



February 2016

Dear Neighbor,

We have updated the Owner's Manual as of February 2016 and hope you will take time to read the included information. Some of the information will be familiar; however, some has changed and put into a different format. The phone numbers and emails have been updated and we hope to have an annual update of this and other information. The information can only be as helpful as you the Owners want it to be. Please drop a note to the Board concerning changes or additions that you would like to see.

This packet is a revision to your Wappoo Creek Place Owner's notebook and should replace all information except the Master Deed, and Amendments. Exhibit "E" has been rewritten and should replace the old Exhibit "E" in its entirety.

Thank you,
Gene Bryson
Unit #31
genebryson@comcast.net

This information is prepared by the board as a guide to Wappoo Creek Place. Any conflict with this document and the Master Deed, the Master Deed will prevail.

Wappoo Creek Place Owners Association
2016 Guide for Owners and Residents
Contents

Contact Information

- Board of Directors
- Property Manager
- Owners and Resident Data by Name and Unit

General Information

- Frequently Needed Information on Every Day Questions
- Regime Fees
- Buildings
- Pool Usage
- Services
- Responsibilities
 - Insurance Responsibilities
 - Courtyard Responsibilities
 - Rules and Regulations **(New)**

Master Deed

Defines the Actions of the Association and Its Owners

Amendments

- | | |
|------------------|-------------|
| First Amendment | (Expansion) |
| Second Amendment | (Final) |

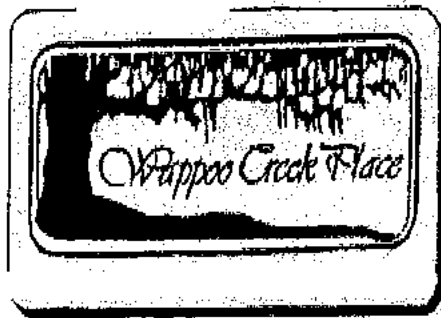
Exhibits

- | | |
|--------------------------|--------------------------------------|
| Exhibits A, A-1, B and C | (Property Description) |
| Exhibit D | (By-Laws – Full of Surprises) |
| Exhibit E | (Rules and Regulations) (New) |
| Exhibit F | (Unit Descriptions) |
| Exhibit G | (Management Contract) |

The primary mission of the Board is to develop and implement plans that lead to maintaining/improving property values for all owners at a reasonable expense. The annual budget to accomplish this is presented to the owners for discussion and approval at the Annual General Meeting that is usually held in December.

The Board relies on the Master Deed and the included rules and regulations to guide this process.

The Board welcomes input from any owner on ways to improve our ability to achieve this mission. We ask that owners send to the Board a brief description of their thoughts/ideas so that the Board can be efficient in scheduling their time. Owners may be asked to present additional details for discussion at a scheduled Board meeting.



Wappoo Creek Place Owner's Association

2016 Board of Directors

Gary Sawyer	Unit 47	President	843-224-7220
Gene Bryson	Unit 31		843-762-7394
Frank Drayton	Unit 38		843-795-9673
Judith Johnson	Unit 10		843-795-9940
Bryan Smalley	Unit 9		843-768-5425
Kara Crowell	Unit 43		843-768-0784
Henry Donato	Unit 22		843-270-9044

Landscape Committee

Kay Sawyer	Unit 47	Chairman	843-442-1975
Mary Bern Decker	Unit 35		843-762-6047
Martha Bryson	Unit 31		843-762-7394
Marilyn Laken	Unit 7		843-693-4010
Lynn McBride	Unit 45		843-608-8210
Faye Minshew	Unit 48		843-795-9247
Lucy Glenn	Unit 8		843-795-2056
Carol Ann Smalley	Unit 9		843-768-5425

Property Management

Knisley Management
PO Box 972
Mt. Pleasant, SC 29465
Tommy Knisley Property Manager
Email

843-224-1822
Knisleyt@aol.com

Wappoo Creek Place Owner/Occupant Directory

Feb-16					
	Unit Owner/Occupant		Phone	Phone	Email
	1	GILSTON, David Janet	843-762-1171		dgilston@dgilston.com
	2	MOR, John Kathy	631-481-7804		ksayville@aol.com
	3	CHISOLM, Patricia	843-795-8120		pchisolm@charlestonlaw.com
	4	PARCHOIS, Brigitta	843-817-8453		brit6134@yahoo.com
	6	SCHNEEWEIS, Warren			wschneeweis@verizon.com
	7	LAKEN, Marilyn	843-693-4010		lakenm42@gmail.net
	8	GLENN, Jim Lucy	843-795-2056	843-442-3096	lurglenn@icloud.com / glennia@musc.edu
	9	SMALLEY, Bryan Carol Ann	843-768-5425	865-310-8920 (B)865-310-5687(CA)	bcasmalley@earthlink.net
	10	JOHNSON, Judith	843-795-9940	843-709-1861	jjyah@yahoo.com
	11	BARRY, Barbara			bwbarry@spcglobal.net
	12	McLEES, Joan	843-765-3204	843-834-2766	joanmclees@aol.net
	13	KLAIS, Linda	330-524-3436		lklais@roadrunner.com
	14	LOGAN, Sadye (Sara)	803-790-6011		sadyel@mailbox.sc.edu
	15	APPSIAURI, Maka	843-303-4065		maka0126@hotmail.com
	16	RITCHEN, Ed Terry	843-762-0091	843-670-1130	ritchened@gmail.com
	17	TUTEN, (owner) Suzanne	843-869-1086		susyque@yahoo.com
Tenant		TSALAPATIS, Joanne	843-277-2622		
	18	WEEKS, Marilyn	843-795-2572		
	19	MIKLASZEWSKI, Paulette	843-406-1323		
	20	SULLIVAN, Jack Alta	843-795-0478	843-810-4646	jackandalta@gmail.com
	21	DAVIS, Hugh	843-795-1521	843-847-6068	james.davis99@comcast.net
	22	DONATO, Henry Rita	843-795-9706	843-270-9044	rita.donato@comcast.net
	23	KERN, Tom Gloria	843-762-1343	843-693-1566//843-693-4600	tomgk325@aol.com
	24	SULLIVAN, Lynn	843-762-6092	802-380-1126	celticcross@yahoo.com
	25	FUERTH, Sallie Steve	843-406-9921	843-345-8962	sallieharp@yahoo.com
	26	GLOVER, Nick Noonie Crebtree	843-442-0727	843-460-4570	nglover@esysystemsolutions.net
	27	GATCH (owner), James Alice	843-769-7292	843-875-0444	gatchj@bellsouth.net
Tenant		ATKINSON, Bert Stephanie			
	28	WILSON/PILGRAM, Mike Gail	843-795-9829	843-754-3301	mwilson@mac.com / ampiloram@mac.com
	29	THAXTON (owner), Lavinia	843-571-3797	843-469-9356	lthaxton@comcast.net
Owner					
	30	BLACKMER, Margaret Lettie Lipchak	843-693-5092	843-754-1341	mblackmer82@gmail.com / lilipchak65@gmail.com
	31	BRYSON, Gene Martha	843-762-7394	843-442-7679	genebryson@comcast.net
	32	GRAYSON (owner), Michael Hope	843-795-2520	843-224-6141	hgrayson@comcast.net
Tenant		INGLE, Peter Oksana & Olivia	843-406-7582	843-586-1130 (P)	pingle@gmail.com
	33	GAZES, Peter Athena	843-795-2141		agazes@comcast.net
	34	DERRICK, Fletcher Martha	843-762-6543	843-343-7301	doctcd@bellsouth.net
	35	DECKER, Mary Bern	843-762-6047	886-6162 (IOP)	mary_bern@aol.net
	36	MAULDIN, Corinne	843-324-5158		cmauldin843@gmail.com
	37	CLINE, Ty Cathy	843-795-9324	843-270-9694	ccline@comcast.net
	38	DRAYTON, Frank Marley	843-795-9873	843-442-4366(F)843-991-4297(M)	frankbd@bellsouth.net
	39	MYSEL, Carol	843-762-2472	843-697-3268	cmysel41@gmail.com
	40	RODGERS, Kera			
	41	GEORGE, Bob Dottie	843-795-3544	843-343-7203 (B) 843-343-7202 (D)	grgdwg@comcast.net
Tenant		ELLIOTT, David Sallie			
	42	MILLER, Jordy Dale	202-316-2222	843-793-4790	dakpmiller@gmail.com
	43	CROWELL, Neal Kara	843-768-0784	843-614-2184 (N)843-737-2201(K)	neal@cindercreek.net / kara@cindercreek.net
	44	VANZURA, Yalani Michael Light	843-406-0005	843-442-1576(Y)843-514-3000(M)	vanzuray@musc.edu / michael.light@aol.com
	45	NORTON, Ron Lynn McBride	843-608-6210		rworton1@gmail.com
	46	RLMMELL (owner), Robert	843-762-1637		bob_rummel@kiawahisland.com
Tenant		Robert			
	47	SAWYER, Gary Kay	843-224-7220 G	843-442-1975 K	sawyer42@gmail.com / kisawyer47@gmail.com
	48	MINSHEW, Faye	843-795-9247	843-709-6280	gfayelmh@gmail.com
Prop Mgr		KNSLEY, Tommy	843-224-1822		tknsleyt@aol.com
Finance		KATZ, Rob	843-884-8423		pobkatz13@gmail.com

Wappoo Creek Place Dock Owners

Feb. 2016

The docks at Wappoo Creek Place are private and owned by a separate regime. They are under the authority of the Wappoo Creek Place Boat Slip Facility, Inc. Association. Due to liability the Dock Owners have requested that only dock owners and their guest use the docks. Dock ownership is restricted to residents of Wappoo Creek Place. For information call Gene Bryson, Unit 31 843-762-7394

	Unit #	
Faye Minshew	48	
Bob & Dottie George	41	
Kay Sawyer	47	
Dale Miller	42	
Cathy Cline	37	
Sallie Fuerth	25	
Gene Bryson	31	President
Ron Norton	45	
Lavinia Thaxton	29	
Faye Minshew	48	

Regime Fees

The Board of Directors is empowered by the Master Deed to establish the Annual Budget which should include necessary funds to meet the estimated operating expenses as well as develop reserves adequate to meet anticipated future major repair and replacement requirements such as roofs, roadways, bulkhead, etc. The Budget is presented for approval by the Owners at the Annual General Meeting. The resulting Annual Budget is then broken down into appropriate monthly payments for each unit. The Table of Proportionate Interest from Amendment II of the Master Deed is used for this distribution. The initial offering price of each Unit divided by the sum of the initial Unit offering prices is used to determine Unit Proportionate Interest which is then used to establish individual Unit Regime Fees. For those wanting to pay more or less; this distribution can only be changed by a 100% favorable vote of all Unit Owners as specified in the Master Deed.

Remittance - Regime Fees are payable in advance as of the first of each month. Individual statements are distributed as a courtesy, not a requirement, and responsibility for prompt payment remains with the Owner. Payments are to be mailed to:

W.C.P.O.A.

<<< Please make check payable to

P. O. Box 13107

Charleston, SC 29412-3107

<<< And Mail your remittance to

Please pay on time and in the correct amount to avoid unnecessary work, the least of which is charging and collecting late fees. In case of questions, contact the treasurer. Please mail fees. Do not leave in any mailbox.

Transfer Fee – There is a \$300.00 Administrative Transfer Fee due when a Unit has a transfer of Ownership to help defray the cost of changing the Association's books. There is a \$50 transfer fee due when an Owner leases to a new tenant.

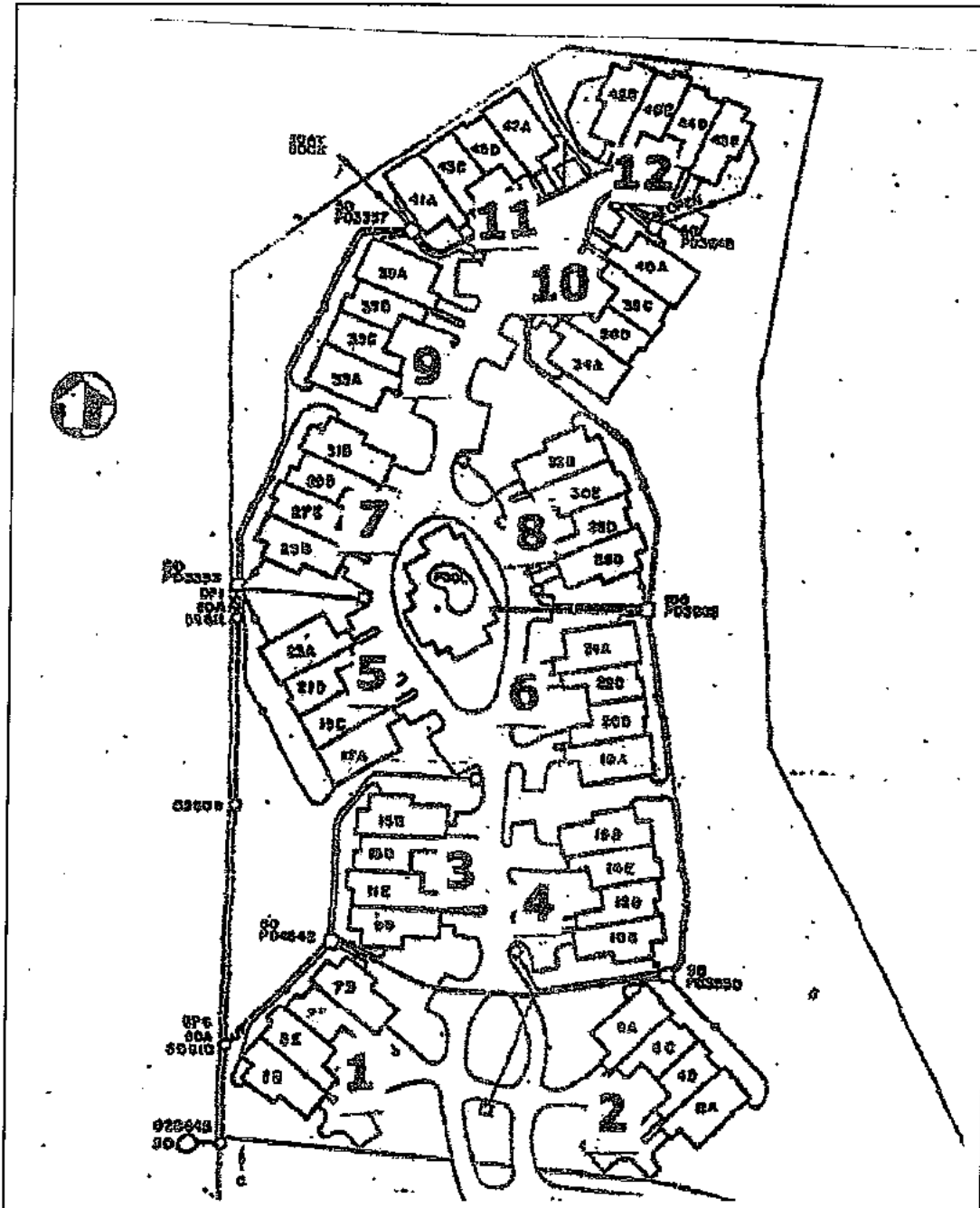
Late Payment & Late Fees - Regime Fee Payments postmarked after the 10th of the month will be subject to the Late Fee Schedule established by the Board of Directors on October 24, 1994, which specifies -

	Individual	Cumulative
Late One Month	\$20.00	
Late Two Months	\$40.00	\$ 60.00
Late Three Months	\$60.00	\$120.00

After three months the \$ 20/month increase will continue. Appropriate legal action will also be taken and the delinquent owner reported to the appropriate credit agency.

Building Numbers vs. Unit Numbers

The letters after the Unit Number refer to the floor plan as described in the Master Deed



Please Slow Down!

The Speed Limit is 13 MPH!

Please be alert for neighbors and pets when driving in the neighborhood.

Pool Usage Rules

1. The pool gates are to be locked at all times. You need the key to get in and to get out. If you don't have a key contact the property manager
2. The pool is open from 0700 AM to 1000 PM
3. One must be a Resident in good standing to use the pool
4. Guests using the pool must be accompanied by a resident
5. Follow the DHEC Rules posted at the pool
6. No person under the influence of alcohol or drugs should use the pool
7. Persons with skin, eye, ear or respiratory infections should not enter the pool
8. Persons with diarrheal illness or nausea should not enter the pool
9. Persons with open lesions or wounds should not enter the pool
10. No animals or pets in the pool area
11. Children must be accompanied by an adult. No running boisterous or rough play
12. Have small children use the rest room before using the pool
13. No glass ware of any kind should be in the pool area
14. Keep the pool and rest rooms neat and clean
15. The maximum number of swimmers allowed in the pool is 48
16. Lifesaving equipment is located on the wall of the pool house
17. An emergency phone is located on the pool house
18. Keep the water hose away from the pool; it dilutes the chemical balance
19. Take your personal items with you when you leave
20. Use the trash receptacles
21. The pool operator of record at this facility is Pat Provost, certification number 848

Services to Wappoo Creek Place

Wappoo Creek Place is in the City of Charleston and serviced by the Charleston City Police and Fire Department.

Emergency Services - Ambulance, Fire Department, and Police	DIAL 911
Non-Emergency – Police	843-577-7434
Electricity - SCE&G	843-754-6000
Water and Sewage – Charleston Water www.charlestoncpw.com	843-727-6800

Garbage, Trash and Recycle

Place bins on hard surfaces. (Not on grass)

Garbage and trash is picked up Thursday of each week. If there is a holiday that week the pickup is delayed a day. Generally you can place your containers curbside the night before and they should be in place by 7:00AM. Garbage and recycle must be in the provided containers. Contact the sanitation department for different size or type of containers. Containers (and trash) should only be left on the street the day of pickup, Yard trash will also be picked up by the landscaper on Wednesday.

Recycle is picked up every other Tuesday. (See the Post & Courier for holiday prompted schedule changes)

in the **blue bin** you can place co-mingled recyclable material.

Items **not recyclable, curbside** in Charleston County include plastic bags, Styrofoam, plastic planter pots, plastic or wire hangers, drinking glasses, pots and pans, and hazardous material containers.

Most large items should be taken to the Bee's Ferry Landfill located at 1344 Bee's Ferry Road. This includes paint, scrap metals & appliances, polyurethane foam, hazardous materials, tires, antifreeze, used motor oil & oil filters, batteries, old gasoline, used cooking oil, and propane tanks (valves must be removed and tanks emptied.)

There are other drop site locations in the James Island and Charleston area and they can be found in the phone book or by calling for additional information.

Garbage Collection and Sanitation	843-724-7364
Recycle	843-720-7111
Bee's Ferry Hazardous Material Station	843-763-8564

Landscaping

The landscaping contractor for the common area is scheduled weekly, on Wednesday, weather permitting. If there are any problems or questions concerning the service, please contact the Landscape Committee Chairman. Please do not try to resolve the issues outside of your courtyard (i.e. plantings, pruning, trees, clippings, etc.) without going through the Landscape Committee Chairman.

The sprinkler system is maintained by an outside contractor who programs the controllers, and set the amount of water to be distributed in cooperation with the landscape committee. There are 24 sectors of sprinklers and they operate rotationally on a timed basis. The system will be operated to supply the appropriate amount of water to the common areas. If your courtyard or other plantings require additional water, then you will need to use your own method to accomplish this. The system is old and would be cost prohibitive to replace. It is particularly vulnerable to leaks in the winter and usually takes several weeks to bring it on line in the spring. Please help keep the installation effective by not allowing guest or contractors to park on the grass and identifying sprinkler head problems with a flag (found in the pool house bathrooms) and notifying the Property Manager. The sprinklers are usually turned off during the winter. There are several water faucets located to the rear of some units. These are considered part of the common element and their source is the sprinkler system.

Pest Control

The pest control service is by Stark Exterminators and they come on the 2nd Friday of the month. They use a barrier treatment on the outside of each unit. If you have a specific individual problem with pests inside your unit please contact the Property Manager. Termite protection is also through Stark Exterminators and they use an always active bait system called Sentricon. (That's the green round things around the buildings, some are buried but are locatable.) If you see that they are damaged or uprooted please notify the Property Manager. If you have other pests (wildlife or rodents) please notify the Property Manager.

Property Management

The Property Manager's contact information is located on page 3 of the Owner's Manual. All requests for services should be in writing and copied to the President of the Board of Directors.

Responsibilities

Wappoo Creek Place remains one of the premier residential communities in the Charleston Area. The Board and residents volunteer their time to help maintain the quality image of the community. We welcome your help in this important part of living in a condominium community. The make-up of the community has changed over the years. We have new resident owners, absentee owners, landlords and tenants.

The increase in the number of rental units has created the need for better communication and understanding of the rules. Many violations are a result of tenants not knowing the rules. Please remember that the owners are responsible for having their tenants read, understand and abide by this Manual.

The following items, which represents some of the areas that are frequently overlooked or misunderstood.

- Any unit that is for rent must follow the Master Deed procedures.
 - Lease is to be provided to the Property Manger prior to finalization.
 - Leases must be for a minimum of one year.
 - Lessees must agree to follow the rules of the Home Owners Association (HOA) and it is the owner's responsibility to see that they are properly informed. The rules should be included as an addendum to the lease.
 - The regime can fine the owners of units with violations.
- Common Areas
 - You own/live in a condominium community. All property, fixtures, landscaping, etc. outside of your courtyard and rear patio are common property. You must have appropriate permission to do anything with/to the common property.
 - Each unit is allowed parking for two cars. One in front of the garage door, the other in one of the common parking spaces.
- While renovation construction is great and important to the community, we must limit the detrimental impacts.
 - Prior Board approval of changes to the exterior of the unit, including doors and window, and structural changes is required.
 - Contractor trash containers may be placed in owner driveway, with precaution to not damage the asphalt, for a short period of time to allow for disposal of demolition debris. Once the demolition is complete they must be removed. Property manager prior approval is required and he will determine the allowed time on a case by case bases.
 - No port-a-potties are to be located on the site.
- We recommend advising moving and delivery companies in advance that ONLY small trucks are allowed on the property. Unit owners are responsible for any damage caused by their vendors.
- Storage containers, like PODS, are limited to no more than 3 days on the property and must be pre-approved by property manager.
- Landscape Enhancements
 - There is an established procedure for gaining approval for any landscape changes to the common property.
 - It is the prerogative of the HOA to remove any changes that have not been approved per the Landscape Enhancement Procedure and to charge the owner for the cost involved.

In view of the frequent misunderstandings as to what constitutes Owner's responsibility, we are providing you with these extracts from the Master Deed.

Unit Owner Responsibility

Maintenance and Repair

The Owner is responsible for the care/maintenance and repair of the Unit or Dwelling, which is described as follows: Each Unit or Dwelling encompasses and includes the space of that portion of a building designated as being a separate dwelling on the construction plans and are bounded by:

1. The upper surface of all wood or concrete sub-flooring.
2. The interior surface of all wall studs, the unfinished inside surface of all wall studs, the unfinished inside surface of door and window frames, the unfinished exterior surface of doors leading to and into the dwellings, the exterior surfaces of windows and door glass.
3. The unfinished lower surface of the roof system. The attic shall be considered part of the dwelling unit.

The dwelling consequently and further includes the following:

1. All skylight acrylic, and window and door glass and screen
2. All exterior doors except for their finished exterior surface.
3. All gypsum wallboard.
4. All interior doors
5. All interior paint and finishes, whether applied to floors, walls, ceilings, overhead beams, cabinets or other woodwork or trim.
6. All carpet and sheet vinyl and related underlay.
7. All ceramic tile
8. The fireplace and flue terminating at and excluding the chimney cap and the fireplace surround and hearth.
All built-in cabinets and shelves
10. All interior lighting fixtures
11. All exhaust fans and their ducts.
12. The heating, ventilating and air conditioning systems serving such dwelling exclusively.
13. All electric, telephone and other wiring and receptacles, switches and breaker boxes contained in the floors, walls and ceilings bounding such dwelling and serving such dwelling exclusively.
14. All water, drain, sewer and vent pipes and all conduits for wiring such dwelling exclusively.
15. The following installed appliances: surface unit and oven, refrigerator/freezer with ice maker, dishwasher, garbage disposal unit, trash compactor and washer/dryer if installed.
16. Hot water heater and plumbing fixtures.
17. Smoke detector and security system.

Insurance

The Master Deed outlines the Regimes responsibilities for insurance. This section has been amended and reads as follows:

ARTICLE V – INSURANCE and CASUALTY LOSSES

Section 1. Insurance. The Board of Directors, or its authorized agent shall obtain insurance for all of the improvements on the property (excepting the personal property of the Condominium Unit Owners, their guests and lessees and all improvements and betterments made by such Owners at their expense) against loss or damage by fire or other hazards, including extended coverage, vandalism and malicious mischief, in an amount sufficient to cover the full cost of any

repair, reconstruction or replacement in the event of damage or destruction from any such hazard, and shall also obtain a public liability policy covering the Common Areas and Facilities, Limited Common Areas and Facilities and all damage or injury caused by the negligence of the Association or any of its agents which public liability policy shall have reasonable limits set by the Board of Directors.

EXCEPT as provided herein, all other terms and conditions of the Master Deed, as amended shall remain in full force and affect. **The Unit Owner is responsible for insuring their personal content and any improvements or betterments made.** The regime has flood insurance to cover damage done to any of the respective buildings. **Unit owners are encouraged to purchase flood insurance to protect their furnishings and betterments.**

Courtyards

Each Unit Owner is responsible for the care of their courtyard area (which is considered a "Limited Use" Area) and is expected to keep it clean and neat. In courtyards that have been redesigned by present or previous owners, Unit Owners should make special efforts to keep plants from rubbing/contacting the siding and addressing drainage problems in a timely manner. The By-Laws state that there is a joint responsibility with the Association for certain maintenance aspects of the courtyard. The Board has interpreted this to mean addressing items that if neglected would be detrimental to the appearance and structure of the walls and walkways. There are some items for which the Unit Owner should be especially on the lookout. These include, but are not limited to, the following concerns:

It is required that all soil, mulch or other material be kept below the band boards (bottom board of siding). Any material that touches the band boards causes wood rot and extra maintenance for the regime. Owners who violate this requirement will receive a notification from the Property Manager and are expected to take remedial action within 30 days. If at the end of 30 days the work has not been completed, the Association shall proceed to correct all inconsistencies by contracting professionals to complete the work at the expense of the Unit Owner.

Plantings are not to be within 6 inches of any wood wall and are not to exceed a height greater than two bricks below the top of the brick wall. This issue is complicated by trees and bushes that are already in place. Exceptions will be noted and dealt with only when there is a problem with overgrowth in the opinion of the Landscape Committee. Plantings on wall trellises are not allowed due to rotten wood developing behind them.

Courtyard plantings should contain no invasive plants or noxious weeds. Vines of any variety are not allowed to be in contact with the siding. Unit Owners will be responsible for removal of these plants or seedlings and for any damage they may cause to common property. Some common invasive plants are Japanese Honeysuckle, Chinese or Japanese Wisteria, Japanese or Chinese Privet (ligustrum), Multiflora Rose, Autumn Olive (Eleagnus), and any bamboo except for guaranteed clumping forms. Many plants grown without problem in the Northeast become invasive in this climate. They can endanger our marshes and woods. To be certain, check your plant selections with a member of the Landscape Committee or with a Master Gardener at the Clemson Extension Service office (843-722-5940.)

Decorations in courtyards or on porches that are visible from the street should be appropriate to the season. Use of any electronic items (lights, lasers, etc.) are prohibited. Unit Owners will be asked to remove other decorative items deemed inappropriate by the Board.

Courtyards will be checked periodically to maintain standards, and the Property Manager will be advised of any inconsistencies. **There should be no attachments made to the building**, including flower baskets, birdhouses, chimes, signs, trellises, etc. The Property Manager shall notify Unit Owners who are not in compliance with the regulations. These Unit Owners will be given 30 days, or a period as extended by consent of the Property Manager and two Board Members, to correct the inconsistencies. If the work has not been completed at the end of 30 days or the agreed upon extension, the Association shall proceed to correct all inconsistencies by contracting professionals to complete the work at the expense of the Unit Owner.

In all the foregoing, damage done because of neglect will be the responsibility of the Unit Owner.

Unit Owners may contract directly with any landscape grounds keeping companies for the maintenance of their courtyard areas. Landscape/groundskeepers contracted by the Association will be encouraged to offer independent maintenance packages that may prove advantageous to Unit Owners. The Regime Landscaper is not available to individual work on their scheduled maintenance day

As a part of the landscape contract, the sidewalks inside the courtyards will be blown clean after each mowing. If you do not want your courtyard handled in this way, you must notify the Property Manager.

The Association has made an exception to Unit Owner responsibility for courtyard maintenance and will provide for the pruning of trees and bushes above a height of seven (7) feet. If you do not want the Association to provide this service for you, you must notify the Property Manager.

The Landscape Committee is here to help all owners. We urge you to ask committee members for advice about plantings or planned courtyard renovations if you have questions.

Thanks in advance for your cooperation and understanding. The Board is committed to keeping Wappoo Creek Place a premier Charleston community.

Unit Owners Landscape Change Process

The following process should be used by Unit Owners to obtain approval for any landscape changes outside their courtyard in the common area including plant material addition, removal, replacement, and, where needed, mulch.

The unit owner completes the "Unit Owners Landscape Change Request Form" and submits it to any member of the Landscape Committee.

The Landscape Committee will evaluate the change request for compatibility with the established/emerging landscape vision for the community, and the appropriateness of plants considering such factors as soil condition, irrigation, climatic conditions, sun/shade, landscape maintenance requirements, etc. The Landscape Committee may consult with the unit owner to suggest changes to the request that might address concerns related to the aforementioned factors as well as others that may be pertinent to the submitted request. Upon agreement with the Owner, the Landscape Committee will provide approval for the requested change.

In those instances where the Landscape Committee is in disagreement with the Unit Owner, and the Unit Owner so requests; the Landscape Committee will pass the Unit Owner's request on to the Board for final disposition.

EXHIBIT "E"

Wappoo Creek Place Rules and Regulations

Pursuant to the 'Master Deed and By-laws,' the following Rules and Regulations are promulgated for the Occupants of Wappoo Creek Place. Occupant shall mean any Owner of a Condominium with respect to the Common Elements. Owner shall mean the Owner or any tenant occupying the Units. Association shall mean Wappoo Creek Place Owners Association or a management company hired by the Association.

1. **Motor Vehicles.** Vehicles shall be parked in the paved parking spaces provided and so designated by the Developer or the Association. Each Unit is allowed parking for two vehicles. One spot is in your driveway and the other is adjacent or nearby. All other spots are considered to be part of the common area and are available on a first come basis for all owners and their guests. There should be no parking around the swimming pool island, other islands, in the street or any of the grassed areas including in front of your unit. Please monitor where your guests park and inform them of the common parking areas. Campers, boats, and trailers must be parked either in the garage or off the property. All automobiles parked on the premises must have current vehicle tags. The speed limit throughout the property is 13 MPH.

2. **Maintenance and use.** Each Owner and Tenant shall maintain and use his Residence in such manner so as not to create a fire hazard or damage to invitees and so as to preserve the exterior appearance of his Unit. The courtyard, decks, and porches shall be used only for the purposes intended and shall not be used for hanging garments or other objects. No clothes lines can be strung up and no drying of laundry will be permitted outside the Residence or anywhere on the property. Owners should keep a buffer area between soil and the band boards of their unit. Debris should not be discarded in the area behind the units.

3. **Pets.** The Association can promulgate necessary rules to govern allowance of pets inside the Wappoo Creek Place community. No large or unusual pets are allowed on the property without written permission from the Association. No animals are allowed to run loose. Dogs will be controlled in accordance with local city ordinances, and leashed while outdoors. Dog owners are responsible for obtaining necessary shots for the pet and for removing "doggy poop" from the common areas. Cats are also required to have necessary shots, and are permitted to be unleashed while outdoors unless they become a nuisance to other owners. Excessive barking/yowling of dogs or cats, or other annoyance to residents may be cause to direct removal of the pet from the premises. No animal may be kept for breeding purposes either in the unit, under the unit or elsewhere on the property. No pet can be kept outdoors, around or under the unit for any purpose. Pets are not allowed in the pool enclosure. Courtyard gates may have a clear "Plexiglas" type cover installed. The type and size must be approved by the Association.

4. **Alterations. No alterations or additions to any of the Common Elements or Limited Common Elements shall be made by any Occupant without the prior written approval of the Association.** Occupants shall not undertake to do any item of painting, repair or maintenance to be provided by the Association under the By-laws unless in an emergency or pursuant to written approval of the Association. Failure to follow this procedure will result in a fine to the violation owner. Failure to correct the violation within a reasonable period of time will result in the regime making the corrections and assessing the owner for all cost incurred. The Association does not accept responsibility for Owner Modifications (i.e. enclosed porches or additional skylights.) upon transfer of ownership, disclosures of this type should be made to the new Owner. Porches and/or decks can be glassed in provided the enclosure blends with the rest of the building and prior written approval from the Association has been obtained. All drapes used must have white lining. Natural colored or white blinds, shades, or shutters can be used. No colored blinds, shades or shutters can be used.

5. **Annoyances.** No Occupant may make or permit any disturbing noises in the Units or the Common Elements nor do anything that would interfere with the rights, comforts or other conveniences of other Occupants. No Occupant may play any musical instrument, phonograph, radio or television set in his residence so loud that it disturbs or annoys the other owners.

6. **Pool Facilities.** Use of the pool facilities must be in accordance with the posted Rules. CHILDREN MUST BE ACCOMPANIED BY AN ADULT. Due to the proximity of the Units to the pool area, loud stereos and radios are not allowed in the pool area. No pets are allowed in the pool enclosure.

7. **Fireworks.** SHOOTING OF FIREWORKS IN OR AROUND THE CONDOMINIUM COMMUNITY IS EXPRESSLY FORBIDDEN.

8. **Antennas.** No radio or television antenna or any wiring for such purpose may be installed on the exterior of any building or upon the Common Elements without prior written consent to the Association. Unit owners that desire to install a satellite "dish" antenna must provide a letter of request to the Board. The installation may not commence until the Board has issued a written response to the request. Dishes are not to be attached to the regime common property, which includes all building siding and roofs. They may be installed in the "limited Common" areas, which include courtyards and original rear patios. Installation in the limited common areas may be attached to a pole or stand and cannot be visible above the tip of the courtyard walls. Installation on the rear patios must be located on the original patio and cannot be visible from neighboring units. A maximum size of 18 inches has been approved by the Board. Please note that failure to follow this policy will be sufficient cause for the regime to remove any dish from the common elements without further notice at the Owner's expense.

9. **Gas Grills & Propane Tanks.** Gas grills are permitted on exterior patios and should not be in use within 6 feet of a wall. They may not be used within the confinement of a porch or screened area. Propane tanks of 50 gallons or less may be added for gas use to fireplaces, kitchens, etc. The gas company has in place rules about how close to electrical sources (lights, cables and electric boxes) they can be placed. Tanks may be buried or placed above ground if shielded from view of other units. Remember, a written request must be sent to the Board before placement. It is the responsibility of the unit owner to comply with all government agency regulations.

10. **Garages.** Garages must be kept clean and garage doors closed when not in use. Garage door panels are Owner's responsibility and should be replaced or repaired when deteriorated.

11. **Refuse.** Disposition of garbage and recycling materials shall be only by the use of receptacles permitted by the Commission of Public Works.

12. **Signs.** No signs, advertising or notices of any kind or type whatsoever, including but not limited to 'FOR SALE' or 'FOR RENT' signs, shall be permitted or displayed on the exterior of any Residence nor shall they be posted or displayed in the windows or in any manner as to be visible from the exterior of any Residence.

13. **Flags and Outside Decorations.** American and seasonal flags are allowed. Outside decorations that are visible from the street should be appropriate to the season and not attached to the building. Use of any electronic items (lights, lasers, etc.) are prohibited. Unit Owners will be asked to remove decorative items deemed inappropriate by the Board.

14. **Notices.** All official notices of Wappoo Creek Place or of the managing agent shall bear the signature of the President or Secretary of the Association or any authorized representative of the managing agent. No Occupant shall make any written, typed, or printed notices or post the same on the bulletin boards, mail, or otherwise circulate to other Owners, which purport or represent to be an official act or notice of the Association or managing agent. Notices of social nature or purpose by an Occupant, to other Occupants, are permitted; provided, however, that all such notices must bear the signature of the occupant posting such notices.

15. **Recreational Areas.** Anyone utilizing the Common Areas for recreational purposes shall see that such areas are left in the same condition as they were before each use. If you are the last to leave the pool area, please insure the umbrellas are closed. Use of the recreational facilities will be controlled by regulations issued from time to time by the Association, but in general the use of these recreational facilities will be prohibited between the hours of 10:00 p.m. and 9:00 a.m. Rules governing the pool shall be the same as set forth for public pools by the South Carolina State Board of Health and Environmental Control. Children under 12 are not allowed in the pool area without an accompanying adult being present.

16. **Stored Items.** Floats, beach chairs, fishing equipment, grills, and/or other items cannot be left outside the residence or stored in any of the Common Areas. Courtyards cannot be used as storage areas and only appropriate lawn furniture and grills may be placed there. Water hoses should not be left in the Common Areas.

17. **Noise.** No yelling or excessive noise is allowed. Occupants must be considerate.

18. **Motorcycles.** Motorcycles are not allowed anywhere on the property.

19. **Violations.** Any violation of the foregoing Rules and Regulations may result in a \$50.00 fine or special Assessment to the violator in addition to all other legal remedies. Said fine may be assessed repeatedly upon failure of Owner or tenant to correct the infraction after notice by the Association. Grievances should be appealed to the Board.

20. **Bird Feeders.** Bird feeders are not allowed on the property. The seeds that drop attract rodents and germinate and grow into weeds.

21. **Storm Doors and Windows.** Approval has been given by the Association for metal, bronze, or white colored doors to match building outside window finish (each building is different.) The style must be the similar to that already approved on many units. Storm windows (i.e. hurricane shutters) installation needs to be approved by the Association. A specific type has been approved in the past. If you are considering installation, please contact the Board before proceeding.

22. **Contractor and Association Work Rules.** All contractors and Association workers must be properly licensed and insured. Work must be started no earlier than 8 A.M. and be finished by 6 P.M. Monday through Saturday. (Except emergency work.) No overnight parking of work vans, trucks, or trailers is allowed. Temporary dumpsters (up to 5 business days) are allowed in the driveway of the unit if proper protection for the asphalt is in place. A request in writing must be approved by the Board for a dumpster. Storage pods must have written permission and are limited to 3 business days. No port-a-potty units are allowed on site.

23. **Landlord Rules.** If you rent your unit be aware of specific rules that the Board has adopted.

a. **Leases:** Leases must be written for a minimum of one year. All names of people living in the unit must be on the lease. A copy of the lease must be given to the Property Manager or the Board.

b. **Parking:** Each unit has only 2 parking spaces allotted for use. No parking on any grass area.

c. **Fees:** There is a fee of \$50 any time a lease is initiated. Renewals are not affected.

d. **Responsibility:** The Tenant is expected to be aware of and abide by the Association rules. These rules should be attached to the Lease and initialed by the Tenant. The Owner is responsible to the Association for the conduct of the tenant and any violations and fines incurred by the tenant.

Additional Rules and Regulations may be promulgated by the Association. These Rules and Regulations and any additional Rules and Regulations shall be binding upon the Owners and their guests.