

SUGAR CREEK VILLAS RULES AND REGULATIONS

OCTOBER 2020

Sugar Creek Villas (SCV) consists of 144 condominiums and 21 patio homes. These 165 homes make up what is called the SCV Recreation (REC) Association. The REC Assoc is governed by a Board of Directors.

The condominiums, SCV Association of Residence Owners, are also governed by a Board of Directors. Both boards manage their designated funds and balance the needs of the entire community with the support of individuals within the community.

These rules are in addition to the regulations identified in the Declaration/Covenants and Bylaws. If you did not receive them when you bought your property, they are available by:

- Contacting the Property Manager
- Electronically on the Property Manager's website
- Downloading them from the www.greenvillecounty.org.

The governing documents for specific standards and governance within SCV are contained in separate documents.

- Declaration of Sugar Creek Villas Horizontal Property Regime also referred to as the Master Deed for Condominiums
- Declaration of Covenants, Conditions and Restrictions for SCV Condominiums and Patio Homes
- Declaration of Covenants, Conditions and Restrictions for SCV Patio Homes
- By-Laws of Sugar Creek Villas Recreation Association.
- By-Laws of SCV Association of Residence Owners, Inc.

FINES

At the Board's discretion, a written courtesy letter followed by a fine of up to \$1000.00 will be issued when rules are not adhered to. Additionally, continued fines may result in a lien placed on the homeowner's property.

GENERAL RULES

If you observe a violation of a rule contact:

- Property Manager
- Call the Greenville County Sheriff's Office at (864) 467-5300 for a non-emergency or 911 for an emergency.

RESIDENTS

Sugar Creek Villa homeowners and tenants are responsible for their own guests at all times and should ensure their compliance with all rules and regulations.

- Code of Conduct: Obey the law, behave responsibly, be socially conscious, be sensible, be considerate of others and respect the rights of your neighbors. All valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed.
- Absentee Owners
 - Are responsible for their tenants, and tenant's guests, to be in compliance with all rules and regulations.
 - Forfeit all their owner rights and privileges for use of the pool, tennis courts, clubhouse and common areas. Existing residents receive these benefits instead.
 - Must file an official lease for renters or provide contact information for non-owners residing in the unit with the Property Manager.
- Soliciting, in any form, is not allowed.
- Firearms including BB guns, air guns and pellet guns are prohibited outside the unit.
- Fireworks including sparklers are prohibited.
- Outdoor open flames are prohibited, this includes tiki torches, candles and any fire or open fire pits as these circumstances present a safety issue for our cedar siding.
- Nuisance Noise including boisterous conversation, loud music, radios, cars, motorcycles, excessive dog barking, etc. will not be tolerated.
- The only signs permitted at Sugar Creek Villas are: a single "For Sale" or "For Rent" sign placed in an interior window facing the street and a security alarm system warning sign in a unit's mulched area. Temporary Garage/Estate Sale signs are allowed on the property for 72 hours.
- Pets
 - All animals must be on a leash and under the control of their owner, or handler, at all times when outside.
 - Animals may not be tethered outside the unit unattended as stated in accordance with Greenville County Animal Ordinance.
 - Aggressive, or unsocialized animals, should be muzzled.
 - All animal waste must be picked up and disposed of immediately. Bags are available by the tennis court parking lot.
 - Excessive dog barking inside or outside the condo will not be tolerated.
- Vehicles
 - On Street Parking from 11pm to 7am is not allowed. Our streets are non-standard size and are not wide enough to allow Emergency Vehicles (especially fire trucks) to pass if cars are parked on the street. Warning tickets may be placed on vehicles and the vehicle may be towed at the owner's expense. Each condominium and patio home have two parking spaces in the garage (except for three units) and two parking spaces on the driveway for their own individual use. Do not block mailboxes or fire hydrants.

- Clubhouse and Tennis Court parking lots are for overflow parking for guests and not intended to be a permanent parking area for residents. Vehicles parked beyond 3 days without Property Manager or Board approval are subject to towing.
- Prohibited Vehicles: No boats, trailers, RV vehicles shall be parked on the property. These vehicles may be parked in the garage provided the garage door is closed and said vehicles, or accessories, are not visible from the street. Golf carts are not allowed on SCV streets.
 - Parking on Grass: Driving or parking on the grass is prohibited. Not only is it unsightly, it damages the landscape.
 - Children on bicycles and motorized vehicles require adult supervision at all times.
 - Mechanical Work: No mechanical work or auto-bodywork, maintenance or repair on any vehicle or boat, etc., is to be performed outside of a garage with the exception of minor upkeep such as changing tires, changing or charging a battery, oil change and washing a car/truck.
 - No vehicles may be parked or maintained on the property unless they are licensed and operational.
- Speed Limit
 - 17 MPH limit as posted is the maximum speed on all roads within SCV. Our streets are narrow, there are no sidewalks, and many walkers are out and about at all hours. Please drive carefully.
 - With our narrow streets, for safety reasons, do not pass cars that are traveling in front of you.
 - Trash Containers are picked up on Tuesday. At other times, containers must be kept inside the garage, or in an unobtrusive area. Containers need to be put away after trash is collected. If you are out of town, please ask a neighbor, or friend, to move it into your garage or alcove.
 - No recycle pick up at this time.
 - Notices
 - Notices should be posted inside a plastic sheet on the side of the mailboxes.
 - No outside commercial or campaign/political notices allowed.
 - Expired notices should be removed within 48 hours after the event by the person who posted the notice.
 - Outdoor Cooking
 - Responsible care must be exercised in the use of cooking appliances. The appliance must be properly tended at all times, outside the building, for safety.
 - Plants and trees are not allowed within three (3) feet of a fire hydrant.
 - Natural gas/propane containers must be enclosed at the owner's expense. ARC/Landscape requests may be found on the Property Manager's website.
 - Clutter is not allowed on common or limited common area. Grounds must be accessible to landscaping crews and equipment, contractors, inspections, etc. The front, sides and back of the condo units should be free of clutter and not used for storage of personal property. Do not store excessive personal items under decks and in crawlspaces that may attract insects, snakes and wildlife. Storage rental facilities are available near-by.

SCV RECREATION RULES

The Board has determined that anyone using the pool, tennis courts, or clubhouse after hours may be charged with trespassing.

CLUBHOUSE RENTAL

The clubhouse can be rented for private, resident-sponsored parties only. Pool use is not included in the rental.

- The resident-sponsor may rent the clubhouse. The requested date must go through the Social Committee. A rental agreement must be completed and signed by the owner.
- A rental fee of \$75 is due when the key is picked up from the Social Committee member. A separate deposit of \$75 is also due to cover cleaning costs, if necessary.
- The resident-sponsor must be in attendance for the entire party.
- The resident-sponsor is responsible for the behavior of guests.
- All events for persons 20 years of age and under, must be chaperoned at all times. The event must be supervised by two (2) adults over 21, per 15 persons, one being the resident-sponsor.
- All valid laws pertaining to alcoholic consumption shall be observed.
- The following are prohibited:
 - Pets – except therapy animals (must have their licensure and vest).
 - Smoking and vaping.
 - Swimming.
 - Sleep-overs.
 - Attaching anything to clubhouse walls.
- Clubhouse events must end by midnight with no activity on the pool deck past 10:00 pm.
- The resident-sponsor is responsible for clean-up and leaving the clubhouse, surrounding area, and parking lot clean and free from damages. The resident will be charged for any necessary cleaning and repair costs beyond the \$75 deposit.
- The deposit will be returned if the clubhouse and surrounding area are left clean and free from damage.

POOL RULES

- Hours of Operation are 8:00 a.m. - dusk during the summer.
- Gate: Due to insurance rules, the pool gate must be closed and locked at all times.

- Pool Key
 - The pool/tennis key is the resident's pass and has the unit number stamped on it.
 - The key must be in possession of the resident when using the pool.
 - The key may not be released to guests. Residents must accompany guests at all times.
 - Only one (1) pool key is allowed for each unit.
 - A non-refundable fee will be assessed for any replacement key.
- Swimming is at the individual's own risk. No lifeguards are provided.
- The safety rope dividing the deep end from the rest of the pool must not be removed or used for play. State law requires that the pool be closed if the rope is damaged or missing.
- No diving is allowed.
- Due to the small size of the pool, floats and balls are not allowed.
- Leak proof swim wear is required by any person who wears diapers or incontinent products.
- No children under 16 years of age are allowed in the pool without adult supervision.
- Guests are limited to four (4) persons per unit.
- Furniture must remain in its respective area.
- The chairs, tables and umbrellas are for your use and enjoyment. Do not abuse them. If you open an umbrella, close it when you exit the pool area to prevent wind damage and loss of property.
- Rollerblades, skateboards, running or horseplay are not allowed in the pool enclosure.
- Noise level, including music, should not disturb other bathers.
- Each resident is responsible for properly disposing of all refuse in the provided trash containers.
- No glass items are allowed.
- The SCV Recreation Association Board, and/or Pool Committee, are not responsible for articles left in the pool enclosure.
- No animals allowed inside the fenced area. Licensed therapy animals are allowed in the pool area but not in the pool. Owners have to produce licensure when asked.
- Common courtesy and responsible behavior are required at all times.
- Please adhere to posted safety rules and signs within pool area.
- Pool area must be vacated immediately if lightening is present.

TENNIS RULES

- Hours of Play are 8 a.m. – 9 p.m.
- The tennis courts are to be used for tennis or pickle ball.
- Rules of tennis etiquette should be followed at all times by residents and guests.
- Guests are not allowed to play without a resident being present.
- A resident is directly responsible for their conduct and the conduct of his or her guests.
- The last player to leave the courts must turn off the lights and lock the gate.
- Please call the Property Manager if you find a repair/problem that needs attention.
- Wear light colored rubber soled tennis shoes.

BASKETBALL COURT RULES

- Hours of Play are 8 a.m. – 9 p.m.

RULES APPLICABLE TO THE CONDOS

LANDSCAPE AND YARD ART

- Contractors will not move any yard art to cut or trim grass, shrubs or trees. Contractors will not be responsible for any damage to personal items, including an owner's plantings, caused while maintaining our buildings or grounds. Personal plantings on common area are donations to the community and will not be the responsibility of the HOA.
- Hardscape or permanent planting material must be approved by submitting an ARC/Landscape request to the Property Manager.
- No window boxes are allowed (termite hazard) and wood rot potential.
- Benches, tables & chairs and statues are allowed in the outside alcove area of your front door, back patio and deck. No plants may touch the cedar siding. Hanging plants may only be on a shepherd's hook.
- Potted plants may be placed in the alcove or in a mulched area only. Not on walkways, as it creates a possible trip hazard. A maximum of 5 total pots are allowed. Only decorative pots should be used for landscape appeal. Pottery is preferred. The Board reserves the right to interpret "decorative".
- Yard art should be used sparingly, in the mulched area only, and not to obstruct landscape services. A maximum of 5 ornaments are allowed.
- A bird bath, feeders and birdhouses are allowed if maintained in your mulched area.
- Home owners are responsible for maintaining potted plants and yard art, in good condition.
- Limbs & yard debris: The landscape contractor picks up limbs and yard debris placed at the curb.
- Plants on wood: No live plants should come in contact with any exterior wood surface. Our pest control's recommended clearance is 12 inches from the wood siding and outside of the dripline of the gutter. This can cause termite problems, damage to wood and interferes with painting or normal maintenance.
- Residents may plant seasonal flowers in the mulched areas around the condo. The resident is responsible for maintaining and removal of dead plants and flowers. Plants should not interfere with landscape services. Shrubs and trees should not be planted on common area without a recommendation from the Landscape Committee and Board approval. Certain kinds are more suitable than others to avoid overgrowth and maintenance.
- No pine straw is to be used, only black or brown mulch.
- No swings or gliders are allowed on SCV property.

ARCHITECTURAL CHANGES

- Changes to the Exterior of a Unit:
 - Any structural change to the exterior of a building including screened porch, deck or patio of a resident must be in compliance with the Horizontal Property Act, HOA guidelines, recommended by the ARC and approved by the Board prior to proceeding. Failure to do so may result in removal or fines.
 - Request forms are located on the Property Manager's website and must be properly documented before submission to the Property Manager.
 - Owners must contract with performed by a licensed, bonded and insured contractor
 - Homeowner accepts full responsibility for the proper installation as depicted in plans submitted. The plan cannot be altered, or deviated from, without the express approval of the Board. Failure to comply may result in removal or fines.
- Satellite Dishes:
 - Home Owners must have approval from the Board prior to installing a satellite dish near your condominium. Without such approval you will be asked to remove the dish. This authority is granted by the Federal Communications Commission (FCC) to allow condominium associations to protect the vested interest of common areas we all share a part of and to the best extent possible prevent unsightly installations.
 - An ARC/Landscape request must be submitted to the Property Manager giving the exact location where the dish will be installed, and in writing, the approval from next door neighbors on both sides. For additional information, call the Property Manager.
 - Forms are available through the Property Manager's website.
 - If authorization is granted you will be asked to sign an agreement delineating your responsibilities on maintaining and removal of dish once not in use.
 - A \$150 deposit is required prior to installation and is refundable on all satellite dishes that are removed by the home owner.
- Fences
 - New/additional fencing partitioning of common area for an individual unit is not allowed to remain in compliance with the Horizontal Property Act of SC.
- Walkways
 - An owner may choose to replace or widen the unit's existing walkway at their own expense with recommendations from the ARC/Landscape Committee and approval from the Board. Surfaces must be concrete, current paver material or another slip proof sidewalk product approved by the Board. All walkways must be level for safety reasons. Failure to comply may result in removal or fines.

WORK ORDER REQUESTS

- Blank Work Order forms are available through the Property Manager’s website. Fill out completely and send to the Property Manager.
- If the issue is an emergency, or a safety concern, please contact the Property Manager immediately.
- The Declaration/Master Deed identifies condo components that the homeowner is financially responsible for maintaining and repairing.

HOME REPAIR INFORMATION

All exterior repairs must be recommended by the ARC and approved by the Board. ARC/Landscape forms are available on the Property Manager’s website.

- The following information will assist Sugar Creek Villa residents in repairing or replacing exterior items on their villa units. Cost of all doors, windows, screens and installation is the responsibility of the homeowner.
- The paint colors, of all exterior doors including the garage door, windows and gutters, must be the approved Condo colors available by contacting the Property Manager.
 - Main entry doors are a standard size: 3’-0” x 6’-8”.
 - Exterior front doors must resemble others in the community. Doors that enter directly from the garage into a dwelling may be metal or wood and by building/fire code requirements, be fire rated for at least one hour. Screened-in porch and sunroom doors should align with the architectural design of the condos. Doors and windows are the financial responsibility of the owner. The HOA is not liable for any damage by contractors, landscaping crews, etc to doors and windows.
 - Exterior overhead garage doors must resemble other condos. Heavy embossing, paneling, or window panel units are not acceptable.
 - Exterior windows: The exterior windows used in Sugar Creek Villas are casement units. Windows Inc. (864-233-8931) and Dixie Messer Mirror and Glass (864-877-7977) are vendors who have done recent repairs and replacements in SCV. They can supply replacement units that match what exists. Other vendors are acceptable provided they match the approximate size, appearance, and function of the existing casement units.
 - Exterior Villa paint colors are in a family of brown colors. The paint supplier is Sherwin Williams on Old Spartanburg Rd., next to Ace Hardware. Current colors are SCV Resort Tan, SCV Exterior Trim, SCV Gutter Filler and SCV Doors.
 - Exterior Light Fixtures: To replace an existing light fixture, submit an ARC form to the Property Manager.
 - All new gutters must be metal, include a leaf guard, and match the color of the unit. Roofline Seamless Gutters in Greer, SC, (864) 381-5089, has provided these to some owners.

RULES APPLICABLE TO THE PATIO HOMES

While recognizing that this is a planned and restricted neighborhood, a procedure has been established to make it possible for Patio Home owners to make changes to the visible parts of their home in a way consistent with the rest of the community. The owners have choices on how their homes will look and the Patio Home Architectural Review Committee (ARC) has the authority and responsibility to ensure conformity within the community. This applies to structural alterations as well as general appearance of the home like adding additions, painting, roofing, gutters, windows, entrance and garage doors, lighting, fencing, shrubs, trees, walk-ways, ornamental edging, and/or front yard. No permission is required to maintain current colors, styles, etc. Permission is needed to install a satellite dish on the back of your home and it cannot be visible from the road.

Change requests need to be submitted in writing a minimum of 10 days before alterations begin. *It is strongly recommended to request approval before the actual purchase of materials is made, to avoid additional costs if approval is denied.* If a change is made without prior approval, the Patio Home ARC may deny the change, request the property be returned to its original state and/or impose a fine. ARC requests should be addressed to the Patio Home ARC, attention: Donna Gilbert, 134 Tanager Circle, or Catherine Clark, 128 Tanager Circle, Greer, SC, 29650.

Patio Home owners are expected to adhere to all published HOA general rules/regulations that are not specific to condo homeowners as part of living in SCV, an HOA managed community.