

Atrium Villas ***Renovation Policy &*** ***General Rules and*** ***Regulations*** Revised 2021

Return to Christine C. Varnado, Esq.
The Seibels Law Firm, P.A.
38 Broad St., Suite 200
Charleston, SC 29401

RECEIVED 6-2-21
PER CLERK S/w
CLOCK OFFICE
CHARLESTON COUNTY, S
0997-567

This Renovation Policy & General Rules and
Regulations amend the Document filed
January 9, 2019 at Book 0771, Page 506.

In accordance with Article VIII, sections 8.01 and 9.05 of the By-Laws for the Atrium Villas Council of Co-Owners, Inc., and in accordance with sections 5.02, 5.08, 5.09, 6.01, and 6.02 of the Master Deed for Atrium Villas Horizontal Property Regime, the Board has approved and is submitting the following policies, rules, and regulations for ratification by the Council of Owners at the Annual Meeting held on April 22, 2021. A majority of the Board voted in favor of adopting the Renovation Policy and General Rules and Regulations and recommended approval by the Council. **A majority of the Council voted in favor of adopting the Renovation Policy and General Rules and Regulations at the Annual Meeting held on April 22, 2021. These policies, rules, and regulations are immediately effective.**

The Atrium Villas Renovation Policy and General Rules and Regulations are in addition to and supplemented by the Atrium Villas Community Standards.

Renovation Policy

Rule # 1: Permitting Required For Renovations

Any owner who plans to renovate a unit where walls, ceilings, floors, floor covering other than carpet replacement (see Renovation Policy Rule #3), doors, windows, HVAC, electrical, or plumbing systems will be modified must obtain, in addition to the required county and Town of Seabrook permits, a permit from the regime management company, acting on behalf of the Board, authorizing the modifications. The regime management company will issue the permit after the Board has approved the renovations.

Prior to the commencement of any renovation described above, the owner must submit an application to the regime management company (attached exhibit "A"). The application will describe all the work to be completed and identify the contractor and any other vendor(s). Accompanying the application, the owner shall provide the contract between the owner and the contractor; contracts with other vendors, if any; the architect/engineer sealed plans as outlined in Renovation Policy Rule #2 (a) and (b); and a description of the project's specifications and materials being used. If flooring is being renovated, the description of materials must address and confirm compliance with the specifications described in Renovation Policy Rule #3.

Rule # 2: Certification of Compliance Required

Structural changes (including moving of any walls or opening or closing in of any doorways) will require architect/engineer sealed plans as part of the submission for a permit.

- (a) When an owner has sealed architect/engineer plans, the architect/engineer must physically inspect the property before, during (after framing, before dry

walling), and after renovations are completed to ensure that the construction is in compliance with the submitted and approved plans, as well as with the Regime guidelines set forth in this policy. Upon completion of the renovations, the architect/engineer must submit a letter of certification to the regime management company certifying that all of the renovations were completed per the architect's/engineer's specifications as set forth in the sealed plans.

- (b) Otherwise, the regime management company will obtain the advice of a licensed architect/engineer to determine if any of the following are affected by the proposed structural changes: code violations, structural integrity, or quiet enjoyment. The owner of the unit will be responsible for the architect's/engineer's fees and any administrative costs borne by the Regime and regime management company. The architect/engineer must put his/her stamp of approval on the plans and must physically inspect the property before, during (after framing, before dry walling), and after renovations are completed. Upon completion of the work, the architect/engineer must submit a letter of certification to the regime management company certifying that all of the renovations were completed in accordance with the architect's/engineer's specifications per the submitted and approved plans as well as with the Regime guidelines set forth in this policy.

Rule #3: Quiet Enjoyment

Each unit owner is entitled to quiet enjoyment of their property. To ensure quiet enjoyment, any renovation of a second-floor unit that includes replacement of the floor covering must include a minimum 1/8" inch rubber laminate soundproof barrier (acoustical block) for wood floors, a 1/4" inch cork acoustical underlayment for tile, and a minimum 8-pound acoustical foam pad for carpeting. In addition, a gypsum self-leveling underlayment is required on all floors conforming to section 2 and section 4 on plan A-12 of the Atrium Villas, Wall Sections plan, architectural plans dated 3-01-1985, and revised 8-25-1985.

When replacing sheetrock on ceilings or any perimeter walls in any unit, the current insulation is to be replaced with a minimum rating of R-13 in the walls and minimum R-30 in the upper-level ceiling. In addition, units on the lower level will be required to install in the ceiling a sound screen type acoustic insulation with at least a minimum rating of R3.0. For joint or common walls in any and all upper or lower-level units, the owner must install a fire rated sound screen type acoustic insulation with at least a minimum rating of R2.5.

Any sheetrock repairs to the common walls on any level must maintain the 1 hour fire rating and conform to the detail #6 on plan A-3 of the Atrium Villas, Plaza Level plan, architectural plans dated 3-01-1985 and revised 8-26-1985.

These specifications should be incorporated in any specifications issued by the owner's architect/engineer.

Any excessive noise, loud music, TV, or other activities that would disturb any owner or guest should be avoided. Please report any loud disturbance to the Seabrook Island Security Office at the main gate.

For existing problems with excessive noise, the regime management company or the Board

TK Spill/21

CSL

will offer face-to-face mediation assistance, if requested, by the owners affected.

Rule # 4: HVAC Systems

To ensure the integrity and functioning of the central HVAC system, all changes, upgrades, or modifications to individual unit HVAC systems must be performed by the Regime's HVAC Contractor. The Regime's HVAC Contractor will bill the unit owner for its time involved in this process.

Rule # 5: Penalty For Renovations Undertaken Without Board Approval; Authorization For Regime To Remove Modifications

In the event it is demonstrated and found by the Board in a properly-noticed administrative hearing that a unit owner has violated any restriction in Renovation Policy Rule #1, Rule #2, Rule #3, or Rule #4; has undertaken modification(s) of a unit as described above (Renovation Policy Rule #1, Rule #2, Rule #3, or Rule #4) without having obtained the required permits and certifications; or has made renovations that are not in accordance with the plans submitted for the Board's approval, the following shall occur:

- a) At the sole discretion of the Board and dependent upon the severity of the infraction and the co-operation of the owner, the owner shall be fined up to \$5,000 (Five Thousand and No/100 Dollars);
- b) After the administrative hearing, the Board shall promptly provide the owner with written notice that the owner must obtain the required certification of compliance concerning the infraction as determined under the Regime's Renovation Policy, within a specified time. Said written notice shall also specify a second, later deadline by which the owner must remove all modifications at issue and return the unit to its pre-modification condition at the owner's sole expense, in the event certification of compliance is not or cannot be timely obtained; and
- c) If the owner fails to return the unit to its pre-modification condition within the specified deadline for same as described in subsection (b), the Regime shall be fully authorized to enter the subject unit and undertake all work necessary to remove all modifications at issue and return the unit to its pre-modification condition. All costs for labor and materials and any related expenses associated with said work shall be documented in detailed fashion. A written invoice shall be prepared and provided to the owner promptly after the work is completed. If the invoice is not paid within 30 days of its mailing to the address of record for the owner, the Regime shall file a Notice of Lien on the subject unit in the amount of the invoice, which lien shall constitute a recorded encumbrance upon the subject unit in the property records for Charleston County.

TK 9/29/21

CSE

General Rules and Regulations of the Regime

Rule # 1: Contractors' Permit and Use of Elevator and Luggage Carts

To prevent the abuse of the elevator and luggage carts by contractors, the following policy is in force.

- (a) A contractor wanting to work at the Regime must first contact the regime management company.
- (b) Contractors must obtain approval from the regime property management company prior to starting work.
- (c) Contractors must agree to hang protective blankets (supplied by the regime management company) in the elevator and use only those rolling carts designated for contractors and rental companies.

Contractors may be fined \$200 for every failure to use the protective blankets and for every failure to use the proper rolling cart.

Rule # 2: Rental Companies' use of Luggage Carts

To prevent abuse of luggage carts by rental companies and their cleaning and maintenance staff, those companies will be required, to use only those rolling carts designated for contractors and rental companies. Companies will be subject to a fine of \$200 for every failure to use the proper rolling cart.

Rule # 3: Allocation of Fines Collected

The fines collected under General Rules #1 and #2 will be distributed as follows: 50 percent will go to the Atrium capital reserve fund and 50 percent will go to the regime management company for their time involved in policing these policies.

Rule # 4: Use of Plaza for Reception

Any unit owner who wishes to use the plaza for a reception must obtain approval from the regime management company who will act on behalf of the Board in accordance with the Board's criteria for plaza use. Owners will not be charged for the usage of the plaza; others will be charged \$500 per event.

The use of the plaza is subject to restrictions and responsibilities which include:

- A clean-up deposit of \$200-\$300
- A release of liability
- No grilling
- No glass
- Tables, chairs, and equipment must have rubber feet or pads to protect the plaza surface
- Events must end prior to 10:00pm
- No excessive noise or music that would disturb other guests

TR 5/24/21

Rule # 5: Master Key System

All villas will have the entry door and mechanical closet locks keyed to the Atrium Villas' master key system. Entry doors and mechanical closet door locks not in compliance will be replaced or rekeyed to the master key system and costs will be charged to the owner at \$150.00 per lock and a fine levied as outlined in General Rule #9. New keys will be available to be picked up during normal working hours at the regime management company's office.

Entry door locks must meet the following specifications:

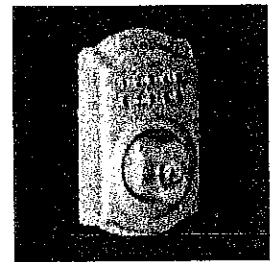
- (a). Purchased and installed by the owners or their representatives,
- (b). The finish color must be "Satin Nickel".
- (c) Owners are to deliver 2 new keys to the regime management company, place one key in a lock box for emergency use by guests, and provide one key to the owner's personal rental or property manager.

A separate replacement lever handle in "Satin Nickel" has been approved to replace the round doorknob, should that be desired, as well.

The two options are:

1) Schlage.com

<http://www.schlage.com/en/home/products/BE369NXCAMFFF.html>

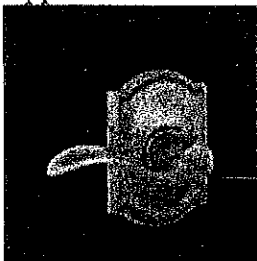


2) KwikSet.com

<http://www.kwikset.com/products/details/electronic-locks/914-trl-zw-15-ul.aspx>



Approved Handle:



Rule #6: Doorbells

Owners may install "smart" doorbells with camera monitoring capabilities in place of the standard existing doorbells. The doorbells must be purchased, installed, and maintained by the owners or their representatives. The doorbells require the use of an app and wi-fi. The approved options are:

1) Ring Doorbells

<https://shop.ring.com/collections/video-doorbells>

There are 4 options, any of which are approved if the finish is Satin



Nickel.

2) Nest Hello Doorbell

<https://nest.com/doorbell/nest-hello/overview/>



Rule #7: Shade Cloth

Shade cloths are permitted to be placed over the second-floor pergolas with Board approval and must be Coolaroo shade cloth in the color Desert Sand.

Rule #8: Realtors

A realtor, together with his or her real estate agency, who lists or shows Atrium Villas condominiums to potential buyers must be thoroughly familiar with all of the attributes and amenities of an Atrium condominium and of the Atrium Villas General Rules and Regulations and Community Standards. Any questions concerning any feature of Atrium Villas should be directed to the regime management company. A realtor shall not misrepresent, through any form of communication, any feature to any potential purchaser of an Atrium condominium.

Rule #9: Fines

The Board, at its sole discretion, has the authority to place fines as penalties on any contractor, rental agency, or owner due to violations of the rules, policies, or standards of the Regime and to aid in their enforcement. The fines shall reflect the severity of the infraction and take into account the level of cooperation by the person or entity being fined. Late payment fees and interest charges shall be considered fines, where applicable. Except as otherwise set forth and specified in the policies and General Rules, fines for violations shall not exceed \$200 for each infraction. Each twenty-four hour period that a unit or party is out of compliance with the policies, rules, or regulations may constitute a separate infraction in the discretion of the Board.

Rule #10: Penalties for Contractors, Realtors, or Rental Agents

If the Board finds that the intent of the violation of any contractor, realtor, real estate agency that the realtor represents, or rental agent was to circumvent or misrepresent any of the General Rules, the Renovation Policy, or the Community Standards of the Atrium Regime, the Board may vote to bar the contractor, realtor, real estate agency, or rental agent or company they represent from the property owned by the Regime.

Rule #11: Assessment Collections Policy

Monthly and special assessments are due the 1st of each month. If not received by the last day of the month, a fine in the form of a late fee of 1.5 % will be assessed and thereafter continuing until the balance is paid in full. The Board shall also assess as part of the fine interest compounded at the rate of 1.5%. *(This Policy was initially adopted by the Board on January 5, 2016.)*

NOTICES

- a. After 30 days delinquent, a 30 Day Late Notice "Friendly Reminder" is mailed to the address of record for the delinquent owner.
- b. After 60 days delinquent, a 60 Day Late Notice is mailed to the delinquent owner.
- c. After 90 days delinquent, a 90 Day Notice of Lien is sent via certified mail to the delinquent owner.
- d. After 100 days delinquent, the property management company, on behalf of the Board, will, without further notice to the owner, turn the account over to the Regime's Attorney to file a lien on the property. Notice of this action will be emailed to the members of the Board.
- e. Continued delinquencies may result in further legal action, including but not limited to, foreclosure, personal judgment, and assignment of rents. The Board, the regime management company, and the Regime's Attorney will make these decisions on a case by case basis.

TK 5/24/21

1/28

Exhibit A
Atrium Renovation Application



Date Received: _____
Board Review: _____

Ravenel Associates, Inc.
3730 Betsy Kerrison Prkwy, Suite 2
Johns Island, SC 29455
Phone: 843-768-9480
Fax: 843-768-5047
E-Mail: kmell@ravenelassociates.com

Note: Owners should complete this form in its entirety and return it to the regime management company. Owners are responsible for complying with the Regime's governing documents and requirements of ALL applicable City and County Codes and Ordinances.

PROPERTY INFORMATION: *This section must be completed.*

Property Address: _____

Name of Owner: _____

Daytime Telephone Number: _____

E-Mail or Alternate Contact Information: _____

PROPOSED IMPROVEMENT/ALTERATION: *Please check all that apply*

<input type="checkbox"/> Plans Provided by:	<input type="checkbox"/> Replacement of Sheetrock
<input type="checkbox"/> Architect under seal	<input type="checkbox"/> Joint or Common Wall
<input type="checkbox"/> Engineer under seal	<input type="checkbox"/> Interior Perimeter Wall
<input type="checkbox"/> Atrium Engineer/Consultant	<input type="checkbox"/> Ceiling

Electrical Plumbing HVAC

<input type="checkbox"/> Replacement of flooring with:	<input type="checkbox"/> Structural:
<input type="checkbox"/> Tile	<input type="checkbox"/> Opening or Closing of Doorway
<input type="checkbox"/> Hardwood or Floating floor	<input type="checkbox"/> Movement of interior wall
<input type="checkbox"/> Carpet	

Deck or Screened Porch

Other (please list) _____

TR 5/24/21

col

DESCRIBE PROPOSED IMPROVEMENT/ALTERATION: Please attached additional sheets if necessary.

AUTHORIZATION TO VISIT PROPERTY. Site visits to the property by the Regime are essential to process this application. The Owner, as signed below, hereby authorizes the Regime and/or the Regime's management company to visit and photograph the property referenced on this application.

PLEASE COMPLETE THE FOLLOWING:

- Send one original, signed, completed application to:
Ravenel Associates, 3730 Betsy Kerrison Prkwy, Ste 2, Johns Island, SC 29455 or Fax: 843-768-5047
- Attachment to the application:
 - Contract between owner and contractor and/or other vendors
 - Complete list of specification and list of materials to be used
 - Architect/Engineer sealed plans
- Work will be completed by (yourself or company): _____
- Estimated time to start and complete project: _____

APPLICANT'S AGREEMENT & SIGNATURE:

I have read the Atrium Villas Community Standards, Renovation Policy, General Rules and Regulations, and governing documents and believe I am in compliance with all covenants and restrictions. I also understand that it is my responsibility to verify that all permits are obtained and the renovations comply with all building codes and the Atrium Renovation Policy. I understand that any permits required will be obtained and posted, I will not begin any projects until permits are posted and written approval has been received. I can expect a response from the Association within **30 days**.

Owner's Signature: _____

Date: _____

TK 6/21

PA

STATE OF NORTH CAROLINA)
)
COUNTY OF MECKLENBURG)

ACKNOWLEDGEMENT

I, Lisa P. Carter, do hereby certify that Atrium Villas Horizontal Property Regime, by Thomas Kendall, its President/Chairman, personally appeared before me this day and acknowledge due execution of the foregoing instrument.

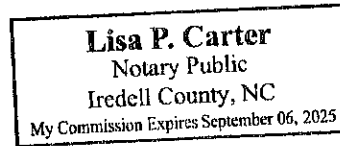
Witness my hand and official seal this this 24th day of May, 2021.

SWORN BEFORE ME this the 24th day of

May, 2021

Lisa P. Carter
Notary Public for the State of North Carolina

Name: Lisa P. Carter
My commission expires: 09/06/2025



TK 5/24/21

CL

Exhibit "A"

CERTIFICATION OF THE PRESIDENT/CHAIRMAN AND SECRETARY OF
THE BOARD OF ADMINISTRATION OF THE ATRIUM VILLAS
COUNCIL OF CO-OWNERS, INC. FOR THE ATRIUM VILLAS
HORIZONTAL PROPERTY REGIME

Thomas C. Kendall, the President/Chairman of the Board of Administration of the Atrium Villas Council Of Co-Owners, Inc. (also "Board") which manages the Atrium Villas Horizontal Property Regime (also "Regime"), and Cindy Liedenfrost, the Secretary of the Board, who both being duly sworn, allege and state as follows:

1. We are the duly elected President/Chairman and Secretary of the Board of Administration of the Atrium Villas Council Of Co-Owners, Inc. ("Council") which manages the Atrium Villas Horizontal Property Regime, a duly constituted South Carolina horizontal property regime, incorporated May 27, 1986, that is in good standing with the South Carolina Secretary of State.

2. We are over the age of twenty-one (21) years and competent to make this Certification, which we do of our personal knowledge.

3. On April 22, 2021, the annual meeting of the Council was conducted in accordance with Article IV of the "Master Deed for Atrium Villas Horizontal Property Regime," dated May 23, 1986, and recorded May 28, 1986, in the Charleston County R.O.D. office, at Book H154, Page 458 ("Master Deed").

4. At that meeting, a vote of the Co-Owners to ratify the amended Atrium Villas Renovation Policy & General Rules and Regulations was conducted and carried, and that fifty-four (54%) percent of the percentage interests in the property voted in person or by proxy in the affirmative, pursuant to Article VII of the By-Laws (which requires a vote in the affirmative to be greater than fifty-one (51%) percent of the percentage interest in the property).

5. We have certified and are hereby certifying the vote of fifty-four (54%) percent of the percentage interest in the property voting in the affirmative, and we each certify the vote as to have been stated herein.

FURTHER THE AFFIANTS SAYETH NOT.

(notarized signatures on the following pages)

TK 9/24/21

CSL

Cather Kendall
Witness

Thomas C. Kendall
Thomas C. Kendall
President/Chairman, Atrium Villas
Horizontal Property Regime

Catherine Kendall
(Print Name)

Kimberly T. Rodas
Witness

Kimberly T. Rodas
(Print Name)

SWORN BEFORE ME this the 24th day of

May, 2021

Lisa P. Carter
Notary Public for the State of North Carolina

Name: Lisa P. Carter

My commission expires: 09/06/2025

Lisa P. Carter
Notary Public
Iredell County, NC
My Commission Expires September 06, 2025

TR 5/24/21

CSH

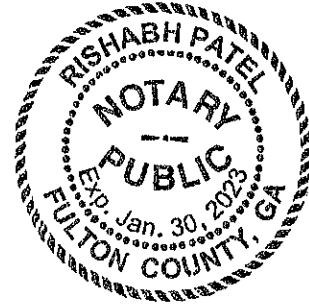
[Signature]
Witness

Maidehi Patel
(Print Name)

[Signature]
Witness

CHRISTINE STERNY
(Print Name)

Cindy Liegenfrost
Cindy Liegenfrost
Secretary, Atrium Villas Horizontal
Property Regime



SWORN BEFORE ME this the 19 day of
MAY, 2021

Rishabh Patel
Notary Public for the State of Georgia
Name: RISHABH PATEL
My commission expires: 01/30/2023

JK 5/29/21

CR

Charleston County ROD
 101 Meeting Street, Suite 200 <> Charleston, SC 29401
 PO Box 726 <> Charleston, SC 29402
 V: 843.958.4800 <> F: 843.958.4803
 www.charlestoncounty.org

Michael Miller
 Register of Deeds



RECORDER'S RECEIPT

Received From:
 NAME: CHRISTINE C VARNADO
 ADRS: SEIBELS LAW FIRM
 ADR2: 38 BROAD ST, STE 200
 C/S/Z: CHARLESTON SC 29401

DATE:	02-Jun-21
INVOICE #:	X000503465
DRAWER:	Drawer 2
CLERK:	SLW
TIME:	10:57:23 AM

Qty	Description	#			Value in 000	Unit Price	Extra Ref Cost	County		State Fee	Item Total
		Total Pgs	# Refs	Pstg				Fee	Fee		
1	Misc	14			25.00		\$	-	\$	-	\$ 25.00
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
							\$	-	\$	-	\$ -
TOTAL											\$ 25.00

PAID:

Check #	Amount	Total Paid:
12443	\$ 25.00	\$ 25.00
Check Total	\$ 25.00	Balance: \$ -
Cash Total		

***Please note:**
 The ROD Office retains any recording fee overages of \$5 or less. Due to Charleston County Auditing Procedures for the ROD Overage Account, your request for refund must be made in writing, on Company letterhead, and signed by the requesting party. Please send a self-addressed stamped envelope with your request. Thank you.

It is our pleasure to serve you!