



University Park Rules and Regulations and Covenant Violation Process

University Park is a private residential community located in Okatie, South Carolina consisting of 276 homes and townhomes. The population of University Park consists of owners who are primary residents of University Park, renters, guests and other visitors. We ask that all who reside and/or visit here respect the rules and regulations as set forth in this and other referenced documents. Your cooperation and consideration of those around you will be greatly appreciated. Thank you for being part of the community and respecting the neighborhood.

1. DEFINITIONS USED THROUGHOUT THIS DOCUMENT:

- a. The following definitions apply to words used in this document
 - i. Resident- refers to an Owner or a Renter that lives/resides in University Park.
 - ii. Guest- shall mean someone visiting University Park whether for a short period or extended stay. They may be a guest of an owner or a renter.
 - iii. Lot-shall mean any single family residential lot of land or multifamily dwelling unit within University Park, whether improved or not improved.
 - iv. Member- shall be interchangeable with owner.
 - v. Owner -shall mean and refer to the owner of public record, whether one or more persons, firms, associations, corporations, or other legal entities but the term owner shall not mean or refer to any lessee or tenant of the Owner.
 - vi. Rental Unit- shall mean any dwelling unit held for rental.
 - vii. Renter or Tenant -shall mean any person who compensates an owner for occupancy in a property in University Park
 - viii. Visitor -shall mean someone visiting University Park.
 - ix. UPHOA-shall mean University Park Home Owners Association

2. Phone Numbers and Helpful Info

- a. The following information has been compiled for your convenience:

- i. Emergency Phone Numbers:

1. **Dial 911** for any emergency.
Dialing 911 will also allow you to contact the fire department as well as local law enforcement personnel.
 2. Beaufort County Police Dispatch
(843) 524-2777

- ii. Other Helpful Numbers and Info:

1. Coastal Community Association Management (CCAM) - University Park property management company
Address:

Attn: University Park, 169 Bluffton Highway, Suite H
Bluffton, SC 29910

Email: ccam@ccamsc.com

Phone: (843) 706-7268

University Park Public Website: www.ccamsc.com

- To access our community website, go to our management company's site at www.ccamsc.com and click on "Our Properties" and select University Park.

2. Beaufort-Jasper Water and Sewer Authority (BJWSA)
(843) 987-9200 - Main
 3. Palmetto Electric
(843) 681-5551 - Main
(800) 922-5551 - Outages /Emergency
 4. Hargray -Phone/Cable/Internet Provider
(843) 815-2211-Main
(843) 815-2211-Outage
 5. UPHOA Preferred Towing Company
Morris Towing
(843) 757-3357-Main



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3. Annual Assessments

- a. Each year the Board of Directors prepares a budget which is presented to the membership at its annual meeting. The adopted budget then determines the amount of each owner's portion, which becomes the annual/quarterly assessment for the homes and townhomes within University Park. Please contact UPHOA's property management company in Section 2.a.ii for current assessment information.

4. Rentals

- a. Please see Section 18 below for rental process rules and regulations.

5. House Resale/Transfers/Lease with Purchase Options

- a. Please see Section 19 below for house resale/transfers/lease with purchase options process rules and regulations.

6. Easements

- a. Any company coming onto property owned by UPHOA must contact UPHOA via UPHOA's property management company in Section 2.a.ii as permit(s) may be required. UPHOA may require input as part of the construction process. This may include sign off on site prep and completion of work to ensure all easement parties are in compliance as well as local, state and federal laws needs are met.

7. Key Card Access to Amenities Center and Pool

- a. If you are a new renter please read **Section 18** of this document.
- b. If you have just recently bought in University Park then read **Section 19** of this document.
- c. If you are an existing owner/renter and have lost or misplaced your key cards, please follow the steps below.
 - i. Fill out the form on Appendix A.
 - ii. Then submit the form using Email/Fax/Mail to UPHOA's property management company in Section 2.a.ii. Remit \$50 for each card. Homeowners are entitled to two (2) cards.

8. Introduction to Rules and Regulations

- a. The Covenants and By-Laws of the University Park HOA (UPHOA) are the ultimate governing documents. This Rules and Regulations document is a supplement to the Covenants and By-Laws. The common properties owned by the UPHOA are valuable assets for which the Board of Directors has an obligation to maintain, preserve and protect. Additionally, the board is concerned about the safety and welfare of the members, their guests, visitors, and renters, as they use and enjoy the common properties. Therefore, the board believes it reasonable and necessary to monitor and control the use of the University Park properties to accomplish these purposes and has adopted these rules and regulations. The cooperation and assistance of every member of the UPHOA, their guests, visitors, and renters is needed for these matters to be effective. For more detailed information regarding specifics, please also refer to the following documents:
 - i. Architectural Review Board (ARB) Rules (Under Revision)
 - ii. Declaration of Covenants, Conditions and Restrictions for University Park recorded in Deed Book 2091, at Page 2071
 - iii. Bylaws of University Park Homeowner's Association, Inc.

You may gain access to the latest documents via UPHOA's public website as referenced in Section 2.a.ii. above.

9. Authority

- a. Pursuant to Sections 6 (6.1, 6.2), Section 11 (11.16) of the Declaration of Covenants, Conditions and Restrictions for University Park recorded in Deed Book 2091, at Page 2071, and 12 (c.) of the Bylaws of University Park Homeowner's Association, Inc., the Board of Directors has adopted the rules and regulations set forth herein.

10. Applicability

- a. It is the intent that the *University Park Rules and Regulations and Covenant Violation Process* will apply to all owners, guests, renters, invitees, or any other person granted access to the community and will remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.
- b. **Owners/Renters are responsible for communicating the rules as defined in UPHOA governing documents to all persons living in the household, guests and/or visitors of University Park.**

11. Enforcement

- a. Security personnel, UPHOA Board of Directors, the University Park property management company and/or other covenant enforcement appointed committees, herein referred to as "UPHOA representatives", are authorized to enforce the rules and implement the rules and regulations of the association, as well as to report to the appropriate authorities any violation of federal, state or county laws. Refusal to follow instructions from these UPHOA representatives may result in significant fines from UPHOA. Fines levied by UPHOA will be in addition to any other state, county or federal fines. The refusal to follow enforcement instructions of UPHOA representatives may result in additional and/or significant fines.

12. General Rules

- a. Violating the mandates of any posted sign within University Park and on the road leading to University Park is prohibited and could result in fines.
- b. Decorative flags are allowed on homes within the community; however, it is anticipated that flags hung will be in good taste and in keeping with the ambiance of the community. Complaints registered by other owners will be reviewed by board and removal of flag may be required based on the board's decision. Decorative flags must be kept in like new condition. Faded, torn or damaged flags must be removed or replaced.
- c. Window treatments must be a neutral color and in good condition.
- d. Holiday decorations are permitted and may be displayed 30 days prior to the holiday and must be removed within 2 weeks following the holiday.
- e. Christmas trees are to be removed from the community no later than Jan 15th of each year and must be disposed of properly outside of the community. If disposed of within the community, fines will be issued.
- f. Grills and other cooking equipment are only permitted on rear of homes. They are not permitted within the confines of a porch.
- g. Bonfires are not permitted within University Park. Fire bowls and chimineas are permitted. Use of other devices must be submitted to ARB.
- h. No exterior clotheslines of any type shall be permitted upon any home or townhome within University Park.(6.4.28 UPHOA Covenants)
- i. Use of fireworks is prohibited in University Park as well as within Beaufort County. (Beaufort County Code 1982, § 5-34; Ord. No. 99-29, 10-25-1999)
- j. **Pets and Animals**
 - i. No animals, livestock, or poultry of any kind may be raised, bred, kept, or permitted on any Lot or Townhome, with the exception of dogs, cats or other usual and common household pets. (6.4.12 UPHOA Covenants)

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- ii. Dogs must be on a leash or enclosed in a fenced area within the boundaries of the owners property. Roaming pets will not be tolerated. Electronic leashes are not acceptable.
- iii. All owners, renters, guests and visitors shall remove their pets' waste from common areas and lots. Owners will be responsible for the removal of the pets' waste from common areas and lots or shall be subject to fines. (refer to 6.4.12 UPHOA Covenants)
- iv. No pets may be left unattended outside of a residence after 8 pm nor prior to 7 am. (6.4.12 UPHOA Covenants)
- v. Dogs must be secured by a leash or lead on all UPHOA common property. Tickets will be issued and fines will apply.
- vi. An animal that has injured some person or another animal will be deemed dangerous based on its behavior and by law must be reported to Beaufort Animal Control. The animal may be permanently removed from the University Park and the owner will incur a UPHOA fine of \$500.
- vii. No person owning or having custody of any dog, or other animal, shall permit same to unreasonably bark and/or to otherwise disturb the peace. (Beaufort County Ord. No. 77-16 para 3; Ord. No. 83-6,3-28-83)
- viii. Do not feed or molest alligators. (SC Code of Laws Section 50-11-750). This is in direct violation of SC Code of Laws. SC Code of Laws states that any person violating the provisions of this section is guilty of a misdemeanor and, upon conviction, must be fined in an amount not to exceed two hundred dollars or imprisoned for not more than thirty days for SC state law. Additional fines on behalf of UPHOA may be imposed.
- k. Malicious damage, vandalism or destruction to UPHOA property is prohibited. Fine assessment is in addition to the cost of repairing the damage.
- l. UPHOA equipment and property is not available for loan or rent to any individual.

13. Safety

- a. Speeding, DUI and Reckless or Careless Driving
 - i. The speed limit within University Park is 20 MPH, unless otherwise posted. The speed limit on the road into University Park which is owned by UPHOA is 25 MPH.
 - ii. Violating the mandates of any posted sign within University Park and on the road leading to University Park is prohibited and could result in fines.
 - iii. Driving in a careless or reckless manner, or while under the influence of alcohol or illegal drugs, is punishable by SC state law. Additional UPHOA fines may be incurred.
- b. Parking
 - i. All vehicles shall be parked within the driveway of each Lot or Townhome. (6.4.8.1 UPHOA Covenants)
 - ii. No vehicles may be parked overnight in the streets of University Park. (6.4.8.1 UPHOA Covenants)
 - iii. Parking on the grass or landscaped areas is prohibited and will be ticketed and subject to fine(s).
 - iv. Special Events/ Parking Requests can be applied for by contacting UPHOA's property management company referenced in Section 2.a.ii. See form in APPENDIX B.
 - v. No garbage, construction or debris shall be visible in vehicles within University Park.
 - vi. No boat, motor home, trailer, or recreational vehicle may be left upon any portion of University Park. (6.4.8.1 UPHOA Covenants).
 - vii. No unlicensed vehicle shall be left upon any portion of University Park. Vehicles which are inoperable for a period of five (5) days or more may not be stored upon any portion of University Park. Such vehicles identified above must be removed by the owner. UPHOA shall have the right to remove any such vehicle if not removed by the owner within ten (10) days of notice, and the costs of

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such removal shall be an assessment against such owner. (6.4.8.3 UPHOA Covenants). After 5 days the owner will be subject to a \$50.00 fine per day.

- c. Off-Road Vehicles
 - i. No motorized vehicles shall be permitted on pathways or unpaved common property except for public safety vehicles and vehicles authorized by the board. (6.4.9 UPHOA Covenants)
 - ii. Motorized scooters, mopeds, ATV's, motorized utility carts, pocket bikes and the like are prohibited.
- d. The discharge of a firearm, or use of any other dangerous weapon(s), including BB guns and pellet guns, is prohibited. (refer to 6.4.20 UPHOA Covenants)

14. Pool and Amenities Center

- a. General Amenities Center Rules and Regulations
 - i. Residents are required to keep their security cards on their person while using the amenities center, pool and playground.
 - ii. Unauthorized use of key cards by persons not on the approved list or by persons under the age of 16 will result in a \$200 fine and possible suspension of use from the amenities center.
 - iii. All persons under the age of 16 must be accompanied by an adult in the playground, pool and within amenities center areas.
 - iv. The pool and playground are only open from dawn until dusk.
 - v. No unsupervised children in the amenities center, playground or pool are allowed.
 - vi. No loitering in area around amenities center parking lot to include basketball and volleyball areas, after dark.
 - vii. Guests of more than 8 people that wish to use the amenities center must contact the UPHOA property management company as referenced in Section 2.a.ii and provide a \$50.00 refundable clean up deposit. Please contact UPHOA's property management company to obtain permission and make a reservation.
 - viii. Pool gate must not be propped open. Violators will be subject to having their cards deactivated.
- b. Pool Rules and Regulations:
 - i. The pool will open April 1st and will close October 15th each year.
 - ii. Anyone seen in pool area during closed hours or during months when pool is closed will be subject to fines.
 - iii. The University Park community pool is a private, not public, pool for the sole use of its residents and their authorized guests. The pool is never available to the public. Pool use is limited to resident owners and guests. Guests are not to exceed 8 persons per house without contacting the UPHOA property management company and providing a \$50.00 refundable clean up deposit. Please contact the UPHOA property management company as referenced in Section 2.a.ii to obtain permission, make a reservation and provide a \$50.00 refundable clean up deposit.
 - iv. Max load in the pool is 215 persons. Max load on the pool deck is 124 persons.
 - v. No loud radios are permitted.
 - vi. No profanity.
 - vii. There shall be no running in the pool area, no diving, jumping on floating objects and no horseplay.
 - viii. Absolutely NO pets are allowed in the pool area.
 - ix. Use the restroom, not the pool.
 - x. All persons must shower before entering the pool.
 - xi. Washrooms are to be left clean after use.
 - xii. Personal belongings and any trash are to be either removed or placed in the trash container before leaving the pool area.
 - xiii. If using the umbrella, please lower it when leaving.

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- xiv. No glass is allowed at the pool.
- xv. Do not play with safety equipment.
- xvi. No person with communicable disease or skin, eye, ear or nasal infections is allowed in the pool.
- xvii. Proper swim attire required. Regular diapers are not allowed in the pool. Only swimming approved diapers must be worn or else child is not allowed in Pool.
- xviii. Swim at own risk. The state law prohibits swimming alone with no else present. Do not swim alone. Use the Buddy System. There is no lifeguard on duty at any time.
- xix. An emergency telephone is located to the right of the men's bathroom door.
- xx. Health and safety rules required by South Carolina Department of Health and Environmental Quality Control are posted as required by law, and become a part of these rules and regulations. **BREAKING OF THESE RULES WILL RESULT IN FINE AND THE LOSS OF ACCESS TO AMENTIES CENTER.**
- xxi. University Park HOA on occasion may have pool monitoring done by volunteers/security and/or other appointed UPHOA representatives. These persons are able to enforce rules, compliance and impose fines or violations as necessary. They are also able to remove your access to the pool if the rules are not being followed. Repeat offenders may be revoked from the pool grounds indefinitely if necessary. Regaining access to the pool, once privileges have been revoked, would only be considered by using the appeals process discussed in Section 21 Rules and Covenant Violation Process discussed below.

15. Overall Enjoyment

- a. Littering is prohibited within University Park and on roads into University Park. SC state fines will be applied. UPHOA fines will also be applied.
- b. Garbage Disposal
 - i. All garbage cans, woodpiles, hot tubs, spas and related equipment, and other similar items shall be located or screened so as to be concealed from view of neighboring streets and property. (6.4.18 UPHOA Covenants)
 - ii. All rubbish, trash, and garbage shall be regularly removed and shall not be allowed to accumulate. (6.4.18 UPHOA Covenants)
 - iii. Garbage cans are only allowed to be visible for trash pick-up day. If left sitting out longer, then fines may apply.
 - iv. Because of the presence of raccoons, rodents and wind, **trash must be stored in covered receptacles**. No accumulation of trash or debris of any type shall be permitted, under penalty of fine.
- c. Noise Disturbance/Nuisance
 - i. Excessive noise that can be heard beyond the perimeter of your property must cease by 11:00 p.m.
 - ii. Sound volume on TV's, radios, audio equipment and musical instruments should be kept at a minimum.
 - iii. If security receives and responds to a noise disturbance call or similar incident, a written citation may be issued to the offending party. Security reserves the right to issue a formal call to the Beaufort County Sheriff's Department, usually resulting in the issuance of a formal citation.
 - iv. Vehicles that make excessive noise may come under review for fines.
 - v. Activity that is boisterous, noxious, unnecessarily offensive, dangerous, unsafe, unnecessarily noisy, disorderly, unruly, or obscene is prohibited.
- d. No solicitations, business, trade, occupation or professional activities may be conducted on any property in University Park, this to include homes, townhomes and common areas.

16. Landscaping and Maintenance

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- a. There is to be no build up of mold and mildew, etc. viewable on the exterior of homes and townhomes within University Park. It is required that all homes and townhomes be pressure washed yearly or as often as needed to prevent mold and exterior discoloration.
- b. All landscaping beds around homes and townhomes within University Park should be properly maintained. If not maintained then fines will apply.
- c. Individual lawns of homes and townhomes within University Park must be properly maintained. If not maintained then fines will apply.
- d. Mailboxes should mirror existing designs for University Park. Any mailbox missing the main door or containing extensive rust shall be replaced by owner and reasonably maintained according to UPHOA standards. If the mailbox is not reasonably maintained then covenant violations and fines will be applied. If you have special mailbox needs then Architectural Review Board submission is required.

17. Architectural Review Board (ARB) Violations

- a. An application to the ARB must be submitted and approved prior to the start of new construction, remodeling, renovating the exterior of a home, performing major landscaping changes, or performing other changes discussed in this rules and regulation document, etc. Please follow the ARB processes in the Architectural Review Board (ARB) Rules (Under Revision)
- b. Fences must be approved via ARB process.
- c. Satellite dishes must be approved via ARB process.
- d. Addition of buildings used for storage must be approved via ARB process.
- e. Additions to house or adding of garages must be approved via ARB process.
- f. Additions to driveways or improvements to driveways must be approved via ARB process.

18. Rental Properties

- a. Required Registration Process for Rentals
 - i. Registration for ALL renters is required to be given to UPHOA property management company (referenced in Section 2.a.ii) within 10 days of lease signing. Registration for all renters is done by filling out the form in APPENDIX A per townhome or home rented within University Park.
 - ii. A renter will be required to read all UPHOA governing documents and sign the form in APPENDIX A and return to UPHOA's property management company. The renter will be responsible for communicating the rules as defined in UPHOA governing documents to all persons living in the household, guests and/or visitors of University Park. You may gain access to these documents via UPHOA's public website as referenced in Section 2.a.ii.
 - iii. Key Cards (Access to amenities center and pool)
 1. Only 2 key cards are issued per rental of house/townhome.
 2. Key card transfer- Key cards can be transferred from renter to renter but transfer of ownership must be clearly noted in the form in APPENDIX A.
 3. Key card purchases- New key cards can be issued if the renters have not returned them. The cost will be \$50.00 for per key card.
- b. General Rental Rules
 - i. An owner has a right to enter into a rental agreement. All rental agreements should be in writing. **The owner(s) shall be responsible for their renter's actions and liable for any fines imposed.**
 - ii. Lots and townhomes may only be rented as a single family occupied unit. (6.3 UPHOA Covenants).
 - iii. Lots and townhomes may only be leased for long term residential purposes only, which mean all leases must be for a period not less than six (6) months. No short term leasing is allowed. (6.4.10 UPHOA Covenants)
 - iv. The renter(s) will be subject to the same governing rules as owners.

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1. University Park Rules and Regulations and Covenant Violation Process
2. Architectural Review Board (ARB) Rules (Under Revision)
3. Declaration of Covenants, Conditions and Restrictions for University Park recorded in Deed Book 2091, at Page 2071
4. Bylaws of University Park Homeowner's Association, Inc

You may gain access to these documents via UPHOA's public website referenced in Section 2.a.ii.

- v. If security personnel, UPHOA Board of Directors and/or UPHOA property management company or other UPHOA representatives are processing fines on rental property then the owner will be notified. A written warning will be issued to the owner and the fine(s) will be applied to the owner's account. Ultimately the owner will be held responsible for the damages and fines.
- vi. We also encourage rental companies to employ appropriate screening processes for applicants wanting to live within University Park.

19. House Resales/Transfers

a. What is required before closing?

- i. It is recommended that attorneys, realtors, appraisers, potential buyers, etc. contact UPHOA's property management company to determine necessary paperwork and needs. See Section 2.a.ii for contact information.
- ii. A transferring owner shall notify the UPHOA property management company of a pending title transfer at least fourteen (14) days prior to the transfer. (4.9.3. UPHOA Covenants)
- iii. A new owner will be required to fill out APPENDIX A. Then submit the form via email/fax/mail to UPHOA's property management company in Section 2.a.ii.
- iv. A new owner will be required to read all UPHOA governing documents and sign the form in APPENDIX A and return to UPHOA's property management company. The new owner will be responsible for communicating the rules as defined in UPHOA governing documents to all persons living in the household, guests and/or visitors of University Park. To gain access to these documents via UPHOA's public website in Section 2.a.ii.
- v. Key Cards (Access to amenities center and pool)
 1. Only 2 key cards are issued per unit.
 2. Key card transfer- Key cards can be transferred from owner to owner but transfer of ownership must be clearly noted in the form in APPENDIX A. There will be no more than 2 key cards per household.
 3. Key card purchases- New key card can be issued if the owners have not returned them. The cost will be \$50.00 for per key card. There will be no more than 2 key cards per household.

20. Fines

- a. Violations of these rules and regulations will result in monetary fines. The monetary fines are to be payable to the UPHOA within ten (10) days of issuance of the citation/violation and may be collected by the persons authorized to enforce under the section called "Enforcement" above. Ultimate responsibility, as provided by the covenants of UPHOA, rests with the owner.
- b. Fines are \$50.00 per violation unless otherwise specified and would be applied to the owners account per normal UPHOA collection procedures. Additional fining will be imposed for lack of covenant compliance. See section 21 for further details.
- c. Fines are subject to change at the discretion of the board.
- d. All fines are subject to the UPHOA collection policy.
- e. The UPHOA Board of Directors may suspend the resident's right to use all common properties and/or University Park amenities after any violations have not been rectified.
- f. Appeals and hearings. See Section 21 for further information on appeals process.

Please note:

Speeding Violations –A community ticket or SC state ticket may be issued at the discretion of the security officer. Community tickets should be paid to UPHOA via UPHOA's property management company in Section 2.a.ii. State tickets should be handled via normal SC state processes.

Parking Violations –First time offense is a warning, second offense will result in towing. If towed, please contact UPHOA's preferred towing company in Section 2.a.ii.5.

21. Rules and Covenant Violation Process

a. Rules and Covenant Violations may be reported to UPHOA's property management company. UPHOA's property management company or UPHOA Covenant Enforcement Committee will investigate the complaint in a timely manner. If it is found that the violation is accurate the next steps will be followed:

i. A violation letter will be mailed to the owner.

1. Once the violation is resolved, the owner/renter should notify the UPHOA's property management company IN WRITING that the item is corrected.
2. Any resident receiving a rules violation notice that believes no violation occurred, may submit a written explanation to the board of directors via UPHOA's property management company within 10 days of the notice of violation. The owner/resident will be provided an opportunity for a hearing and no enforcement fee will be imposed until after the hearing. However, a hearing must be requested in writing within the above 10 day period. Protests or challenges to the alleged violation may be sent to UPHOA's property management company (info in Section 2.a.ii).

a. At the hearing, the owner may bring evidence to show that he/she is not in violation of a covenant/rule. The board or hearing committee, if appointed, will decide if a violation does exist. If a violation exists, the board or committee will decide what steps will be taken to enforce the violations including, but not limited to, further fines for each day the violation occurs, referring the matter to an attorney for enforcement, or if the committee finds that no violation has occurred, all fines will be waived. Failure of the owner to appear at the hearing will waive the owner's right to be heard.

ii. If the violation is not corrected within 10 days of the date of the original notification in 21.a.i. OR occurs again within a 12 month period:

1. The owner's account will be charged the violation fine. The owner is responsible for paying fines.
2. The owner shall be mailed a letter detailing the covenant that is being enforced, the amount of the fine and steps to take to correct the violation.
3. Owners are responsible for compliance with covenants as well as communication to any residents in the dwelling as necessary.

iii. If the violation still has not been corrected within 10 days after the second notification on violation.

1. The owner's account will be charged an additional fine of \$50.00 for failure to comply on top of the violation fine already imposed. Additional fines may be considered by the board if needed.
2. The owner shall be mailed another letter detailing the covenant/rule that is being enforced, the amount of the fines now imposed, steps to take to correct the violation.

iv. This process of adding additional fines and notification will repeat until the violation is addressed. The board will be notified of repeat violators and additional actions/fining may be imposed by the board at their discretion.



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Forms in the appendix may be allowed to be changed outside of the University Park Rules and Regulations and Covenant Violation Process. From time to time there may be additions required for property management companies, contact info or fee changes, etc. Please visit University Park's public website for the latest forms. See Section 2.a.ii for website info.

Notwithstanding anything to the contrary in this resolution the Board of Directors may elect to enforce any provision of the Governing Documents by any and all other remedies that may be available to the Association.

A copy of this University Park Rules and Regulations and Covenant Violation Process shall be mailed to all owners of UPHOA pursuant to Sections 6 (6.2 of the Declaration of Covenants, Conditions and Restrictions for University Park recorded in Deed Book 2091, at Page 2071). This policy shall remain in effect until either rescinded or modified by the Board of Directors of UPHOA. This policy is hereby adopted by the Board of Directors for UPHOA with of unanimous vote of approval on June 29, 2011.



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APPENDIX A -- Amenity Access Key Card Request

NAME _____ ADDRESS _____

HOME PHONE: () _____ WORK PHONE: () _____

DO YOU OWN ____ (Y/N)

IF YOU RENT:

Rental Management Co. _____

Rental Management Co. Contact Info _____

Owner of property (if known) _____ Lease term on rental contract _____

Number of persons living in household _____ Relationship to you _____

Do you need a new key fob? ____ (Y/N)

If no, is the key fob being transferred from the previous owner? ____ (Y/N)

Transferred key fob number _____ / _____

New key fob numbers _____ / _____

Please list the names of persons authorized to use your key fob. These must be persons living in the household with you and must be sixteen or older.

NAME _____ RELATIONSHIP _____ AGE _____

NAME _____ RELATIONSHIP _____ AGE _____

NAME _____ RELATIONSHIP _____ AGE _____

NAME _____ RELATIONSHIP _____ AGE _____

****BY SIGNING THIS DOCUMENT, THIS CONFIRMS THAT YOU HAVE:**

1. That as a Renter/Owner -
 - a. That I have paid the applicable Key Card Replacement costs to University Park HOA.
 - i. Key Card Replacement costs \$50.00 per card if not transferred from previous Key Card Holder.
2. I have read and understand the following governing documents of University Park:
 - a. University Park Rules and Regulations and Covenant Violation Process
 - b. Declaration of Covenants, Conditions and Restrictions for University Park recorded in Deed Book 2091, at Page 2071
 - c. Bylaws of University Park Homeowner's Association, Inc.
 - d. ARB (Architectural Review Board) Rules
3. I have received the above listed key cards.
4. I am fully responsible for the use of keycards by myself and the person(s) listed above. I am aware that unauthorized use of the key cards by persons not on the list above or person(s) under the age of sixteen will result in a fine and/or suspension of use from the Amenities Center.

PLEASE NOTIFY CCAM IF YOU MISPLACE YOUR KEY CARD SO IT CAN BE DEACTIVATED IN THE SYSTEM

~ There is a \$50 replacement fee for lost or stolen cards ~

Signature _____ Date _____

Email Address _____