

Queens Grant IV Rules and Regulations

Villas

All owners and renters shall exercise extreme care to avoid excessive noise that might interfere with the peace and enjoyment of others. This includes the use of radios, televisions, amplifiers, musical instruments or other loud activities.

No towels, garments, mops, rugs or similar items are to be hung from decks, windows, service yard fences or from any other facade of the property.

There is a limit of 2 pets per villa. No owner or renter shall maintain a pet that causes distress to others through barking, biting, scratching, damaging property, or in any other way endangering guests or residents. ***Dogs of Pit Bull breeding are not permitted on property at any time.*** Failure to clean up after pets will result in a \$25.00 fine for a first offense and \$50.00 for each subsequent offense. Pets must be on a leash at all times per Beaufort County Code of Ordinance, Article II; Section 14-30 Restraint of animals by owners. No pets are permitted inside the fenced pool area.

The exteriors of villas (front and rear) are not to become a depository for unsightly items. Garden hoses must be stored neatly on hose racks or kept in the utility area. Bicycles, kayaks, canoes, etc. are to be stored in the service yard area, on the deck, or inside the villa, not on sidewalks as they become pedestrian hazards.

All villas shall be utilized for residential purposes only. No owner shall permit occupancy, short or long term, of more than six persons for a 2-bedroom unit or eight persons for a 3-bedroom unit. There is a limit of 2 vehicles per villa.

All villa owners must obtain prior approval from the Board of Directors for all renovations to the interior and exterior of villas, and to decks and landscaping. Failure to comply may require returning the changed areas to the original design at the expense of the owner to include legal fees incurred by Queens Grant IV (See QG IV Alterations Guidelines for more details).

No owner or renter shall install wiring for electrical, telephone, cable or dish television, air conditioning units, solar panels or similar objects outside the villa or protruding through the roof or walls without prior approval from the Board of Directors. Failure to comply may require returning the changed areas to the original design at the expense of the owner to

include legal fees incurred by Queens Grant IV. All work shall be completed by a QGIV approved and licensed contractor.

Open flame tiki torches or fire pits are prohibited on deck or service yard areas.

Vehicles

The speed limit on roadways throughout Queens Grant is 15 miles per hour. Palmetto Dunes Security will prosecute violators.

Major vehicle repair, oil changing or washing of vehicles is prohibited in parking lots and overflow areas.

Parking

Queens Grant IV does not offer designated parking spaces, because we have fewer spaces than villas. The parking rules have been developed to be consistent with providing equitable access to parking for all owners and renters.

Commercial vehicles (except those employed for daily service), motorcycles, campers, trailers, RV's, mopeds, boats, and extended bicycle racks are prohibited in parking areas. Violators will be prosecuted. Commercial vehicles are defined as those vehicles having external signage and those vehicles regularly containing implements and materials used in a trade or business.

Due to limited parking space, all residents are limited to two (2) vehicles, if space is available.

No inoperative or unlicensed vehicle shall be parked on the premises. A vehicle is considered inoperative if it has not moved for 7 consecutive days without prior approval from the management company. Vehicles not in compliance will be towed at the owner's expense. "For Sale" signs are not permitted on vehicles.

Owners, residents and visitors must have a parking decal or temporary pass, issued by Palmetto Dunes Security, displayed in or on the windshield.

Palmetto Dunes Security will ticket any vehicle parked in a handicapped space without a handicap license or tag. There are two (2) handicapped spots in Jamestown and one (1) in Kensington. Continued violation will result in the vehicle being towed at the owner's expense.

All vehicles shall be parked in paved parking spaces only and should not block sidewalks, entrances or driveways. Parking around the lagoon curb is not permitted. **Parking in the fire lane is prohibited at all times.** Vehicles not moved from the fire lane will be towed at the owner's expense.

Pool

There is no lifeguard at the pool so owners and renters swim at their own risk. No diving is allowed. Rules posted at the pool must be adhered to.

An adult must accompany children under the age of 14. Infants and small children must wear waterproof swimwear, such as "Swimmies" for health/sanitary reasons.

No pets are permitted inside the fenced pool area.

Glass containers or other breakable objects are prohibited within the fenced pool area.

The phone, located on the exterior of the restroom, is for emergency use only.

Restrooms are to be left clean and in good condition after each use. The combination for the doors is available from your Rental Agency or Atlantic States Management.

Pool furniture may not be removed from the fenced pool area.

No smoking or alcohol permitted inside the fenced pool area.

QUEENS GRANT IV ALTERATION GUIDELINES

This document is provided as a guide for:

- (a) the architectural objectives to promote and maintain a high level of design, quality, harmony, and conformity throughout Queens Grant IV
- (b) the submittal and approval procedures, and
- (c) further clarification to the Master Deed and By-Laws.

I. Development Objectives

Aesthetic and ecological quality of Queens Grant IV requires that all structures and landscaping be compatible with one another, and insofar as possible, be in harmony with the natural surroundings. To achieve this goal, the following guidelines have been adopted and may from time to time be amended.

Architectural controls governing alterations at Queens Grant IV are administered by the Board of Directors of the Queens Grant Horizontal Property Regime IV. All structural modifications or alterations must be approved by the Board of Directors. Prior decisions or rules regarding matters of design or aesthetics will not be deemed to have set a precedent if the Board of Directors feels that the repetition of such action

will have an adverse effect in the community. Each project submitted to the Board will be reviewed on an individual basis.

II. Landscaping Policy

Minor Landscape Improvements: Landscape improvements less than \$200.00, such as the addition of a flat of annual or a few shrubs is considered a minor modification and will not require any formal Board approval. However, the Owner must still contact the Property Management Company to describe their proposed intentions, so that the improvements can be documented and determine compliance with maintenance standards for the regime.

Major Landscape or Hardscape Improvements: Extensive hardscape and landscape improvements, over \$200.00 must be reviewed by the Board to determine if improvements are: appropriate for the site, or impactful to adjacent neighbors and the neighborhood as a whole. Individual Owners will be required to assume the costs of any required upgrades (or damages) to the irrigation system needed to provide adequate irrigation coverage of any new plantings.

It is strongly recommended that Owners contract with the current maintenance vendor for the design and installation of new plantings. Contracting with the current landscape maintenance vendor will insure that the work conforms to existing maintenance requirements and that the vendor, and the regime, will accept continued maintenance of the new landscape additions.

Plant selection is important. New landscape additions must specify plants that will not outgrow their proposed location. New plants must not require extensive pruning to keep them within their boundaries and away from structures. Dwarf shrubs and groundcovers are best, especially in the courtyard areas. Drought tolerant plants are also preferred to keep irrigation requirements at a minimum.

Preferred groundcovers include, Asiatic Jasmine, Lirope, Mondo Grass and Junipers.

Preferred shrubs include Dwarf Hollies, Dwarf Loropetalum, Dwarf Indian Hawthorne, Dwarf Azaleas, Dwarf Japanese Plum Yew, Podocarpus, and Drought Tolerant Perennials. Finally, a limited number of larger shrubs are acceptable if space is available. Acceptable larger shrubs would include Camellias, Indica Azaleas, non-dwarf Loropetalum, Ligustrums or Viburnums.

Vines and Espalier plants that are proposed to be trained to the building surface are not acceptable.

Perennials must be drought tolerant and non-invasive.

Proposed garden ornaments and sculptures must also be approved by the Board.

III. Submittal and Approval Procedure

All proposed structural modification or alteration including, but not limited to remodeling, exterior changes including decking, doors, windows, satellite dishes, and landscaping must be approved by the Board of Directors before work of any kind is begun. A Certificate of Plan Acceptance is needed for any structural alteration on the interior of the villa. All HVAC, electrical, plumbing and interior structural modifications must be completed by a licensed contractor. A building permit issued by the Town of Hilton Head Island must be provided to Atlantic States Management as a condition for final approval.

- A.** Complete the Queens Grant IV Application for Alteration Approval (see copy attached) along with required drawings and specifications for any proposed alterations.
- B.** After Board review, and within 30 days of submission, the homeowner will receive a letter advising the status of their request. If approved, a Queens Grant IV Certificate of Plan Acceptance will be issued and must be received by the applicant prior to commencement of any clearing, material delivery, or construction.
- C.** All construction work will be subject to inspection
- D.** If the alteration is an addition or improvement upon an existing deck, the homeowner accepts the responsibility for the adjacent landscaping.
- E.** The contractor must remove all debris from the premises daily.
- F.** If a job requires a dumpster, it must be approved prior to delivery, and it must be placed in the location determined by the Board.
- G.** No trailers, building materials or vehicles are allowed to be stored on Queens Grant IV property.
- H.** The owner will be charged for any needed repairs or clean up of the common property necessitated by their contractor. These charges will be billed to the owner's account.
- I.** No work is to be done between the hours of 5:00pm and 8:00am. No work is to be done on Saturday, Sunday or Holidays. This does not apply to emergency repair work.
- J.** No major renovation work is to be done from April 1st through September 15th. This does not apply to emergency repair work.

Queens Grant IV
Alteration/Landscape Request

Unit Number: _____

Unit Owners: _____

Rental Agent (if applicable): _____

Estimated start date: _____

Estimated completion date: _____

Licensed Contractors who will be working in unit:

Person to contact in the event of a problem: _____

Phone number of Contact: _____

Dumpster company being used (if applicable): _____

Building Permit Number: _____

Please submit a description of the work or landscaping to be done in the unit, along with the corresponding plans if applicable. Work cannot commence until a Certificate of Plan Acceptance has been issued. Please contact Atlantic States Management when the work has been completed, so that a final inspection can be conducted.

Please return form to:

IMC Resort Services, Inc.
2 Corpus Christi, Suite 302
Hilton Head, SC 29928

Phone: 843-785-4775
Fax: 843-785-3901
Email: Nic@IMCHHI.com