



WATERFRONT

DANIEL ISLAND

The Waterfront Community

Good Neighbor Guidebook:

The Waterfront 1C Condominium Owners Association

**Important Information about the Rules, Policies,
And General Guidelines of The Waterfront Community**

TABLE OF CONTENTS

HEIRARCHY OF GOVERNING DOCUMENTS 2

PROPERTY MANAGEMENT 4

GENERAL RULES FOR THE COMMUNITY 5

GENERAL RULES FOR THE AMENITIES: POOL, FITNESS CENTER, AND THE POST 6

 POOL 6

 FITNESS CENTER 7

 THE POST 7

GENERAL RULES: UNITS 8

 LEASING & UNIT SALES 9

GENERAL RULES: ASSOCIATION 11

WHY DO WE NEED A GOOD NEIGHBOR GUIDEBOOK?

The purpose of this document is to maintain and foster positive relationships among residents throughout the community. These policies are intended as a supplement to the Rules and Regulations as well as the Master Deeds and Bylaws of each association. Please familiarize yourself and your guests with all the documents.

Please note the content of this document is subject to change without notice. Updated documents will be available from the management office.

HEIRARCHY OF GOVERNING DOCUMENTS

The rules governing each of the Waterfront Associations is subject to a hierarchy of Instruments. The Association is a business, registered with the State and subject to all laws and regulations governing businesses.

The Master Deed, conveyed with each unit, is a set of recorded documents that outlines the Rules, Covenants and Restrictions for the Association that are applicable to all Owners and Units within that Association.

The Association's Master Deed will contain the Articles of Incorporation for the business, the Covenants, Codes, and Restrictions (CCRs), the Bylaws (which govern how the Board operates and how voting is handled), and any Rules or other policies. The Master Deed may also contain plans, plats, and formulas.

Each Board has the authority to promote a set of rules for the Association that can address various aspects of how the association should function, if those rules do not contradict the Deed (for example, a rule may address the time when the pool closes, where the Master Deed may not specify a time).

The hierarchy of instruments is:

Federal Law

State Law

Local Law

Master Deed

Rules and Regulations

Policies and Procedures

An Owner of a unit that is part of an Association is bound by the instruments governing that Association, and an Owner of a unit at The Waterfront is also bound by the Rules and Regulations for using the Amenities provided. These documents are available through the Berkeley County Court Records, or from The Waterfront management office.

It is the responsibility of the Owner to be familiar with the governing documents and the rules for the Association. Any advice or information provided by the management office or within this document does not take precedence over the recorded deed for any Association.

PROPERTY MANAGEMENT

East West Hospitality is the management company for The Waterfront. There is an onsite management office located in The Post. The address is:

301 Longshore Street Suite 413

Daniel Island, SC 29492

The general email address for the management office is waterfrontgm@eastwest.com.

The management office phone number is **(843) 867-3553**.

To leave a message for the management staff after hours, please call the office phone number at **(843) 867-3553**. The after-hours answering service will contact the manager on call, who will follow up with you on the next business day or as soon as possible for urgent situations such as an elevator issue, water intrusion, or lock out.

Office hours for the management staff are posted and subject to change.

The office can assist with maintenance work, access systems (fobs and door locks), ARBs, and other issues. Community and individual owner communications are also sent from the management office. Owners are asked to make sure the office is informed of any changes in emails, telephone numbers or mailing addresses.

Reasonable requests for personal services may be made at the management office, or via email. However, the management team cannot hold vehicle keys, mailbox keys, or items belonging to an owner.

The staff will also regularly update the community website with information relating to insurance, budgets, events, maintenance tasks, and other pertinent information.

Please remember that your management team works diligently to maintain the property and handle the business of multiple associations. There may be times when the office door is closed due to meetings, training, or lunch. There may also be times when the staff is out of the office and even off-site. While every effort will be made to communicate these times to owners, there may be instances when staff cannot. If you require immediate assistance, you may call the main number (843)-867-3553 to reach someone.

GENERAL RULES FOR THE COMMUNITY

No Smoking: The Waterfront Community has been designated a no-smoking property. This means that there is no smoking of any substance, vaping, e-cigarettes, or chewing of tobacco products in or on any common area (rooftop patios, courtyards, pool areas, stairwells, balconies, etc.).

Quiet hours are between 10:00 pm and 8:00 am. Please be respectful of other owners and use reasonable volume on mobile phones while in the common areas during these hours.

Shirts, shoes, and proper attire are required in all common areas, except for the pool area where inoffensive bathing attire is allowed. Activities which may be deemed inappropriate or obnoxious are not permitted.

Fireworks, firearms, weapons, and other such implements are prohibited from all common areas except when being transported to and from an owner's unit.

Residents are required to curb pets. Animals must be on leashes when in any common area. No animals are allowed inside the fenced area around the pool or in the pool.

Trash must be placed in the appropriate containers. Boxes must be broken down before being placed in dumpsters. Owners must make individual arrangements to dispose of bulky items (non-household, such as furniture, mattresses, paint, etc.). Trash cans must be kept inside a unit's garage except on pickup day.

Bicycles, scooters, or other personal items should not be left in common areas.

Mail and packages should be delivered to the Post (unless other arrangements are provided). Due to the limited capacity of the package room, the management office may impose rules for packages. **For oversized, bulky, or heavy deliveries, owners should arrange with management for delivery of the item(s) directly to the unit.**

For Amazon, UPS, & FedEx deliveries, please use the following address format:

Name

Unit Number

c/o 301 Longshore Street Suite 413

Daniel Island, South Carolina 29492

Vendors and service providers must be escorted by an owner onto the property and into units. Management cannot provide access to any unit to a third party without prior permission from the Owner and only during office hours. Owners wishing to have extra fobs for housekeepers, contractors, or other visitors can request one from management. A fee may be assessed for extra fobs.

Owners are responsible for their guests, tenants, and vendors while on the property.

GENERAL RULES FOR THE AMENITIES: POOL, FITNESS CENTER, AND THE POST

The Waterfront Amenities are for the use of all Waterfront Owners, Residents, Tenants, and Guests. Owners are responsible for the actions of their tenants, guests, and invitees. Proper attire and behavior are required when using any amenity.

Maintenance and cleaning personnel do adhere to a schedule, with the Fitness Center, Pool, and Post being cleaned beginning at 7:00 am during the week. Please plan your use of the amenities accordingly.

POOL

POOL USERS EXPRESSLY ASSUME ALL RISKS IN USING THE POOL.

ABSOLUTELY NO GLASS OR PETS ARE ALLOWED AT THE POOL OR IN THE POOL AREA.

NO ONE UNDER 15 IS ALLOWED AT THE POOL WITHOUT THE SUPERVISION OF A PARENT OR GUARDIAN.

Pool hours are sunrise to 10:00 pm, unless otherwise posted. The pool is usually serviced around 7:00 am.

The common areas, including the pool, are under video surveillance. Pool rules are posted and provided for all Owners. Failure to adhere to these rules may result in owners losing privileges, the pool being closed temporarily, and/or fines assessed against the Owner.

Glass is prohibited at the pool or in the fitness facility. Broken glass must be reported to management as soon as possible so that the pool can be closed, and proper measures taken.

Any person who is ill or has recently been ill should not use the pool, as this can result in the pool being closed and fines possibly assessed against the owner's account. Swim diapers are required for those who are incontinent or those not toilet trained.

Except for trained service dogs, no animals are allowed inside the fenced area of the pool.

Please be respectful of swimmers. Behavior that is inappropriate or not conducive to relaxation and the enjoyment of the pool area (including the firepit and the pavilion) may result in action taken by the Association, including loss of use and/or fines.

Music and conversation must be kept to a minimum volume, as there are several homes in the immediate vicinity of the pool area. Respectful behavior is required.

The pool pavilion may be used to host a party; however, doing so does not provide an owner exclusive use of any part of the pool area (including the firepit and pavilion). The Pool Event Form and Guest Policy must be completed by the Unit Owner prior to scheduling any event. The forms are available from the management office. Owners may be assessed fees for cleaning, for damage caused to the common areas, or for obnoxious or offensive behavior during the event.

The firepit and fireplace are both on a timer. A how-to sheet for both is available from the management office. Please turn the timer to "0" when no longer using either amenity.

In the event of an emergency, there is a phone at the pool next to the bathroom. Dialing 9-1-1 will allow an operator to send the necessary help to the pool.

The pavilion has an ice machine available to owners, located in the room around the corner from the bathroom. Please use the scoop provided to remove ice.

No fundraising, political or religious events, or other such activity is allowed in the common areas at The Waterfront.

Grills are available for use by owners in the pool area and in some courtyards. Owners should be mindful of others and clean up after themselves when using a grill, or the countertop/sink area in the pavilion.

FITNESS CENTER

The Fitness facility is for exercising only. **Any person using the facility does so at his or her own risk.**

The minimum age for using the Fitness Center is 15.

Personal trainers are permitted, provided that the Owner assumes all responsibility for liability and damage. The Association does not allow personal trainers to use the facility themselves.

No equipment may be reserved, and owners are expected to be courteous to others.

Users are expected to wipe down the equipment after use. Wipes are typically provided.

No food, gum, alcohol, or glass containers are allowed inside the facility. Proper attire is required. Flip flops, bathing suits, and bare feet are not permitted.

Headphones (including earbuds) should be used when listening to personal devices. TV volume should be kept low so other gym users are not disturbed. Personal noise should be kept to a minimum.

THE POST

The Management office is in The Post at 301 Longshore Street, Suite 413.

Mail and packages are delivered to the Post for Owners residing at the Waterfront. Oversized or heavy packages may not be delivered to The Post (such as appliances, furniture, etc.).

If a package requires a signature in order for it to be received at The Post, authorization from the recipient must be sent via email prior to delivery.

GENERAL RULES: UNITS

A 'Unit' is the interior space of a condominium or townhome as defined in the Master Deed for the Association. A 'Common Area' is all the property and space within each Association that is not a Unit.

Each Owner is responsible for a portion of the expenses to maintain the common areas (including the common elements) of the association of which his or her unit is a part.

Owners are responsible for their guests and tenants when using the amenities or any other common area at The Waterfront.

Noise in any unit should not become a nuisance to other Owners and Tenants. Quiet hours are from 10:00 pm to 8:00 am.

Access for buildings, units, and the amenities are via Bluetooth locks and/or fobs, as well as with keys. Owners are given two fobs and two keys at the initial closing. Re-sale purchasers are responsible for obtaining these from the seller. Management does not hold keys for any individual unit (or post box) and cannot provide replacements.

Household pets are limited to 2 per unit. Please refer to the specific terms in the deed for more information.

Trash may not be left in common areas. A dumpster is provided for the Osprey building. Garbage cans for the townhomes must be stored inside the garage except on pickup days.

Towels and other personal items may not be left on the exterior of any unit, including balconies, except those areas as designated by the Master Deed.

No signs, advertisements, notices, or posters shall be posted in the common area or any portion of a unit which is visible from another unit or the common areas without the permission of the board. Reasonable seasonal decorations are permitted between Thanksgiving Day and January 8th. Only tasteful furnishings and decorations are allowed on balconies. Window treatments, screen shades, and umbrellas visible from outside the unit must be neutral (white, off-white, or light beige) in color. Screen shades for balconies must also be approved by management prior to installation. Your Association may implement additional rules regarding decorations, shades, and screens that are available from the Management office.

Planters, hanging baskets, and other items should not be hung over or from any balcony railing.

Each owner is required to have an **HO6 insurance policy** on their unit. Management may request proof of insurance at any reasonable time. Management does not provide proof of individual insurance coverage to third parties.

Each owner is responsible for the maintenance and upkeep of their unit and any system therein, including appliances, HVAC, and plumbing. Improper maintenance or repairs that cause damage to the Association property or to any other unit may be the responsibility of that Owner.

Per the governing documents, the Association may schedule dryer vent cleaning services, HVAC inspection services, pest control, or other services during the year for all units. The management company will arrange those services and communicate such information to the owners. The management company employees have the right to enter a unit as necessary to conduct inspections or approved service, whether the owner is present or not.

Only electric or gas grills for cooking are permitted for use on any balcony. Any wood or wood-derived fuel burning device such as a chimenea or firepit is not permitted on any common or limited common area, including balconies. Grills, heaters, and other appliances using LP or other fuels is not permitted. Townhomes have specific rules about what is allowed on rooftop terraces. Townhome owners should refer to the Rules & Regulations for more information.

Any balcony cleaning or plant watering that may result in water or debris falling onto another unit balcony or onto the exterior of a building is prohibited unless that Owner notifies the Association management and/or Owners living below in advance. Please refrain from using chlorine bleach or other harmful chemicals.

Prior to commencement of any renovation requiring Association approval, the Owner must submit an ARB application to the Board, via the management office. Owners should refer to the Rules and Regulations, and to the governing documents, for specific information about the type of work requiring approval.

Owners and their contractors are responsible for all materials and garbage produced during construction or remodeling. No materials, boxes, or other refuse may be placed into the dumpsters or trash rooms. No work of any kind may be performed in the garages, including cutting of materials (such as wood or sheetrock) or vehicle maintenance. All tools must be kept inside the unit or removed from the property and cannot be stored in breezeways or garages. Owners should refer to the Rules and Regulations and the Association deed for more information.

Work may begin at 8:00 am and must finish no later than 5:00 pm. Work is only allowed Monday through Friday.

LEASING & UNIT SALES

Owners desiring to lease their Unit may do so only if they have applied for and received from the Board either a *Leasing Permit* or a *Hardship Leasing Permit*.

Leases must be for an initial term of no less than one (1) year. At least seven (7) days prior to executing a lease agreement, Owners must provide the management office with a copy of the lease agreement.

Owners are responsible for communicating any necessary information to tenants and guests, such as maintenance issues or violation notices. Owners are responsible for any fees or charges to the unit account for maintenance.

A deposit is required from each Owner who leases a unit. That deposit is refundable once the lease has expired, and the tenant has vacated the Unit. Approval is required for any lease.

A fee may be charged to an owner account for the purposes of facilitating the move in and move out of the tenant.

Moves must be scheduled through the management company at least one week in advance.

Application for a lease may be made through the management company.

When selling a unit, an Owner must have the Association's permission to hold an open house. Owners may hold an open house, provided that the agent or Owner escorts all prospective buyers personally. No doors or gates may be propped open. Notification must be sent to the management office 3 days prior to any scheduled open house.

An Owner must notify the management company and the Association within 7 days of the date a purchase and sale agreement is made. Seller must provide the following information:

Seller name and unit

Purchaser name and current address

Purchaser email address and phone

Seller forwarding address

Date of scheduled transfer (closing)

Within 7 days after the transfer/closing date, the Purchaser is required to notify the management company of the successful closing and submit a Document Acknowledgement and Owner Registration (DAOR) Form.

All keys, fobs, and codes should convey at the sale. The management office is not responsible for providing access to individual units except in emergencies.

GENERAL RULES: ASSOCIATION

The Association has garage parking in addition to the open spaces around the property. **Owners should park in the spaces designated for their unit first** and use unassigned parking spaces as needed. Garage spaces are common areas, and all rules apply to those spaces as they do to the common areas.

Parking is restricted to designated spaces only, including covered parking spaces for Osprey owners. Boats, trailers, and oversize vehicles may not be parked in the garages. Vehicles may not be parked on sidewalks, aprons, curbs, or grass areas.

Where loading/unloading spaces are available, please refrain from using them for more than 15 minutes at a time.

ADA-compliant parking is available throughout the Waterfront property and in the garages.

Your association has a parking policy. Please refer to this policy for specific information. All policies are available from the management office.

Carts may be available for Owners to use when loading or unloading and are normally kept in the parking areas near the elevators. Please return them to the same area when done.

Quiet hours are from 10:00 pm until 8:00 am.

Your Association Board of Directors is responsible for overseeing the business of the Association. Board members are elected by the Association membership and work diligently to ensure the Association maintains the necessary reserves and operating funds required to successfully function.

Board meetings are typically held each quarter, with an annual meeting scheduled at the end of the calendar year.

Please keep in mind that your Association Board members are volunteers!

Each Board member has a fiduciary responsibility to the Association. Your Board of Directors has the responsibility to maintain and enhance the value of the Association property, and to conduct business as necessary. Board members are also obligated to enforce the Deed Restrictions and Rules of the Association.