

SIMONS & DEAN

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January 28, 2019

Mr. David Reese
Ravenel Associates
960 Morrison Drive, Suite 100
Charleston, SC 29403

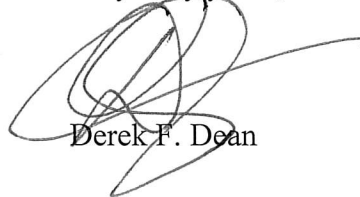
RE: Atrium Villas Council of Co-Owners, Inc.

Dear David:

Enclosed is a copy of the previously recorded Community Standards/Rules & Regulations of Atrium Villas Council of Co-Owners, Inc. per the new S.C. HOA Act. Please distribute a copy to all owners. Please contact us should you have any questions or need anything else.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink, appearing to be 'Derek F. Dean', written over a printed name.

Derek F. Dean

DFD/

Enclosure

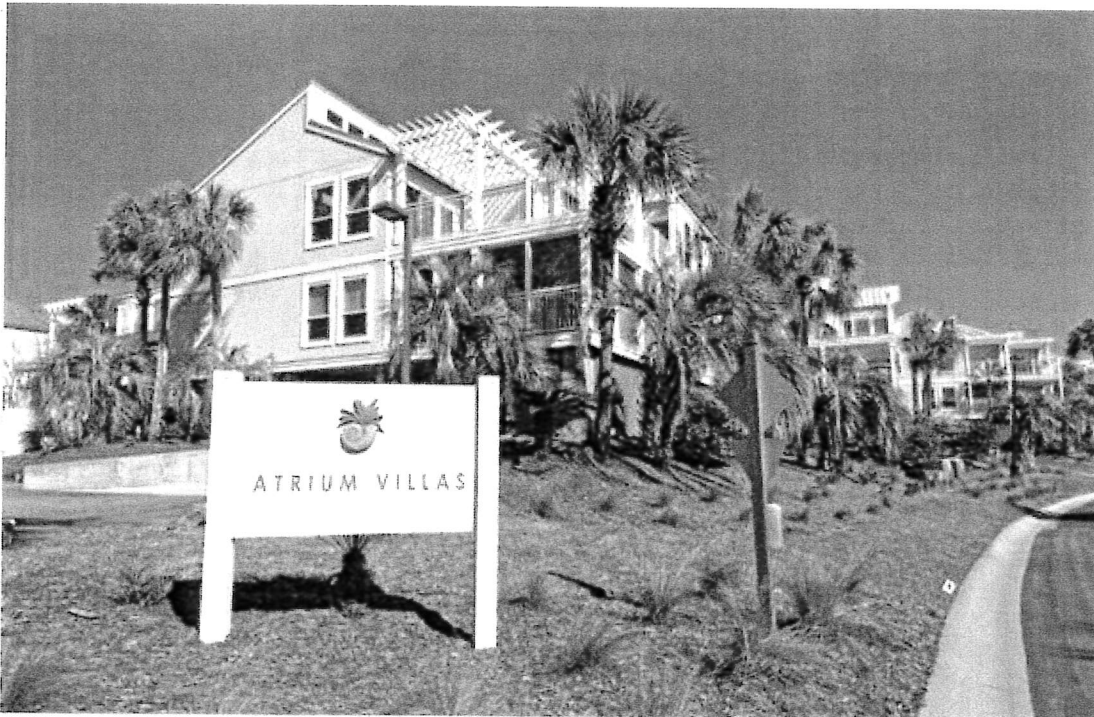
cc: Mr. Tom Kendall (via e-mail w/o enc.)



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Atrium Villas Community Standards

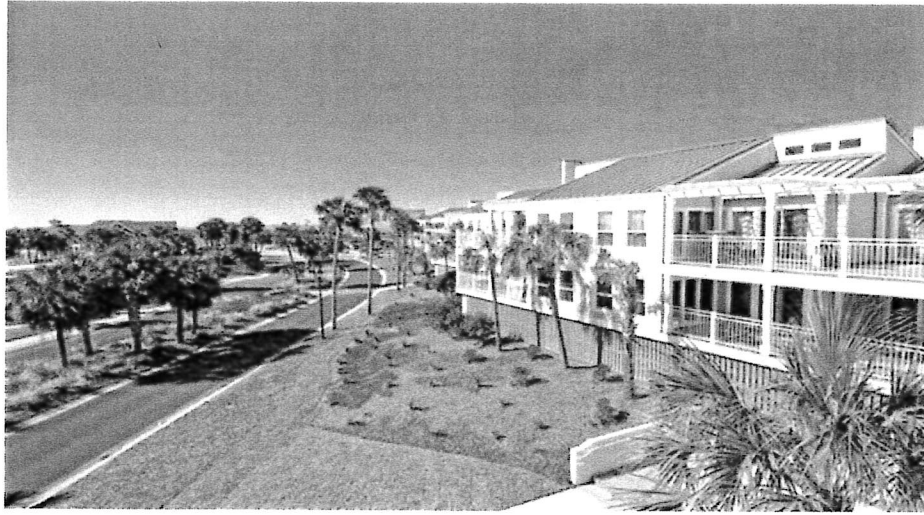
Rules & Regulations

Revised October 2018

Please keep this document for reference

Also available on Atrium Villas Owner's Portal:
www.atriumvillas.myravenel.com

Atrium Villas Owners Association
c/o Ravenel Associates, Inc.
3730 Betsy Kerrison Pkwy, Suite 2 | Johns Island, SC 29455
(843) 768-9480 | dreese@ravenelassociates.com



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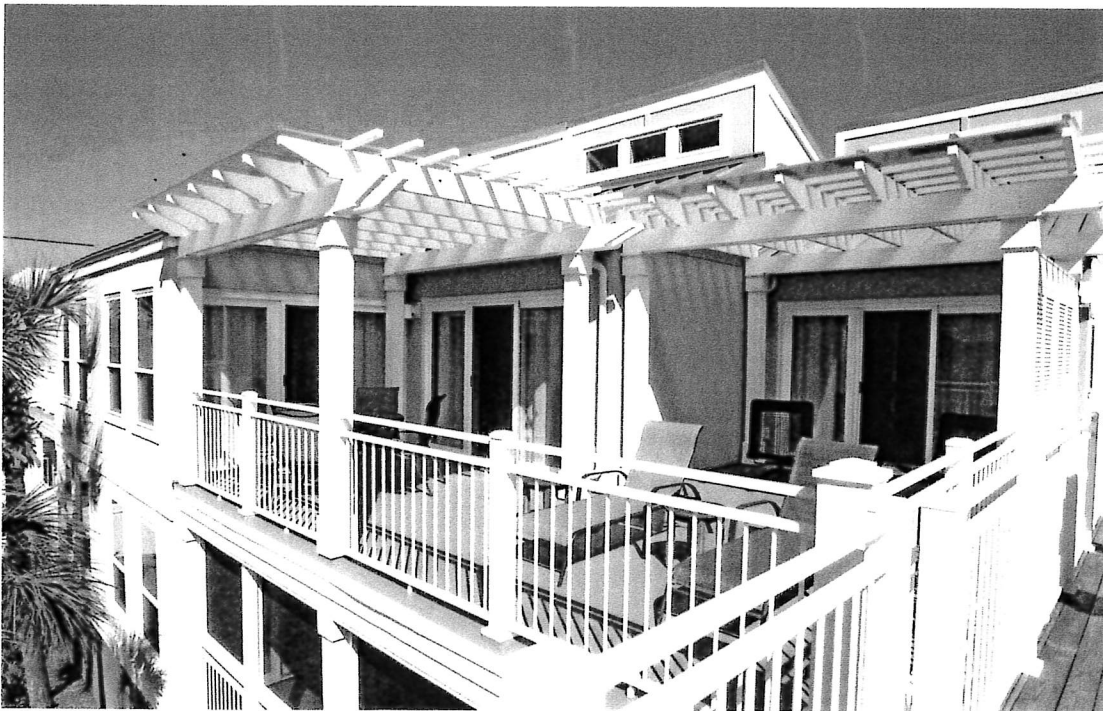
Introduction

Atrium Villas is a community of 44 condominium units within eleven buildings, called pods. This document will help owners know a little more about the community. The helpful hints and rules and regulations are designed to keep your community safe, peaceful and beautiful; as well as maintain the highest possible property values. All rules included in this document have been formally adopted by the Board of Directors and are in accordance with the governing documents for the Association.

Management Office: Ravenel Associates, Inc.
3730 Betsy Kerrison Pkwy, Suite 2
Johns Island, SC 29455

960 Morrison Drive, Ste 100
Charleston, SC 29403

P. 843-768-9480
F. 843-768-5047
E. dreese@ravenelassociates.com



Helpful Telephone Numbers

Emergencies: 911

Seabrook Security Gate: (843) 768-6641

Atrium Regime Management Office: (843) 768-9480

Atrium's Janitorial Services: Skip Howard with Ravenel Maintenance, (843) 323-7125

Atrium's HVAC Company: Southcoast Heating & Air: Gene Reeves, (843) 697-8587

Villa Rental/Management Companies:

Coastal Getaways of SC: (843) 789-4438 | www.coastalgetawaysofsc.com

Property Owners Services: (843) 303-0300 | www.seabrookrentals.com

Seabrook Exclusives: (843) 768-0808 | www.seabrookexclusives.com

Beachwalker Rentals: (843) 768-1777 | www.beachwalker.com

Wyndham: (843) 768-5000 | www.wyndhamvacationrentals.com

Seabreeze Home Services: | Email: seabreezehomeservices@yahoo.com

Sweetgrass Properties: (843) 768-0057 | www.sweetgrassvacationrentals.com

Reliable Property Managers: (843) 768-7185 | www.reliablepropertymanagers.com

Gamble Home Services: (843) 768-9923 | www.gamblehomeservices.com

Kiawah by Owner: (704) 277-2912 | www.kiawahbyowner.com

Seabrook Island:

Club: (843) 768-2500 | www.discoverseabrook.com

Lake House: (843) 725-1580

POA Office: (843) 768-0061

Real Estate Office: (843) 768-2560

Security Gate: (843) 768-6641

Town of Seabrook: (843) 768-9121 | www.townofseabrookisland.org

Utilities:

Berkeley Electric: (843) 559-2458

Seabrook Island Utilities (Water): (843) 768-0102

Comcast Cable and Internet: (843) 554-4100 | www.comcast.com

****Cable & Internet are provided by the Regime to all units and it is included in the regime fee. All other utilities are the responsibility of the individual owner.**

Other:

Village Market at Freshfields: (843) 243-3276

Kiawah Island Switchboard: (843) 768-2121

Emergency Response | 843-768-9480

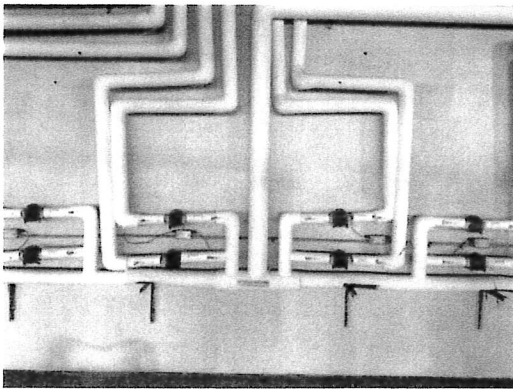
24-HOUR EMERGENCY RESPONSE

Emergencies at Atrium may include Flood, Fire, Wind Damage, Elevator Failure, etc. Some emergencies are the responsibility of the Regime Management Company and others may be the responsibility of your rental agent or property manager for your individual villa.

Ask yourself: “Does this emergency affect more than one unit or include a common area or element?” If you answered yes, then you should immediately contact the management company’s emergency line: 843-768-9480. The on-call will take a message and your property manager will call you back promptly.

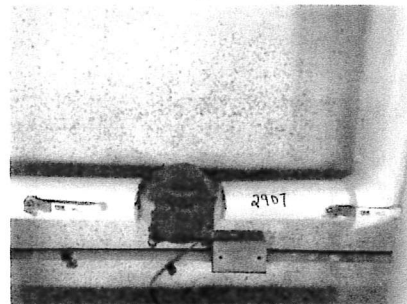
In any emergency risking life or the safety of anyone at Atrium, please call **911** before contacting the management office.

ACCESS TO UNIT: The Association requires access to all units and keys should be submitted to the management office. Association business takes precedence over rental business, although we will make every attempt not to disturb renters. If you have a water heater locked in a closet, access needs to be provided to the closet as well.

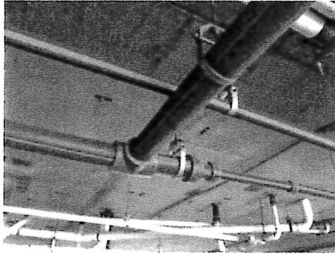


WATER TURN-OFF: Each unit has a water shut-off valve. Please note: your unit’s water valve does not apply to the HVAC Closet, which is controlled by a separate valve. The valves for your unit’s water supply are located at eye level in the parking garage. Each valve is marked with the unit number. The management company, janitorial team, and Seabrook

Island Utilities know the location of each valve for all units. Your water supply can be turned off by turning the valve.



HVAC WATER SHUT-OFF: If a copper pipe inside an individual HVAC closet breaks, immediately contact the management office. There should be a shut-off valve that restricts the water to your individual air handler inside the closet, connected to the copper pipe. Depending on where the break is, turning this valve may stop water flow. Be sure to turn off your HVAC system at the thermostat and/or breaker box. A break that occurs elsewhere requires emergency access with a ladder to turn off the water. **Contact the management company quickly to minimize damage.**



If you see a pipe leaking in the garage, please note what color it is when reporting it. Water and sewer drain lines are white in color. The blue and green striped pipes are water loop lines that service the cooling tower/HVAC system.

FIRE: All individual units are required to have a fire extinguisher and battery operated smoke detectors inside the unit. Owners should check these regularly and replace these as needed. Exterior fire extinguishers are located on the plaza walkways on the first and second floors inside stainless steel cabinets. In the event of a fire, **call 911 immediately and VACATE THE BUILDING.**

Exterior Appearance

Atrium requires Owners to keep their front door and deck areas neat and tidy.

- The color of window treatments must be white or beige from the exterior. This also applies to the front door window. Stained color glass or other colored window coverings must appear white or clear from the exterior.
- Key boxes are not allowed to be installed on any door or on the exterior of any unit. Combination key boxes are permitted in the parking garage elevator lobby adjacent to the mailboxes if installed on the provided key board.
- Owners who wish to change their front door locks to code locks must choose from the pre-approved list available from Management. Owners **MUST** provide over-ride keys for the lock to Management.
- Several "Owners Options" for porches are available such as screens, privacy walls, pergola covers and porch fans. Please contact Management for specifications on these items.

- Beach gear, shoes, folding chairs, etc. are allowed to be left outside the front door of the villas on a temporary basis and if kept in a neat manner. Furniture and other large items may not be left outside the villas at any time.
- Back decks are to be kept neat and tidy. No towels, bathing suits, clothes or other items are to be hung on any railings.
- Metal and plastic porch furniture must have rubber or plastic coasters on the legs so as not to damage the deck coating.
- No decorative items may be hung on any exterior wall. Any holes made in the structure will require the Association re-surfacing the entire surface at the expense of the Owner.
- Please report any exterior light bulb outages to the management office. Owners are responsible for maintaining the lights on their individual porches themselves.

Garbage Disposal



All owners and their guests are responsible for taking all refuse to the two enclosed trash areas located in the parking garage. No items are to be left outside the trash containers or elsewhere on the property, including outside the villa doors for any length of time. Any bulk items must be hauled off of the property. Special arrangements may be made by contacting the management office at 843-768-9480. Alternatively, Seabrook Island provides "Brown and White" Curbside Pick-Up's on the first Friday of every month. Please check SIPOA's calendar before placing items out for pick-up as this is subject to change.

Did you know? Raccoons visit Atrium at night in search of trash. Any refuse left unsecured results in quite a mess!

Golf Carts/Low Speed Electric Vehicles

Prior registration with management is required.

Grilling

Grilling is strictly prohibited anywhere on Atrium's property. If grilling is seen on any deck or elsewhere on property, please immediately notify the management company.

HVAC

Heating and Cooling is provided to all villas through a water loop/cooling tower system. Southcoast Heating and Air is contracted to respond to heating and cooling issues that arise at Atrium. Gene with Southcoast is our contact and can be reached directly at 843-697-8587.

HVAC Closet Access: Each unit has a HVAC closet. In 2007, all HVAC closets were keyed on a master system. Owners are not permitted to change the locks to the closets, unless they have been given prior permission from management and have provided a key to this room. The equipment in this closet must be accessible. No extraneous items are to be kept in this area for safety reasons.

Did you know? The HVAC Closet key also opens the owner storage doors in the parking garage. Extra copies of this key are available through Management.

HVAC Closet Water Leak: The pipes in the HVAC closet are connected to a water loop system. If a break occurs inside a closet, attempt turning off the flow of water by turning the valve connected to the copper pipe. **IMMEDIATELY CONTACT THE MANAGEMENT COMPANY'S EMERGENCY LINE.**

Air Handler Replacement: To ensure the integrity and functioning of the central HVAC system, all modifications in individual unit HVAC systems must be in compliance with the specifications set forth by the regime. Owners who wish to replace or upgrade their individual air handlers located inside their HVAC closets must first contact Southcoast at 843-697-8587 to ensure proper specifications are followed and reported to the Association, however, although it is strongly recommended, owners are not required to contract with Southcoast for replacement of air handlers. However, owners are required to follow the specifications for replacement set forth by Southcoast Heating and Air.

HVAC Maintenance: HVAC maintenance is the responsibility of the owners, however, as each unit is tied into the main system, quarterly inspections and maintenance of each unit are done by Southcoast. Reports of any findings will be sent to the owner.

You can schedule additional maintenance to your HVAC system by contacting Southcoast directly or by contacting the Management Office, however, any

additional work that is not related to the regime's main system will be billed to the villa owner.

Did you know? Keeping windows and doors open in warm weather can drastically affect your systems ability to cool the villa. Please keep them closed whenever possible.

Filter Replacement: The Association changes the filters four times annually, but more frequent filter replacement may be required depending on the occupancy details of each individual villa.

Insurance

Owners are responsible for obtaining an insurance policy that protects them in the event of a loss. Check with your insurance agent for details on coverage parameters.

The Association carries insurance on the buildings, but does not include Owner's furniture, personal items and any betterments and improvements to the units. This type of insurance is called an H-06 policy.

Association's Insurance Agent:

The Steadman Agency
Paul Steadman
PO Box 1487
Walterboro, SC 29488
P. 843-549-7777
F. 843-549-7563
www.steadmanagency.com

Internet and Cable Service

Each villa has its own internet modem which has its own network name and password that can be changed by the owner through Comcast.

Any problems with internet or TV service should first be trouble-shooted with Comcast and then reported to the management company (843) 768-9480 if there is no resolution with Comcast. Every owner has their own Comcast account number that has been provided by Management. If you need this information, please contact the office.

Mailbox Keys

Atrium has mailboxes in the elevator lobby. The management office does not assign or hold keys to any mailboxes. Owners who plan to be on-site for an extended period can arrange to be assigned a box and key.

Owners must follow these steps:

1. Call the Johns Island Post Office (843-559-0622) to schedule a time for a representative of the post office to come to Atrium.
2. Call a Locksmith to schedule an appointment to be present with the Post Office at the same time. The expense of the locksmith is the responsibility of the owner.
3. The Owner or representative for the Owner must also be present.

If your unit sells, try to remember to transfer these keys to the buyer, otherwise, the process has to be repeated.

Maintenance

Owners are responsible for the maintenance and repair of the interior of their Units and other limited common areas as specified in the Master Deed.

- Owners are responsible for the replacement and/or maintenance (outside of the regime's contract) of the air handler and HVAC equipment inside their unit and hot water heater and other appliances. **Professional annual inspections of the dryer vent and hot water heater are strongly recommended to help prevent leaks and/or property damage.** Preventative maintenance is the responsibility of the owner. If drain lines or dryer vents are neglected, the Association has the right to provide maintenance following proper notice to the owner.
- Owners are responsible for maintaining/replacing their sliding doors and windows. Cleaning and regular maintenance of the porch decks are also an owner responsibility. **Any replacements or exterior changes must be approved in writing by the Association through a Renovation Application, to ensure that everything is uniform.**
- The Association has contracted with a janitorial service to keep the common areas and trash disposal areas of the community clean.

Moving Procedures

Delivery or moving of furniture and/or large appliances must be coordinated with Management in advance so that wall protection pads can be installed in the elevator.

Parking Garage | Vehicle Decals



Vehicles with heights over 7' 6" are strictly prohibited from entering the garage as they could damage the heating and air pipes on the ceilings. Any violations to the rule may result in fines and/or reimbursement to the regime for any damages.

RV's and boat trailers are prohibited from parking on Atrium property.

Parking is limited to the spaces labeled for Atrium Villa Owner/Guest. Atrium Villas parking decals should be clearly displayed on each vehicle. Renters and guests should display their gate pass with unit number on the vehicle dashboard. ***Any vehicle not appropriately parked is subject to ticketing and/or booting at the owner's expense.***

To obtain a parking decal for your vehicle, please contact management.

Pest Control

Atrium Villas is contracted for monthly exterior pest control with Palmetto Exterminators, 843-766-9701. Interior service is coordinated biannually, usually in March and July.

Owners, guests or rental agents can request service in the event of a pest problem such as ants, palmetto bugs, spiders, etc. There is NO FEE for additional service as this is included in the Association's contract.

Animal Intrusion: In the event an animal creates a nuisance (raccoon, squirrel, etc.), please contact the management office so that a nuisance wildlife company can be contacted.

Pets

Dogs should be kept on leash at all times when outside the villa and on the grounds of the property and may not be left unattended on porches. Residents should utilize the 3 pet stations on the property to clean up any pet deposits. Pet rules posted at Beach Access should be followed.

Quiet Time

The peaceful enjoyment of all Owners and Guests must be respected at Atrium at all times. However, "Quiet Time" begins at 9PM and ends at 8AM. Any loud music, running and jumping inside and outside units, and other activities that may create a nuisance to other residents should be avoided at all times. Those in upper villas should be particularly mindful of those occupying the villa directly below.

Construction Quiet Time: Construction is prohibited between the hours 6PM and 8AM.

Contractors are not permitted to work on Sundays.

Recreation

Skateboards or similar recreational items are strictly prohibited from the plaza areas and parking garage.

Bicycles should be carefully parked or stored at provided bicycle racks and walked while inside the parking garage for safety. Bikes cannot be stored in front of the villas. Atrium Villas assumes no liability for damaged or stolen property, so locks are suggested.

No bicycles or recreational equipment may be stored on the plaza or on decks. Parking garage storage units should be used for this purpose.

Beach gear cannot be washed on the plazas as the sand creates a mess that is difficult to clean. There is a designated beach wash-up area in the parking garage adjacent to the trash room closest to the elevator.

Renovations | Interior Changes Refer to Renovation Policy

Storage

Storage areas are to be kept neat and clean at all times. Owners must supply their own lock. A copy of the key or combination to the lock should be provided to the management office in the event access is needed for maintenance or animal intrusion. If it is not, the Association reserves the right to cut the lock after proper notice is given. The key that opens the main storage doors and the HVAC closets inside each villa is available through management.

When selling your Atrium unit, owners must empty their storage area and remove their lock.

The storage units are labeled with unit numbers, however, if you have any questions about where yours is located, please contact the management office.

Storm | Hurricane Preparation

In the event of a severe storm or hurricane warning, Owners should arrange for all loose items and deck furniture to be secured or taken inside their villa. Many times your rental manager will offer this service. Any other Owners who do not have storm preparation pre-arranged, please contact the management office for assistance – (843)768-9480.

Be prepared for loss! Plan ahead!

We recommend Owners keep an inventory of their villa possessions along with their important documents in the event that there is an insurance claim. Household inventories should include photos or video of the interior showing all contents as much as possible. Try to get serial numbers for inventory, especially for the more expensive or larger household items, like major appliances and electronics.

During a Hurricane Watch: A watch is issued when there is a threat of hurricane conditions within 36 hours. If you or your family intend to evacuate early, you may wish to do so during the Watch to avoid traffic jams on the bridges or highways and to ensure temporary housing.

Remember Hurricane Hugo? Electric power was not restored to the area for two weeks. There were long waits at local stores for commodities such as batteries, charcoal, drinking water and ice.

When the Town of Seabrook Island is covered by a Hurricane Watch, if you decide not to evacuate early, continue normal activities but stay alert and listen to National Weather Service advisories on the radio or television.

During a Hurricane Warning: A governmental emergency agency will declare a Warning when hurricane conditions are expected in the area within 24 hours or less. You should be prepared to take immediate action.

Telephone Service

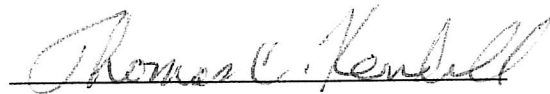
Atrium Villas does not provide telephone service to the units. Owners may contract with a telephone vendor to provide this service to their villas at their additional expense.

Rental Guest Conduct

It is the responsibility of the Owner and Rental Company to regulate the conduct of the guests staying at Atrium Villas.

I, the undersigned, do hereby certify that the revised Rules and Regulations for Atrium Villas Council of Co-Owners, Inc., were duly adopted by the Board of Directors, and execute the revised Rules and Regulations this 24 day of January, 2019.

ATRIUM VILLAS HORIZONTAL
PROPERTY REGIME and
THE ATRIUM VILLAS COUNCIL
OF CO-OWNERS, INC.



Printed Name: THOMAS C. KENDALL
Its: President

RECORDER'S PAGE



NOTE: This page **MUST** remain with the original document

Filed By:

SIMONS & DEAN ATTY AT LAW
 147 WAPPOO CREEK DR
 STE 604
 CHARLESTON SC 29412

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