations of the regime, then for purposes of these pet regulations only, these rules shall supersede. All other rules and regulations shall remain in full force and effect.

Guests will not be allowed at any time to have pets in the common areas without prior permission.

The Oak's Villas
Pet Registration Form

Unit # _____ Residents Name _____

Name of Owner _____

Number of Dogs _____ Number of Cats _____

Number of other (Please identify) _____

List each dog or cat by breed, size, color, name, distinguishing characteristics: _____

Rabies tag number for each pet and date of issue: _____

Optional: We ask that you submit a picture of your pet with this form for identification purposes.

I HAVE READ THE REGULATIONS OF THE PET POLICY. I UNDERSTAND THESE REGULATIONS AND HEREBY AGREE TO ABIDE BY THIS POLICY AT ALL TIMES.

Owner: _____ Date: _____

Tenant: _____ Date: _____

Registration is considered incomplete if all requested information is not provided, or form is not signed. Please return this form to the On-site office at The Oak's Villas.

SWIMMING POOL RULES

1. The swimming pool is for The Oak's owners, tenants and their guests. Guests must be accompanied by an Owner or registered Tenant/Resident. No other person is allowed use of the pool. Guests are limited to two per villa.
2. Owners and Tenants must notify On-Site Management or the Regime Manager if they wish any guest to be unaccompanied at the pool.
3. Children under the age of 12 must be accompanied by an adult. No lifeguard will be present.
4. Glass objects, bicycles, skateboards, barbecues, small balls, balloons, silly string, soap and any other item that will clog the pool filters are not allowed in the pool area.
5. Plastic floats must be of a reasonable size so as not to interfere with other swimmers. Any float or item made of plastic or Styrofoam that becomes broken must be removed from the pool area immediately.
6. Diving into the pool is not permitted.
7. Alcoholic beverages of any type are not allowed in the pool area.
8. Do not give your pool access card to anyone else.
9. Do not let anyone into the pool area who is not a resident or guest. If you allow a person(s) to enter the pool area, they become your responsibility and your guest. You are responsible for their actions and any damage they cause. If you exit the pool area for any length of time they must leave too.
10. All persons in the pool are to act in an appropriate manner so as not to disturb other swimmers.
11. Do not throw chewing gum, candy wrappers etc. on the pool deck.
12. Do not throw rocks, coins or any other items into the pool.
13. No pets are allowed in the pool area.
14. No playing or sitting on safety rope is permitted. Climbing over fences is prohibited. No loud music is permitted. Failure to follow these rules may result in a fine see "Schedule of Fines" and/or your loss of pool privileges.