

Caedmon's Creek  
Homeowners Association

Architectural Standards  
&  
Rules and Regulations



Adopted by the Board of Directors  
Caedmons Creek Homeowners Association, Inc.  
August 2004  
Modified on many occasions thereafter

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## Opening Statement

In accordance with the Declaration of Covenants, Conditions and Restrictions for Caedmon's Creek recorded on June 23, 2004, In Deed Book 949, Page 1168, et seq. of the public records of Richland County, South Carolina (the "Declaration"), the Board of Directors has adopted the following rules and regulations which shall supplement the Declaration and which shall apply to all Homesites and Owners of Caedmon's Creek:

### I. Introduction

#### *Purpose of the Architectural Standards.*

One of the primary purposes of the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Caedmon's Creek (the "Declaration") is to provide for a method of determining certain architectural standards that will assure each of us that the property within our community will be developed and maintained in a fashion that will protect the investment of every homeowner. One important aspect of maintaining the integrity of a residential community is provided by the Declaration in authorizing the formation and duties of the Architectural Review Board ("ARB"). The ARB has the right to review and approve changes to the exterior of homes within the community. The Declaration strictly prohibits the addition of any Structure, or the alteration of any Structure, on any Homesite without the written approval of the ARB. The prohibition is very broad, including, but not limited to, the changing of exterior paint colors on a home. The Declaration further states that the ARB has the right to develop and disseminate architectural guidelines for the Community. These guidelines are referred to specifically in the Declaration as the "Architectural Standards" and should be considered an extension of the Declaration. This document is not an all-inclusive list of restrictions, but is a set of guidelines to be followed by homeowners when planning landscaping or the construction or alteration of any Structure located on their property. These guidelines do not include any approvals or restrictions required by local governmental Authorities.

The Architectural Standards set forth herein have been developed pursuant to the Declaration. Their purpose is to publish guidelines related to (I) the use and maintenance of the property within Caedmon's Creek and (II) the construction of improvements (including the alteration of Structures) upon Homesites within the community. Because of the uniqueness of each lot within the community, including variations in size, topography and location, certain uses, improvements or modifications suitable for one lot may be inappropriate for another lot. Therefore, despite the guidelines offered by these Standards, the ARB is authorized to apply or adopt different standards for different lots to reflect those differences. As an example, the ARB may allow an improvement, modification or change to a Structure which cannot be seen from any street or

other lot within the community, but prohibits the same improvement if it can be seen from any street or any other lot.

All changes which require approval of local City, local County or any other governmental authority must be approved by the ARB before submission to such authority. Evidence of ARB approvals must accompany all requests for approval by the local authority.

### *The Architectural Review Board.*

The ARB is made up of members appointed by the Declarant as authorized by the Declaration. The Declaration grants the ARB discretionary powers regarding the aesthetic impact of design, construction and development including architectural style, colors, textures, materials, landscaping and overall impact on surrounding properties.

It is not the intent of the ARB to impose a uniform appearance within Caedmons Creek nor to discourage creativity on behalf of the homeowners. Its intent is to promote and assure that all improvements are aesthetically compatible and reflect the image of a quality community. During the plan review process, the ARB intends to be fair, impartial and understanding of individual goals.

### *Overview of the Change Request Process.*

#### *General Information.*

Homeowners are requested to provide as much detail as possible when submitting a Change Request Form to the ARB. This will eliminate confusion and reduce the time required to respond to the requesting homeowner. Plans should be specific in nature and include such items as types of materials to be used, planned start/completion dates, types of plants, size of plants and actual photographs of swings or arbors when applicable along with lot diagram/plat noting location of items related to the Change Request Form. Plans should also be limited in size to work that can be completed in a 30-day period unless a longer time is requested due to an exceptionally large project. Change requests should be submitted to the ARB for approval ahead of submission to any local authority; local authority approval is between the homeowner and the local authority and must be obtained where necessary.

The ARB will meet as needed but no less than once a month only if there are requests that need attention or to conduct homeowner site visits. Every change request will be responded to in writing within 30 days from the day all final documentation has been received.

#### *Step 1 - Submitting Plans.*

Homeowners are requested to submit photocopies of all plans and documentation. All submitted plans become the property of the ARB and will not be returned, but filed for future references and verification. Caedmon's Creek

homeowners should deliver their Change Request Form and all necessary documentation, including plans, architectural drawings/photographs, property survey showing improvements, fees and description of materials to:

**Caedmon's Creek Architectural Review Board, PO Box 333, Irmo, SC 29063**

The plans can also be emailed to [cchoa@caedmonscreekhoa.com](mailto:cchoa@caedmonscreekhoa.com) and fees paid online or mailed. Once plans are received, they will be date stamped and reviewed by the ARB in the order in which they are received. A member of the ARB will notify the homeowner by phone of the approximate date and time of the on-site visit. In some cases, the homeowner's participation is not required for the on-site review, but is always welcome and recommended. The ARB will never assume a right of access to a homeowner's property unless explicitly given.

### *Step 2 – On-Site Review Process.*

The purpose of the on-site review is for the ARB members to assess the impact the request may have to neighbors and the general quality of the Community. The onsite process is usually brief (5-20 minutes) with no or limited homeowner involvement. However, we strongly recommend that a homeowner be available for questions for complex plans.

### *Step 3 – Decision Process.*

Upon completion of the site review, the ARB will stamp the change request with one of four decisions and will contact the homeowner directly to explain the decision.

- **Plan Accepted** - The plan was accepted as documented and the homeowner can begin the requested changes immediately upon obtaining all necessary governmental permits. All work must be done in accordance with the plans as approved by the ARB. All changes or modifications to plans must be reviewed and approved by the ARB.
- **Plan Accepted with Specific Conditions** - The plan was accepted with specific conditions. The homeowner should review the conditions and if in agreement sign the conditions form and submit it to the ARB.
- **Plan Denied with Explanation** - If the homeowner's plan was denied, an explanation will be provided. In many cases, the ARB will recommend one or more alternative solutions. If the homeowner is receptive to one of these solutions, they simply need to resubmit a Change Request Form detailing the plan within 60 days with no additional fee.
- **Plan Pending** - If a plan was submitted incomplete, the homeowner will be notified and the plan will be held until the required documentation has been received.

### *ARB 's Right to Verify Construction in Accordance with Approved Plans.*

While under construction and/or after completion, the ARB reserves the right to review actual construction against the approved plans to make certain the actual construction adheres to the approved plan.

### *Violation Fines.*

The discretionary powers of the ARB are also coupled with the ability to establish and levy fines and penalties for noncompliance and, with the cooperation of the Board of Directors of the Association, also include the right to suspend membership rights, including the right to vote or to use the recreational facilities, if applicable. Although not limited to the following, "noncompliance" would include the failure to obtain approval of a new Structure or design change in conformance with approved plans. Homeowners who are in violation of the Declaration and the Standards set forth in this document will be notified in writing of the violation and will be fined and penalized in accordance with the Declaration. Please see Appendix A for list of fines.

### *Disclaimers.*

Approval of any Structure by the ARB is in no way a certification that the Structure has been built in accordance with any governmental rules or that the Structure complies with sound building practices. Homeowners are required by law to obtain a building permit for all new construction. These Architectural Standards set forth herein have not been reviewed for engineering or structural design or quality of materials. In fact, it is very likely that certain standards have been adopted solely based on aesthetic considerations. Therefore, no one should use or rely upon these Architectural Standards as standards for structural integrity or soundness of design for any construction or modification of a Structure or for ensuring compliance of any activity or construction with building codes, zoning regulations and other governmental requirements. These things must be determined by, and are the sole responsibility of, each homeowner within the Community.

Please remember that, like the Architectural Standards, plans and specifications are not reviewed for engineering or structural design or quality materials. By approving such plans and specifications, neither Declarant, the Association, the ARB, the Board, nor the officers, directors, members, employees and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any homeowner of property affected by the Declaration by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications.

It is the sole responsibility of the homeowner to ensure that Structures are safe. Approval of any type of Structure including children's playsets by the ARB in no way guarantees the safety of the individual.

In accordance with the Declaration, every person who submits plans or specifications, and every homeowner has agreed that they will not bring any action or suit against Declarant, the Association, the ARB, the Board or the officers, directors, members, employees and agents of any of them to recover any such damages.

## II. Exterior Standards

### *Construction.*

All construction requires the homeowner to complete a Request for Change Form; a site visit from members of the ARB may or may not be needed depending on the scope of the work and the detail provided in the Request for Change. The purpose of a visit is to ensure that the construction adheres to ARB standards, is constructed according to approved plans and is in harmony with the external design and general quality of the Community.

### *Decks/Patios/Lattice Work/Storage.*

All decks should remain natural in color, be made of pressure-treated pine, composite decking, such as Trex, TimberTech or Veranda and be located on the back of the house and not extend out past the sides of the house. No variance from this standard will be approved by the ARB.

All plans to build new or expand existing decks, patios and lattice work must be submitted to the ARB for approval. Also, homeowners must also submit a landscape plan to address areas under and around the deck.

Storage areas of any type require the approval of the ARB and must be submitted with a specific landscape plan to shield as much of the storage area as possible.

### *Detached Structures.*

Arbors/swings are permitted in rear yard only and must be located where it will have minimum impact on adjacent properties and streets. Homeowners are encouraged to include a landscaping plan with the arbors/swings to minimize the neighboring view.

All lawn furnishings and Structures including, but not limited to, bird baths, frog ponds, artificial plants, bird houses, rock gardens or similar types of accessories are encouraged to be in the rear of the yard and require ARB approval. Minimal yard décor is encouraged for the front yard and require ARB approval.



Sheds must be approved by the ARB. Homeowners must submit all detailed plans including site layout, material type, color and landscaping plan. Sheds will be permitted only in the rear of the yard and must minimize visual impact. Sheds are to be designed and constructed to match that of the home and the community at large. Sheds are required to have a 6-panel door, siding and roofing that matches the home identically. No metal or plastic sheds will be allowed.

### *Driveways & Walkways.*

Any changes to existing or new hardscapes including, but not limited to, driveways, driveway extensions, walkways and patios, require specific approval of the ARB prior to construction. Professional contractors are highly recommended for this type of hardscape construction but will be allowed to be done by the homeowner so long as the appearance of the finished work is professional in nature.

### *Doors/Windows/Shutters.*

Any alterations to the exterior of the house including, but not limited to, doors, shutters, trim and exterior siding must be approved by the ARB. Aluminum/glass storm doors are permissible so long as they are the same color as or complement the doors.

All window treatments facing the street must be lined in white to give the Community a common look from the outside. The type of window treatments may include, but is not limited to: a white sheer, white blinds, white plantation shutters or white-lined curtains.

Stained glass windows and glass blocks are not permitted in doors or windows that are on the front of the house. All requests for lead glass doors or windows should be submitted to the ARB.

### *Exterior Appearance.*

Firewood should be stored away from the street, in the rear yard and in a manner which insures that it is not a danger to others or any Structure.

Garbage and recycling cans will be placed on the curb in county-approved containers no sooner than dusk the day before pickup. Trash cans should not be left on the curb past 7 p.m. on the day of pickup.

Garbage and recycling cans are **NOT** to be stored so that they can be seen from the street. They are to be stored behind a fence, in your garage or some other place so long as they cannot be seen from the street.

Temporary children's or wading pools are permitted in the rear yard and must be emptied and moved every 48 hours. All such pools should be stored out of public view when not in use.

Grass and shrubs shall not be allowed to grow over curbs or onto sidewalks (must be edged) and grass shall be maintained at a height of less than four (4) inches.

### *Exterior Lighting.*

All exterior lighting shall be consistent with the character established in Caedmons Creek and be limited to the minimum necessary for safety, identification and decoration.

Outside light posts should remain black in color. Colored lens, lamps or bulbs of any type are not permitted.

Any additional exterior lighting must be approved by the ARB.

### *Fences.*

In general, fences are not encouraged within Caedmon's Creek. Hedges, berms or other landscaping alternatives are preferred. Invisible electrical fences for dogs are pre-approved. Fences are permitted in the rear yard only and require the homeowner to obtain, appropriate governmental authorization, if required by code. ARB approval must be obtained prior to submitting for governmental approval. Submissions should include a complete description of the fence, materials and a site plan showing the fence location in relationship to property lines. When submitting a request for a new fence, homeowners must be sensitive to their surroundings and include a landscape plan that is focused on softening as much of the fence as possible.



All proposed fences must follow the ARB fence standards as defined below:

Permitted materials include:

Pressure treated pine or natural colored composite decking, such as Trex, TimberTech or Veranda (samples must be provided).

Privacy fences must be unpainted and sealed when made of wood, with convex scalloped top with topper. Stains are allowable but must first be approved by the ARB.

Additional Requirements:

Eight or Ten-foot (8' or 10') sections, six foot (6') maximum height, good side must show out, natural finish encouraged, natural sealer encouraged.

### *Holiday Decorations.*

All outdoor decorations will need to be removed no later than 21 days after the conclusion of the holiday.

### *Mail Boxes/Street Numbers.*

All mailboxes should follow one common design. The mailbox shall include only the house number and be located as prescribed by the United States Postal Service. To replace any damaged or missing parts of your mailbox, contact the ARB for assistance. (Effective 04.22.17, the Board approved mailboxes which are identical to the one pictured on the right. This can be purchased from Old South Ironworks, LLC. If the identical mailbox can be found by another vendor, the ARB will consider but no other mailboxes will be approved.



Street numbers or surnames are not permitted on the curb.

### *Paint/Siding/Brick/Roof.*

All alterations to the exterior color of the house including, but not limited to, doors, shutters, trim, brick and siding must be approved by the ARB. New roofs should follow the same style and color standard originally installed by the Builder. The roof should include at least a 20-year shingle warranty and all exceptions must be approved by the ARB.

### *Solar Panels.*

Solar panels are not allowed.

## **III. Landscape Standards**

### *Developing a Landscape Plan.*

Homeowners are encouraged to develop a long-range (3-9 months) landscape plan to be reviewed by the ARB. Many professional landscape companies provide landscaping planning services for a reasonable fee. Professional assistance is encouraged to assist in reducing plant loss. The landscape plan should be detailed and include such items as plant type, size, quantity, estimated time to complete project and the physical location of each plant. While many landscaping plans can be all encompassing, please limit change requests to work that can be completed in three months.

### *Lawns.*

All front lawns shall be Centipede sod to ensure consistency in the Community. Rear yards may be either sod, or seeded with Centipede, Bermuda or Fescue. Lawns must be maintained in such a way to all but eliminate weeds and other foreign grasses.



Poorly maintained yards can collectively or individually reduce the resale value of homes proximate to well-maintained properties and the perceived value of the

community. Consequently, irresponsible neighbors can adversely impact the property value of responsible property owners. Poorly maintained yards have the potential to cause ill-will and bad feelings between neighbors, thus poorly maintained yards can detract from neighborhood harmony and community livability. Poorly maintained yards, particularly tall grass, can attract rodents, snakes and undesirable insects such as ticks and fleas. Yard and lawn maintenance contributes to the sanitary condition of the community. Lawn maintenance that fails to control the height of grasses could obscure potentially dangerous objects such as tools, shears or nails which might be stepped on. Additionally, vegetation growth into sidewalk areas can cause tripping of pedestrians and therefore yard maintenance also contributes to the safety of the community.

#### *Pine Islands/Trees/Bushes.*

All new or expansion of existing islands or beds require a landscape plan to be submitted for approval. No landscape plan is required to plant existing islands or beds. Pine islands should be maintained regularly with fresh pine straw and edging.

Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States.

The preferred landscape bed edging is either a neat 4" – 6" deep trench of natural living plant life. All plant beds will be covered with pine straw, natural chopped bark or mulch. Rocks, boulders, stones, bricks or wood blocks are not permitted to line or cover islands/beds that are visible from the street.

Landscaping walls require ARB approval.

#### *Removal of Trees.*

No viable tree with a diameter greater than 4" (measured 2' from the ground) may be removed without written permission of the ARB. The removal of live branches greater than 8' above the ground also requires ARB written approval. In addition, zoning conditions imposed by governmental agencies may require approval of such agencies.

No trees shall be removed from any non-disturbance buffer or common areas.

## **IV. Recreational Equipment Standards**

#### *Children Playsets/Bikes/Toys.*

Children's play equipment including trampolines and swings must be surrounded by a buffer such as landscaping, installed fencing or by burying the supports so that the trampoline is level or almost level with the ground to have minimum visual impact on adjacent properties and cannot be seen from the street. Installation of all such equipment must be approved by the ARB.

All children's bikes and toys shall be placed out of public view when not in use to have minimum impact on neighbor's and adjacent properties.

No permanent basketball goals or posts are permitted.

Regulation effective 10-28-2013 (modified 02.12.18)

*Basketball Goals and Playground Equipment:*

Temporary basketball goals may be maintained/used on Lots in the community with the following stipulations:

1. The goal must always be located on a Lot and may never be located any closer than 25' from any roadway.
2. The goal may never be placed or set up in any manner that causes those using the structure to be in a roadway, including a cul-de-sac.
3. The structure must be in an upright position on the side of the driveway (or an approved poured concrete area), perpendicular to the roadway fronting on the Lot (or as close to perpendicular to the roadway as possible).
4. The weighted base of the structure may either be filled with sand or water, but may never be weighted from the outside of the structure.
5. The structure must at all times be maintained in a good condition (as the same may be determined by the Association in its sole discretion), including paint on the pole, the condition of the backboard and the installation, maintenance and replacement of proper netting).
6. The goal must be utilized in a manner that does not, in the opinion of the Board of Directors in its sole discretion, negatively impact adjoining common areas, properties or property owners and may not create a hazard to traffic.
7. The goal may only be used between the hours of 8:00 AM to 9:30 PM.
8. All related playing equipment or supplies (basketballs, etc.) must not be left outside when the goal is not in use.
9. The goal may not be used for any purpose other than playing basketball.

*Pools/Spas/Whirlpools.*

Permanent aboveground pools of any type are not permitted.

All in-ground pools, spas or whirlpools must be approved by the ARB. Homeowners must submit a detailed plan including site layout, fencing and landscaping to obtain approval. All pump, filter, etc. equipment for pools must be located where it will not cause a nuisance to any neighbors and must be screened from view with landscaping. In-ground pools, spas and whirlpools are permitted, but must fit naturally into the topography of the proposed lot. The pool/spa/whirlpool must also be located to provide minimum visual impact to the surrounding properties and streets. Pool enclosures are not permitted.

## V. Miscellaneous Items

### *Common Areas/Signs.*

No temporary sign is permitted in any **common ground area** for a period greater than 24-hour. Any permanent sign placed on common ground must be approved by the ARB.

### *Flags/Flagpoles.*

Decorative flags can be placed in the yard where they have minimum visual impact to the surrounding properties and streets. Stand-alone flagpoles are not encouraged in the front yard but will be reviewed on an individual basis. The flying of the American flag is encouraged.



### *Pets.*

County requires that no dog is allowed off the Owner's property without a leash that has an owner attached. Homeowners are responsible for cleaning up after their dog while walking in common areas or another homeowner's property. All occupants of Homesites are expected to ensure that their pets do not become a nuisance or a danger to neighbors. The Board of Directors, or any aggrieved Homeowner, may resort to governmental authorities to deal with such animals. Excessive barking by dogs is considered a nuisance.

### *Radio Antennas.*

No exterior antennas for the transmission or reception of radio signals will be permitted.

### *Television Antennas and Satellite Dishes.*

Antennas, satellite dishes or any other apparatus for the reception of television or satellite signals may be installed by Owners without prior approval of the ARB; provided, however, Owners do so at their own risk, and in accordance with Section 10 of the Declaration, and any local, state or federal law or regulation. Owners are encouraged to place such devices so that they are not offensive to neighbors or visible from the streets. In the event such devices are installed outside of these guidelines the ARB may take such actions deemed appropriate and within the scope of any law or regulation to cause a correction to be made by the responsible Owner. Further, neither the Association, nor the ARB shall be responsible for repairs necessitated by the improper installation of such device on the exterior of any Homesite. Owners should also be aware that improper installation of such devices may invalidate any warranty given by suppliers of materials or your builder.

## VI. Parking/Fire Lanes/Vehicles.

1. Vehicles shall be parked only in the garages or in the driveways serving the Homesite. Garage doors should be kept down when possible.

2. Homeowners with vehicles that have marked commercial signage are required to park such vehicles in the garage.
3. No vehicle, at any time, will be allowed to park on any grassy areas or common property; this includes the grassy areas between the curb and the sidewalk.
4. No vehicle, at any time, will be allowed to park on a sidewalk.
5. No vehicle of any type shall be parked in the street for more than 12 hours; when parked on the street, parking should be in parallel with the curb and as close to the curb as possible.
6. All recreational vehicles must be parked in garages; this includes but is not limited to boats, jet skis, golf carts and RVs.
7. Trailers must be parked in garages.
8. There is to be no parking at the following locations:
  - a. From 161 Caedmon's Creek Drive to 205 Caedmon's Creek Drive on either side of the road.
  - b. From the intersection that is Hopestone Crossing and Caedmon's Creek Drive to the stop sign at Brooksong Court on the north side of the road.
  - c. From 241 Caedmon's Creek Drive to the stop sign at Brooksong Court on the south side of the road.
  - d. From 150 Caedmon's Creek Drive to the stop sign at the pool on the east side of the road.
9. All roads within the Caedmon's Creek community have been designated Fire Lanes - passageways or access roads that allow fire apparatuses to pass through. They should be kept clear to the best of all residents and their guests always. When parking on the road, only one side of the road should be used, consistent with others who have parked temporarily.
10. Inoperable vehicles will be subject to towing at the expense of the owner unless removed within 24 hours of notification to do so.
11. Unlicensed (vehicles without state issued tags) are not allowed.



## VII. Pool Rules.

### *Who can use the pool?*

The pool is provided for the enjoyment of homeowners who have paid all annual assessments and their guests. Pool use **is** denied until all assessments and fines have been paid; guests are limited to four (4) non-residents for each property owner at any time. All children under the age of 16, including guests, must always be accompanied by an adult homeowner; an adult is described as a person who is 18 years of age or older. Pets are **NOT** allowed within the fenced area surrounding the pool.

### *Pool Hours.*

Pool hours are 7am to 8:30pm or dusk, whichever occurs first during the swimming season. There is **NO** night swimming allowed. There should be no solo swimming.

### *Swim at Your Own Risk.*

Neither the association nor the management company assumes any responsibility or liability for loss, injury, accident or death. **NO** diving is permitted!

### *Pool Closure.*

Signs will be posted notifying members of any pool closing and they must be obeyed.

### *Various Rules.*

Entrance to the pool is through the front gate only. Please do not slam the gate as this could cause damage to the key system. Swinging on the gate or climbing over the gate or fence is prohibited. Cameras are in use 24 hours a day, monitoring the gate, picnic table areas and pool parking lot. There should be no spitting or blowing nose in pool. Smoking and the use of glass containers is not allowed in the pool area. There will be no drugs, alcohol, firearms or **profanity** allowed.

Proper clothing and swim diapers are required for infants and small children while in the pool. Infants and children wearing regular disposable or cloth diapers are not permitted in the pool by DHEC. Diapers are not to be deposited in the waste cans at the facility and must be removed from the site when you depart. Proper swimwear for children and adults is required in this family recreational area.

Pick up and clean up after yourself, your children and your guests! Receptacles are provided and all trash must be placed in these receptacles. Any property damage due to the fault of, or negligence by, a member, member's family or guests must be replaced at the member's expense. Any damage should be reported to the management company.



Unsanitary conditions require the immediate closing of the pool. Call the management company at once to report an incident immediately. The pool will remain closed until DHEC certifies it is safe. Swimming is prohibited by those persons with infectious skin diseases such as chickenpox, measles, etc., persons with band-aids or bandages, open wounds or skin rashes. Persons with diarrheal illness or nausea should not enter the pool. Persons with skin, eye, ear or respiratory infections should not enter the pool. Showering before entering the pool is a courtesy to your neighbors.

There is to be no smoking or alcoholic beverages inside the fenced perimeter of the pool.

Telephone use, life preservers, rescue hook and other pool equipment is for emergency and maintenance use only and are **NOT** to be used as toys. The phone is NOT a payphone.

There should be no running, boisterous or rough play in the pool and cabana areas. Supervision of children by parents and or accompanying adult is necessary for safety and to prevent damage to the facility and the pool area equipment. Homeowners are responsible for damages caused by their children or guests.

Pool toys such as balls and rafts should be used with consideration for others. Radios and music should not disturb other pool guests or residents near the pool complex.

Bicycles: wheeled vehicles, except for wheelchairs and baby strollers, are not permitted in the fenced pool area. Bikes, skateboards and roller blades are to be left or parked outside the fenced area surrounding the swimming pool but not blocking the gate or walkway.

### *Cabana Use.*

The covered picnic tables are in place for the use of all Association members. From time-to-time, residents would prefer to reserve the use of the cabanas for parties or other gatherings. If you should want to reserve a cabana for a specific date and time, please complete the Cabana Reservation Form which can be found at [www.caedmonscreekhoa.com](http://www.caedmonscreekhoa.com). This form can be emailed to [cchoa@caedmonscreekhoa.com](mailto:cchoa@caedmonscreekhoa.com) or mailed to (with check) PO Box 333, Irmo, SC 29063. Once the signed form and fee are received, a hold will be placed on the cabana. A reserved sign will be placed on the cabana with the date and time of the reservation to hold the cabana. The fee is \$25.00.

The fee is non-refundable. The area, where used, will be left in a clean and orderly fashion.

### *VIII. Assessments – Late Fees and Payment Plans*

Effective December 1, 2018, late fees will be assessed on those homes which do not pay the annual assessment in the time frame which is established by the Board. The late fees and time frames are as follows:

- All assessments are due January 15<sup>th</sup> of each year. The invoice will be mailed by no later than December 15<sup>th</sup>.
- If payment has not been received by January 25<sup>th</sup> of each year, a \$10.00 late fee assessment will be imposed on January 25<sup>th</sup>.
- If payment has still not been received by February 15<sup>th</sup> of each year, another \$10.00 late fee assessment will be imposed on February 15<sup>th</sup>. If payment has still not been received by March 15<sup>th</sup> of each year, another \$10.00 late fee assessment will be imposed on March 15<sup>th</sup>. Another \$10.00 late fee assessment will continue to be imposed the 15<sup>th</sup> of each month until all assessments are paid.
- When making payments, late fee assessments will be cleared from the amount first; any remaining payment will then be applied to the original assessment balance.
- If the option to pay 50% of the assessment is allowed and used, the late fee assessment structure as described above still applies beginning July 25<sup>th</sup> of each year and then the 15<sup>th</sup> of each month.
- If the need arises, the Board will approve another type of payment plan should a homeowner have that need. There will be an administrative fee of \$50 should a different type of payment plan is established; a payment plan agreement will need to be executed as well.

### *VIII. The Fine Print*

The Declaration permits the Board of Directors to impose fines and undertake to correct infractions of these Rules and Regulations at the expense of the offending Homeowner. Attached is a Schedule of Fines which has been adopted by the Board of Directors. Please observe these rules to avoid unpleasant actions by your Board of Directors.

The above stated rules and regulations can and will be changed as needed as directed and approved by any currently seated Board of Directors.

## Appendix A

### Fees and Fines

Fees and fines are used to offset the cost associated with the approval process, inspection process, collection process and disregard for Declaration, Rules and Regulations.

#### Fees.

Fee Schedule for Architectural Applications		
Item	Fee	Comments
Fence Application	\$15.00	
Deck Application	\$20.00	
Shed Application	\$20.00 to \$25.00	TGG to determine difficulty
Glass Porch/Sunroom Application	\$25.00	
Pool Application	\$35.00	
Miscellaneous Application	\$15.00 to \$30.00	
2 Item Application	\$25.00	Can be reduced by \$50.00 for each additional item above fence if standard/detailed application is received at the same time.
3 Item Application	\$30.00	
4 Item Application	\$35.00	

1. All fees are subject to change.
2. Non-standard applications will be reviewed prior to approval to advise as to whether application is acceptable. There will be no follow up calls and fee will be determined before full review.
3. Applications are located on the website, [www.caedmonscreekhoa.com](http://www.caedmonscreekhoa.com) or can be requested via email at [cchoa@caedmonscreekhoa.com](mailto:cchoa@caedmonscreekhoa.com).

#### Fines.

Upon complaint, management company inspection or any other form of notification of a violation, the following process and fines will be adhered to:

1. A written notification will be sent with NO fine to bring violation to the attention of the homeowner.
2. If violation is not corrected within the timeframe given in original notification, another written notification will be sent and a \$50.00 fine will be imposed.

3. If violation is still not corrected within the timeframe given in the second notification another written notification will be sent and a \$100.00 fine will be imposed.
  
4. If violation is still not corrected within the timeframe given in the third notification another written notification will be sent to inform homeowner that the Board will correct the violation, assess the homeowner any cost associated with making violation compliant and a \$150.00 fine will be imposed.