

Real Estate Services • Brokerage • Regime & Association Property Management

March 21, 2025

Dear Victoria Square Owners,

High Tide Associates (HTA) is your new property management company. We look forward to serving the Victoria Square community with 25+ years of experience in regime property management. We are very excited and confident that our service will meet your expectations as we have assembled a great team to manage the property. David Wells will be your new property manager. David is eager to begin working with the Board of Directors and all owners to work through the challenges facing Victoria Square. In addition, Laloni Wikel will be assisting.

If you have any questions, please call the office at 843-686-2241 or e-mail us at one of the e-mails below.

Please note that High Tide Associates has not received all the documentation for each unit from the previous management company as of today. We are diligently working to get your accounts corrected, and items posted.

Sometime in the near future you will be receiving a statement showing your balance due, plus January fees. If you notice any errors on the statement, please contact Naryi Escudero, Naryi@hightideassociates.com or 843-686-2241 EX 103, in accounting at your earliest convenience. Later in January you will be receiving a coupon book for February through December 2025. If you would like to make your payments by ACH, please fill out the following ACH form, and you will not receive a coupon book. ACH is not mandatory.

David Wells
Property Manager
843.686.2241 ext. 104
E-mail – <u>David@hightideassociates.com</u>
Laloni Wikel: Assisting
<u>Laloni@hightideassociates.com</u>
Office Hours – Monday – Friday 9 am – 4 pm
P.O. Box 7665 – Hilton Head Island, SC 29938
Fountain Center
55 New Orleans Road, Suite 211
Hilton Head Island, SC 29928



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Victoria Square

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)
ALL DIRECT DRAFT TRANSFERS WILL BE DRAWN ON OR AROUND THE 10TH OF THE MONTH
OF WHICH IT IS DUE.

I (we) hereby authorize High Tide Associates (HTA), hereinafter called COMPANY, to initiate debit entries to my (our) checking or savings account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Your Banking Information:

Depository Name:	Branch:		(Bank Name)
(Location) City:	State:	Routing Number:	
	Checking Account		
Γhis authorization is to ren	nain in full force and effect until CO	MPANY has received writter	n notification from
me (or either of us) of its t	ermination in such time and in such	n manner as to afford COMF	PANY and
DEPOSITORY a reasonable	opportunity to act on it.		
	ontinued. Your Personal Information	on: (Please Print) Account N –	lumber (Example:
Name(s):	Phone	Number:	day
	evening		
Signature:	Date:		
Signature:	Nate:		

PLEASE ATTACH A VOIDED CHECK TO THE BOTTOM OF THIS AUTHORIZATION FORM



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Victoria Square

Contact Information Sheet

Please take a few moments and fill out the information requested below. This information is for regime business and should we need to reach you in the event of an emergency. Please return by mail, fax or email.

Victoria Square Address:			***************************************		
Owner Name:		***************************************		***************************************	
Mail address:					
City:					
Home Phone:		Work Phone: _			
Cell Phone:	***************************************	Fax:			
E-mail:	***************************************		****		
Emergency contact name:	WWW.144404.				
Emergency contact number:					
Rental Company & Contact Na	me				
Phone number:					
Renter Name:	NA	Renter Phone (Number:	NA	

PLEASE RETURN TO:

David Wells

Property Manager / Victoria Square David@hightideassociates.com

Victoria Square

General Information

We hope you find the following information helpful:

Please complete the gate registration form included with this package and return it to High Tide Associates by emailing to reception@hightideassociates.com and Laloni@hightideassociates.com to obtain your gate access devices and have your name and phone number entered into the telephone entry system. Access cards are \$10 each and remotes are \$43 each. All guests should call your number through the gate intercom system to gain entry.

If there is a problem with the front gate not opening properly, please do not call Palmetto Security directly. *All requests for service must go through High Tide Associates at 843-686-2241.*

Due to the narrow streets, trucks in excess of 24' are NOT permitted inside Victoria Square.

The code for the pedestrian gate at the entrance is 341.

The community pool is open April 1st-September 30th (dates subject to change at Board's discretion).

All residents must have a Victoria Square parking decal in the front windshield, and all guest vehicles parked within Victoria Square must have a guest pass in the front window. These are available from High Tide Associates.

<u>Parking on the street is prohibited at all times.</u> Any vehicle parked on the street is subject to immediate towing at the vehicle owner's expense. Additional guest parking is available in the pool parking lot.

Homeowners are responsible for maintaining and/or replacing mailboxes as necessary.

Mailbox nameplates are available from Hilton Head Signs in Capital Park off Leg O' Mutton (843-681-3513). All mailboxes must have the approved nameplate.

All structural and major landscape changes, including fences and children's play sets, must be approved by the Victoria Square Architectural Review Committee (ARC). Trees over four inches in diameter must have a permit from the Town of Hilton Head and approval from the Victoria Square ARC before being removed. Contact High Tide Associates for more information or an application form.

Any homeowner not living in Victoria Square should provide High Tide Associates with a mailing address for receiving Victoria Square correspondence. The Victoria Square address is the address of record unless other information is provided. Owners must provide authorization in writing for any address changes.

The Covenants state that homes within Victoria Square are for single family use only. Anyone renting to a group of unrelated individuals is in violation of the covenants and will be advised accordingly. A copy of the lease for any rental must be provided to High Tide Associates. Tenants should be provided with a copy of the Covenants from the Owner. Homeowners are assessed and responsible for any fines incurred by tenants.

Victoria Square has a storage yard for boats, extra vehicles, etc. The cost is \$275 per calendar year.

Pets must be kept on a leash in accordance with the Beaufort County Leash Law and Victoria Square Covenants. All residents are responsible for cleaning up after their pets.

Trash receptacles are not to be left at the street for pickup. Arrangements should be made to have them picked up from under the porch or service yard.

All homeowners and tenants are responsible for following Victoria Square's Covenants. Fines are assessed to the **homeowner** for failure to adhere to the covenants.

2025 VICTORIA SQUARE STORAGE AGREEMENT

Name:			
VS Address:			
Email:	Phone:		
Owners are required	to provide the following (as applies) as a condition for storage:		
 Copy of curre Proof of own Boat registra Total length Registration Description of The item(s) if allowed You may onlight You may onlight No item rent Only register Decal must be Only Victoria All items mu All owners may Should owners 	tion number of item including the trailer tongue. 'plate number for car, trailer, RV, etc. of item		
I understand that any i owner's expense.	tem(s) stored without written authorization from the association will be towed and/or disposed of at the		
arising from injury duri	ndemnify and save harmless the Victoria Square Homeowners' Association for and against any and all liability, ng the term of the storage to person or property, occasioned wholly or in part by any act or omission of sts, employees, or assigns of Owner(s).		
<i>l</i>	certify that the above item(s) belongs to me and no one else.		
1,	certify that the above-described item(s) is in, and shall remain in, good/sound working order.		
Owner's Signature:	Date		

Victoria Square Architectural Review Committee Submission Form

This form along with the following information must be submitted to the Victoria Square Architectural Review Committee (ARC) before any modification can be made to the exterior of any lot or home in Victoria Square (per Section 6, Article 6.3).

- Any modifications made to a home or lot without obtaining ARC approval will be subject to fines.
- All submissions for home modifications should include a site plan and engineered drawings showing all proposed changes. Submission approvals will be conditional on obtaining a building permit from the Town of Hilton Head. (A site plan should have been included with your closing documents.)
- If the modification is to the existing home or lot, submit detailed to-scale plans showing the
 planned view and all elevations along with colors and materials to be used.
- Describe and/or submit pictures of ornamental items, pool, hot tub, antenna or satellite dish modifications.
- If the modification is for landscaping, a site plan should clearly indicate the location, type and size
 of trees or shrubbery to be added. Plans for removal of any tree, measuring over 4" in diameter
 at a point two feet above the ground, should be submitted to the ARC.
- To add a fence, a site plan showing the fence line and gates, along with a picture of the fence design should be submitted.
- For permanent play equipment (swing sets, playhouses, etc.), submit a color brochure from the manufacturer. Homemade structures will not be approved.

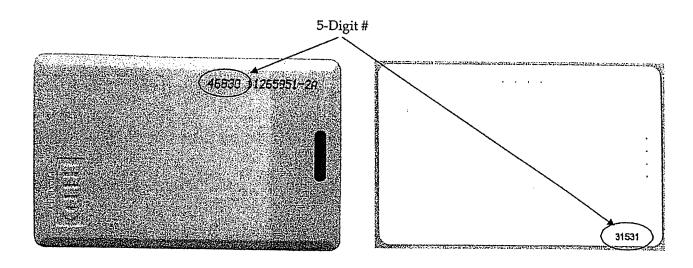
Completed submission packages should be submitted to:

Victoria Square ARC c/o High Tide Associates PO Box 7665 Hilton Head Island, SC 29938

Owner's Na	nme:	_Street Address:			
Lot#:Type of Modification:					
For Tree Removals, include location, size, and species of tree along with how tree is marked.					
Attach a picture of the tree(s) with this submission.					
Date:	Home Phone:	Cell Phone:			
DO NOT WRITE BELOW THIS LINE. FOR ARCHITECTURAL REVIEW COMMITTEE USE Approved as submitted. Approved with corrections as noted below. Declined for reasons noted below.					

Where to find numbers for registering transmitters & proximity cards:





If the stickers are completely missing from your transmitters, please call or email <u>Laloni@hightideassociates.com</u> and we will instruct you how to access the numbers.

Victoria Square Telephone Entry System Instructions

Entry tips for using Cards or Key Fobs:

The Card reader is located on the bottom right of the Entry System. Hold the card on the reader until the system beeps and the gates begin to open.

The antenna for the wireless key fobs is located on the right side of the entry box. Please press the button on the key fob before approaching the gate to avoid delays.

<u>Please remember that the gate will only hold open for 10 seconds once in the fully open position.</u>

<u>Tailgating vehicles entering the gate is not permitted and can cause serious damage to vehicles and gate components.</u>

Step by Step Instructions for calling a resident from the touch screen keypad.

- 1. If you do not know the Residents Directory Code, select "Touch Here to Begin"
 - a. Next, select "Find Name"
 - Scroll through the list of names using the up and down arrows on the left side of the screen or use the search feature at the top to enter part of the Home Owners last name.
 - ii. Simply tap on the resident's name to begin the call.
- 2. If you know the resident's Directory Code, select "Touch Here to Begin"
 - a. Next, select "I Have a Directory Code"
 - i. Enter the 4 Digit Directory Code and Tap the call button.
- 3. To grant access, answer the call from the kiosk then press 9 on your phone's keypad. To deny access, simply ignore the call or answer, then hang up.

We recommend adding the gate's phone number as a contact in your phone so you recognize when your guest is calling. That number is 864-396-5767.

^{**} Entry Code's have not been given to residents for security purposes, the "I Have an Entry Code" will not allow entrance into the community**

Victoria Square Rules Summary

This summary is intended to provide an overview of the Association Rules as per the Victoria Square Declaration of Covenants. It is not intended to replace the Covenants or to be a complete listing of all regulations. Please consult Section 6, <u>Use Rules and Restrictions</u>, of your Covenants for the complete list.

- 1. Residential Use. Homes are to be used for single family residential use only.
- 2. Leases. No portion of a home (other than the entire home) may be rented. Owners are responsible for the behavior of their tenants. The Association has the right of eviction.
- Nuisances. No obnoxious or offensive activity, loud noises, or noxious odors shall not be
 permitted. No use or practice shall be allowed which interferes with the peaceful possession
 or proper use of the homes or surrounding areas.
- 4. Outside Storage. The personal property of any Owner shall be kept inside the Owner's Home or fenced-in yard, except for patio furniture and accessories, and other personal property commonly kept outside, which must be kept in the rear of the Lot and must be neat appearing and in good condition.
- 5. Parking. No parking shall be permitted on the street at any time. No recreational vehicles, campers, trailers, boats, aircraft or motorcycles may be parked on the property for more than two (2) days, except within a garage or storage area. No parking is permitted on grass areas, common or private, at any time. All cars must be parked in a parallel line with the home's driveway (no diagonal parking at any time). Any vehicle parked within the Property must be in good condition and repair, and must have valid plates. No ATV's or similar vehicles are permitted to be operated on pathways or unpaved common property or parked outside of a garage overnight.
- 6. Garages. No garages shall be permanently enclosed so as to make the garage unusable by an automobile. No portion of the garage originally intended for parking shall be converted into a living or storage space. All garage doors shall remain closed when vehicles are not entering or leaving the garage. Carports shall not be permitted.
- 7. Owner's Responsibility. All maintenance of Lots and all structures, parking areas, landscaping, and other improvements on each lot shall be the sole responsibility of the Owner who shall maintain such Lot in a manner consistent with the Victoria Square Standards and this Declaration. In the event the Board determines that any Owner has failed or refused to properly maintain, repair, or replace items for which such Owner is responsible, the Association may perform such maintenance, repair or replacement for the Owner at the expense of the Owner. Except in an emergency situation, the Association shall give the Owner prior written notice of the Association's intent to provide such necessary maintenance, repair, or replacement. The notice shall set forth with reasonable particularity the maintenance, repairs, or replacement deemed necessary.
- 8. Refuse. Each Owner shall regularly pick up all garbage on his lot. Trash receptacles cannot be left at the street for pickup. Arrangements should be made to have them picked up from under the porch or service yard. The containers must be stored out of view at all times.
- 9. **Temporary Buildings**. No tents, trailers, shacks or other temporary buildings or structures shall be placed on the property without the prior written approval of the Architectural Review Committee.
- 10. Animals and Pets. Only commonly domesticated household pets may be kept on any Lot or in a Home, but in no event for the purpose of breeding or for any commercial purposes whatsoever. No animal may be kept that causes distress or is a nuisance to another property owner, resident or guest. All pets must be leashed when on common property, and all pets must be cleaned up after.
- 11. Additions and Alterations. No exterior alterations, including tree removal, to the Home or Lot will be permitted without prior written approval from the Architectural Review Committee. Work that is done without approval is subject to the fining policy.
- 12. A/C Units. Only central air conditioning units are permitted. No window, wall or portable units are permitted. No air conditioning equipment shall be installed on the ground in front of or attached to any front wall of any Home.

- 13. Clotheslines. No clotheslines or clothes poles shall be erected, and no outside clothes-drying is permitted.
- 14. Antennas and Satellite Dishes. No owner may erect or maintain a television or radio antenna, satellite dish or similar apparatus unless it is dark in color and less than 18 inches in diameter. It must be screened from public view and located behind the Home either in the rear yard or affixed to the rear roof, when these locations will provide for adequate signals. All antennas and satellite dish installation require written approval from the Architectural Review Committee.
- 15. **Signs.** No signs shall be placed at any home with the exception of one "For Sale" sign or one "Open House" sign limited to six square feet in size.
- 16. Window Treatments. Window treatments shall consist of draperies, blinds, decorative panels or other tasteful window coverings. No temporary window treatments are permitted except for periods not exceeding one week after an Owner or tenant first moves into a Home.
- 17. Lakes. There shall be no swimming, use of personal flotation devises, or boating of any type on the lakes. No owner shall construct or install any piers or docks on any portion of a lake or adjacent open space.
- 18. Swimming Pools. No swimming pools, spas, hot tubs or similar equipment or facilities shall be installed without the prior written consent of the Architectural Review Committee and only if screened from view. No above-ground swimming pools except for small children's wading pools shall be permitted.
- 19. Fences and Walls. A fence design must be submitted to and approved by the Architectural Review Committee prior to construction of the fence. Fencing is to be constructed for backyards only and may extend no more than 5 feet along the side yards as measured from the rear corner. Only white picket fences 3-4 feet high shall be allowed. Fencing can be no more than 70% opaque. Fencing material shall only be wood, painted white or white vinyl. All other fence materials are prohibited. No fences of any type may be built behind homes backing on the lake or on corner lots. Any existing fences on homes that do not meet these specifications will be "grandfathered" for the existing owner. In the event these "grandfathered" homes are sold, the owner must remove the fence or replace it with an approved fence prior to closing on the sale of the home.
- 20. Mailboxes. No mailboxes are permitted except for mailboxes which are identical to mailboxes originally provided for the homes by the developer.
- 21. Rules. The Board of Directors has the authority to enforce these and any other rules that they feel are necessary to the well being of the property.
- 22. Swimming Pool Rules. The swimming pool rules are posted at the pool. The pool rules are as follows:
 - The pool is open from April 1st to October 1st from 9 a.m. to 9 p.m.
 - There should be no solo swimming.
 - Running and boisterous or rough play are not allowed at the pool.
 - No person under the influence of alcohol or drugs should use the pool.
 - There should be no spitting, blowing a nose or urinating in the pool.
 - Persons with diarrhea illness or nausea should not enter the pool.
 - Persons with skin, eye, ear or respiratory infections should not enter the pool.
 - Persons with open lesions or wounds should not enter the pool.
 - No animals or pets are allowed in the pool or in the fenced in pool area.
 - Glass is not allowed in the pool or pool area.
 - Children under the age of 13 are not allowed in the pool without supervision.
 - All pool users should shower before entering the pool.
 - A first aid kit is located in the hallway next to the telephone.

- An emergency telephone is located in the hall to the left.
- Diving is not allowed in the pool.
- All infants and toddlers, who are not potty trained, must wear leak-proof pants, "swimmies" or similar protection.
- 23. Community Parking Lot. The Community Parking lot is open to all homeowners and guest vehicles for temporary parking on a first come, first served basis. Parking in the community lot is a privilege. All fees must be paid current or on a payment plan to park in the community lot. All vehicles parked in the lot must have a current VS Decal or VS Guest Pass visible through the front windshield at all times. Five (5) spaces plus one (1) handicap marked space will be designated as Guest Parking and will be reserved at all times for use by homeowner's guests with a VS Guest Pass. Visitors with a Guest Pass may park in any open space in the parking lot when Reserved Guest spaces are full. Homeowners may park in one of the Reserve Guest spaces while using the pool during designated pool hours during the pool season only if no other spaces are available.

NO commercial vehicles can be parked in the community parking lot. Any vehicle parked in the lot without a VS Decal or VS Guest Pass will be cited for violating this policy and fined. All unpaid parking fines will be handled in accordance with Section 4 of the Declaration of Victoria Square Covenants and Fining Policy. If a homeowner has more vehicles than parking spaces on his/her lot including one space in the garage, the homeowner may park the extra vehicle in one product of the parking spaces.

- the homeowner has more vehicles than parking spaces on his/her lot including one space in the garage, the homeowner may park the extra vehicle in an open parking lot space daily with Board approval and subject to the policy set forth above.
- 24. Construction Hours. Contractor work is permitted Monday thru Saturday, from 7 am until 7 pm. No Sunday contractor work is permitted. Owners are responsible to ensure their contractors are abiding by all community rules.
- 25. Storage Yard. Storage yard space is available on a first come first serve basis at an annual rate to be determined by the Board of Directors. Space is available and accessible to Victoria Square property owners only. All items stored must be fully operational and functional, and registration and insurance must be on record with the HOA. Owners must be current on their HOA fees through the year to retain this privilege.

Victoria Square Fining System

In order to assist in enforcing the Victoria Square Covenants, Rules, and Regulations, the following Fining System has been established:

Parking Violations: (parking on street, personal property, grass, yard, etc.)

1. 1st offense: \$25.00
 2. 2nd offense: \$50.00

3. 3rd offense or more: \$100.00

General Violations:

1. Owner is notified and given seven days to make the required correction.

- 2. A fine of \$100 is levied after seven days if no correction or remediation plan is submitted.
- 3. An additional fine of \$50 per day if no corrections made after fourteen days.
- 4. Homes may only be leased for six (6) months or more. No portion of a home (other than the entire home) may be rented. Short term rental (less than 6 months.) of any space or room is prohibited. \$1000.00 fine. \$500.00 per day if not remediated.
- 5. Homes may be rented or leased for single family household use only. Leasing home long term (Over six months), or short term (0 days to 6 months) to more than one single family is not permitted. \$250.00 per day increasing to \$500.00 per day if not remediated in 30 days.
- 6. A copy of each lease showing the names of all adults (over 18 years) living in the leased property will be on file with the Victoria Square management company.
- 7. Single-family definition: The Housing Act 2004 defines a single household as a family as a single individual, a couple (whether married or not and including same sex couples) or persons related to one another, an employer and certain specified domestic employee, one or two caregivers and the person receiving car, a foster parent and foster child.

Health & Safety Violations

Community Pool Area

- 1. After hours pool use: \$250.00
- 2. Unsupervised minors in pool area: \$250.00 (Resident 18 yrs. or older must be present)
- 3. Glass in pool area: \$500.00 plus costs to drain and refill pool if needed.
- 4. Fecal matter in pool: \$500.00 plus costs to clean/treat the pool.
- 5. Pets in the pool area: \$500.00 plus costs to clean/treat the pool.

Pet Owners

Allowing pet urination/waste on other homeowner's private property or the front entrance common area from Leg O Mutton to the entry gazebo. Dog owners may still use other community common property and dog stations: \$25 fine.

Architectural Review Violations:

Any exterior work that is completed without prior approval of the Architectural Review Committee is subject to fines and remediation at the discretion of the Board of Directors.

Responsibility of Homeowner for Payment

All fines levied must be paid within 30 days. All fines will be placed directly on the owner's account and will be treated as any other balance due. (i.e. could incur late fees, collection fees, legal fees or even cause a lien upon the property if unpaid). Fines

incurred by the tenant are the responsibility of the owner and will be billed to the owner's account. The HOA will take whatever action necessary to collect the outstanding debt. All daily penalties will continue until the fine is paid or other arrangements are made. Interest and all collection charges will be the property owner's responsibility as set forth in the Victoria Square Covenants. (Section 4)

Our purpose is not to impose a hardship on any owner, but to have a standardized procedure for rules enforcement. Should an owner have a question or problem with a notification or fine, they should contact Atlantic States Management, who will bring their appeal to the attention of the Board of Directors.

Be Gator Safe

We have alligators (and all sorts of other wildlife) present in lagoons and lakes throughout Hilton Head Island. Read this fact sheet to learn more about them and remember to use caution near all bodies of water!

THE AMERICAN ALLIGATOR

Alligators are fascinating creatures and should by all means be enjoyed as part of the natural beauty of our region. According to the South Carolina Department of Natural Resources (SCDNR), alligator attacks are exceedingly rare and the animals are usually afraid of people. Still, they are large carnivorous predators and should be respected as such. A few precautions on our part can help both humans and alligators coexist safely.

DESCRIPTION

The average size for an adult female American alligator is 8.2 feet and the average size for a male is 11.2 feet.

The young can be distinguished from adults by the bright yellow stripes on the tail, adults have dark stripes on the tail. Female alligators usually remain in a small area, but males occupy areas larger than two square miles. Both extend their ranges during the courting and breeding season. Juveniles remain where they were born until 2-3 years of age when they leave that area in search of food or are driven out by larger alligators.



Concerns about having negative encounters with alligators can largely be dissolved with common sense and an understanding of alligator behavior. Below are several tips for safety.

Do not feed alligators. When alligators start associating people with food, they will be more likely to approach. Do not feed ducks, turtles, fish, or any other animals inhabiting water either. This food source attracts alligators.

Be aware of your surroundings. If you're in an alligator-friendly habitat-just about any local body of water-be mindful of your environment.

Keep your distance. If you encounter an alligator, walk backwards and back away from it.
A safe distance from an adult alligator should be maintained at about 60 feet. If the alligator hisses or lunges at you, you are too close.

Keep your pets and children away from alligators. Large alligators do not recognize the difference between domestic pets and wild food sources. When hungry, alligators act on their hunting instinct. Do not allow pets or children to swim in, drink, or play at the edge of waters inhabited by alligators. To an alligator, any splash potentially means a food source is in the water.



A FED GATOR IS A DEAD GATOR

In their natural, wild state alligators-especially the big ones-tend go out of their way to avoid people, their only natural enemy. But once they become too familiar, alligators lose their fear of humans, necessitating their removal for the safety of everyone concerned. All removed alligators are exterminated per South Carolina State Law. Relocation is illegal due alligators strong homing instincts.

DO NOT FEED ALLIGATORS. DO NOT FEED ANY WILDLIFE.

FEEDING ALLIGATORS IS ILLEGAL IN SOUTH CAROLINA.

AGGRESSIVE ALLIGATOR?

If you encounter an alligator that you believe to be aggressive and you have a safety concern, contact Atlantic States Management at (843) 785-3278. When we receive a call, a third-party wildlife service will be dispatched to locate and/or assess the alligator. We will rely on the recommendation of the wildlife service provider in determing if an alligator should be harvested