



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

GATE ACCESS MANUAL

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Section 1

Purpose & General Information

1.1 Purpose of Policy

The Palmetto Dunes Property Owner Association (PDPOA) security system consists of the gates, pass system and patrols. The effectiveness of security depends on the viability of the security policy and the manner in which it is executed. This document establishes policy for controlling access to Palmetto Dunes through the issuance of decals, barcodes, passes, hangtags and personal identification numbers (PINs).

1.2 Purpose of Passes

Passes are part of the system designed to ensure that only authorized vehicles are permitted into the resort. Once vehicles are in the resort, passes help ensure vehicles visit only authorized areas, depart prior to expiration date, and park in authorized areas. Passes facilitate passage of authorized vehicles through the gates, while denying such access to unauthorized vehicles. The pass system enables security to inspect vehicles and determine whether a vehicle is authorized to be in that location at that time. Except for restricted passes, guest passes should identify the issuing property and the name of one authorized visitor. Guest passes are issued per vehicle, not per person. As such, PDPOA may grant access to each vehicle in possession of a valid pass without checking the names of the vehicle occupants. Commercial passes may be used to access all properties for the issued term. As such, the address on the pass may not correspond to the address where the commercial vehicle is located. The name on commercial passes should be the name of the company.

1.3 General Pass Rules

Passes must be prominently displayed at all times while the vehicle is in Palmetto Dunes.

The expiration date of the pass should be prominent. Passes should contain the guest's name (if commercial, the company name), destination, expiration date and start date.

PDPOA may revoke or suspend any pass due to the failure of the person issued the pass to honor or abide by PDPOA policies, procedures, rules, or regulations. Furthermore, any person may be fined for failure to abide by PDPOA policies, procedures, rules or regulations.

Types of passes to be issued to specific categories are delineated below. As requirements change, types of passes may be added, deleted, and/or modified.

1. Property owners and long-term renters (1 year or longer) may use an issued PIN for identification purposes when requesting certain passes. Long-term renters will only be issued a PIN if they present a valid lease. The PIN is subject to change at the discretion

of PDPOA. PINs are issued to Palmetto Dunes property owners, Leamington property owners, Shelter Cove property owners, and long-term renters.

2. Short-term guest passes do not permit “cruising” in any part of Palmetto Dunes. For the purposes of this policy, “cruising” is defined as:

No person shall drive or permit a motor vehicle under that person’s care, custody or control to be driven in areas of Palmetto Dunes other than those that would reasonably take them to their destination, as identified on said pass. Exceptions include areas that are accessible by authorized visitors, such as the Dunes House. Other areas such as the PD General Store, Hilton Head Outfitters, Robert Trent Jones Golf Course, Palmetto Dunes Tennis and Pickleball Center, etc. do not require a visitor pass and would otherwise be allowed.

1.4 Purpose of Decals

Decals provide property owners and other authorized personnel efficient access to Palmetto Dunes. They identify ownership of vehicles through a decal numbering system, therefore assisting PDPOA in their mission by readily identifying authorized vehicles. Decals also assist with facilitating transit through security gates.

1.5 Purpose of Barcodes

Barcodes provide property owners and other authorized personnel access through automated gates in Palmetto Dunes. Where automated gates are not present, barcodes may be used to assist PDPOA staff with verifying the identity of authorized vehicles.

1.6 General Decal & Barcode Rules for Palmetto Dunes & Shelter Cove

All decals will be issued with a serial number. The pass office maintains a record of who received each numbered decal.

Decals must be affixed to the outside of the vehicle windshield or on the front bumper panel.

1. Option 1 – Exterior windshield directly above rearview mirror.
2. Option 2 – Exterior windshield along the driver’s side.
3. Option 3 – Exterior of driver’s side front bumper.

Decals shall not be transferred from one vehicle to another or from one person to another. A current vehicle registration must be presented when a property owner, long-term renter, employee or courtesy decal is issued.

Decals will not be issued for rental cars.

PDPOA may establish a fee for each class of decals, barcodes and passes outlined in this policy. PDPOA may suspend or revoke any decal or barcode due to the failure of the person issued the decal or barcode to honor or abide by PDPOA's policies, procedures, rules or regulations.

Any person may be fined for failure to abide by PDPOA policies, procedures, rules or regulations.

Barcodes will be deactivated at the time the decal expires or as deemed reasonably necessary by PDPOA.

1.7 How to Affix Decals

Thoroughly clean area where decal will be affixed.

Wipe area dry.

Peel away the paper backing on the decal.

Place decal in desired location, as described in 1.6.

Slight pressure may be applied to remove air bubbles that may be trapped between the decal and the surface.

1.8 General Rules for Restricted Passes

One-day restricted hangtags are designed for the following locations:

1. Omni Hilton Head Oceanfront Resort
2. Centre Court Tennis and Conference Center
3. George Fazio Golf Course
4. Arthur Hills Golf Course
5. Dunes House
6. PD Club
7. Leamington Lighthouse
8. When the Front Gate is operational, restricted passes should also be issued for the Marriott Resort and Spa.

Each restricted pass must clearly show the expiration date and the destination.

Restricted passes may also be used when other passes may not be readily available, such as during power outages or during check-in days.

Restricted passes do not permit “cruising” in any part of Palmetto Dunes Resort. For the purposes of this policy, “cruising” is defined as:

No person shall drive or permit a motor vehicle under that person’s care, custody or control to be driven in areas of Palmetto Dunes other than those that would reasonably take them to their destination, as identified on said pass. Exceptions include areas that are accessible by authorized visitors, such as the Dunes House. Other areas such as the PD General Store, Hilton Head Outfitters, Robert Trent Jones Golf Course, Palmetto Dunes Tennis and Pickleball Center, etc. do not require a visitor pass and would otherwise be allowed.

Section 2 Enforcement

2.1 General Information

For the policies herein to accomplish their security objectives, enforcement must be effective and continuous.

2.1.1 Pass Office

Strict control of pass office decals and blank passes must be accomplished at all times.

Decals must be issued carefully and efficiently and accurate records maintained for every decal.

2.1.2 Gates

Vehicles must be moved through the gates safely and efficiently, but never at the expense of good security.

Vehicles must be slowed sufficiently to permit the scrutiny of the pass.

Judgment must be used in the issuance of restricted passes (i.e., Fazio, Omni, Arthur Hills, etc.).

2.1.3 Patrol

The success of the pass system is dependent upon supervision by patrols. It is important for patrols to check constantly to ensure vehicles are visiting only authorized areas.

Patrols should check vehicles in suspicious locations and randomly check other vehicles to ensure compliance with the pass system. When violations are found, appropriate tickets should be issued.

Patrols should pay particular attention to restricted passes.

Section 3

Palmetto Dunes Resort

3.1 General Information

Palmetto Dunes consists of all areas from the intersection of Queens Folly Road at William Hilton Parkway (Hwy. 278) and continuing throughout the Queens Folly Corridor. It includes all residential communities and commercial entities within the Queens Folly Corridor, Mariners and Inverness sections. The entrance from Palmetto Dunes to Leamington is located on Ocean Lane and is currently identified by two brick pillars on each side of the roadway. Properties within Leamington are covered in Sections 5,6 and 8 of this manual.

Palmetto Dunes is a residential resort community consisting of single-family homes, residential villa complexes, golf courses, tennis courts, hotels, restaurants and other commercial entities. All of the common areas, roadways, PDPOA office building and gate houses are owned and maintained by PDPOA. The golf courses, Dunes House, Alexanders Restaurant, PD Tennis and Pickleball Center, Hilton Head Outfitters, Centre Court Tennis Center, Centre Court Conference Center and PD Club are owned and managed by Greenwood Communities and Resorts. The PD General Store property is owned by Greenwood but managed separately.

3.1.1 Residential Communities

Listed below are the names of each residential community within Palmetto Dunes and their corresponding gate. Additionally, listed below each residential community are individual regimes that are located within these communities.

Queens Folly Corridor (Front Gate)

1. Queens Grant
2. St. Andrews Common
3. Village at Palmetto Dunes

Mariners (North Gate)

1. Beach Villas
2. Hickory Cove Villas
3. Mariners (single family residences)
4. The Moorings Villas

5. Ocean Cove Club
6. Water Oak Villas

Inverness (South Gate)

1. Captain's Cove
2. Captain's Walk
3. Centre Court
4. Fazio Villas
5. Inverness (single family residences)
6. Inverness Village
7. Turnberry Village
8. Villamare

[3.1.2 Commercial Properties](#)

Listed below are the names of each commercial entity within Palmetto Dunes and their corresponding gate. (Note: Commercial entities may change and will be updated when revisions are made to this manual.)

Queens Folly Corridor (Front Gate)

1. Alexander's Restaurant
2. Big Jim's Restaurant
3. Dunes Real Estate
4. Hilton Head Outfitters
5. Marriott Resort and Spa
6. Palmetto Dunes General Store
7. Palmetto Dunes Oceanfront Resort (Greenwood)
8. Palmetto Dunes Tennis and Pickleball Center

9. Palmetto Dunes Property Owners Association

10. Robert Trent Jones Golf Course

Mariners (North Gate)

1. Dunes House Restaurant

Inverness (South Gate)

1. Fazio Golf Course

2. Omni Oceanfront Resort

(Note: Entry to Arthur Hills Golf Course is made through the South Gate; however, the property is located within the Leamington Residential Area.)

3.2 Passes

[3.2.1 Visitor Pass](#)

Visitor passes may be requested by any property owner. However, they cannot be used by renters or those performing commercial work.

Visitor passes cannot exceed 14 days in duration. However, additional passes can be requested as needed.

Visitor passes can be requested by the property owner in writing, on the internet via the visitor management portal, smartphone application, by telephone or in person.

Visitor passes can access all PDPOA gates.

Visitor passes are not valid for use in the Leamington Residential area.

[3.2.2 Property Owner Pass](#)

Property owner passes may be requested by any property owner and are for their exclusive use. However, they cannot be used for those performing commercial work.

Property owner passes cannot exceed 60 days in duration. However, additional passes can be requested as needed.

The property owner must provide a valid PIN or other identification showing that they own the property.

Property owners passes can only be requested in person.

Property owner passes are valid for all areas of Palmetto Dunes. They are also valid for entry into Leamington through the Ocean Lane Gate.

[3.2.3 Short-Term Renter Pass](#)

A short-term renter is defined as a rental guest staying 1 day to 364 days.

Renter passes are subject to a fee established by the PDPOA Board of Directors.

Renter passes for up to 2 days in duration are complimentary.

A fee is charged for renter passes with a duration of 3-28 days.

Renter passes for a duration of 29 to 364 days are complimentary.

Renter passes must be requested by a rental company or a property owner.

Rental guests of property owners can call in additional passes for their guests during the time they have rented the property, unless the owner has requested to be contacted for all passes. This request would be known by notes on the account.

Rental guests of rental companies must contact the rental company for all additional passes.

Renter passes cannot exceed 60 days in duration. However, additional passes can be requested as needed.

The maximum number of passes issued per property is determined by the number of vehicles that can be safely accommodated in the driveway of the property. If the garage is included for use with the property, it will also be taken into account. However, no more than six (6) passes will be issued per rental property, per stay. PDPOA reserves the right to limit the number of passes per rental property.

A renter pass does not permit any type of commercial work or business.

3.3 Decals & Barcodes

[3.3.1 Property Owner Decal](#)

Property owner decals may be requested by any property owner and are for their exclusive use.

The property owner must provide a valid PIN or other identification showing that they own the property.

Property owner decals are valid for all areas of Palmetto Dunes. They are also valid for entry into Leamington through the Ocean Lane Gate.

Property owner decals are changed every even year.

Property owners may be issued a decal for each vehicle they own (maximum of 6), at no charge. Request for more than 6 decals must be made in writing to the pass office manager specifically identifying why additional decals are needed. If approved, a fee may be charged. Proof of ownership for each additional decal will be required.

A current vehicle registration must be presented to obtain a property owner decal.

Decals will not be issued for a van, truck, or work vehicle unless the vehicle is the principal vehicle used by the property owner and is only driven by him/her. This vehicle will not display any advertising or signage while in Palmetto Dunes between the hours of 7:00 PM-7:00 AM. No property owner will be issued a decal for more than one work vehicle. This vehicle may not be used to perform commercial work at any location other than the property owner's residence. A vehicle owned by the property owner, but driven by an employee, must have a commercial pass or commercial decal.

Decals will not be issued to property owners who are delinquent in the payment of PDPOA assessments or any other PDPOA fine. Successive 14-day passes will be issued for the property owner(s) to go to and from their property. A valid photo ID must be shown to obtain these passes.

Decals will not be issued to time-share owners unless they own a quarter share or more.

[3.3.2 Property Owner Barcode](#)

Barcodes must be installed on the passenger side of the vehicle by PDPOA.

Barcodes shall not be installed on any vehicle that does not have a valid and properly affixed property owner decal.

[3.3.3 Courtesy Decal & Barcode](#)

For the purpose of this policy, an immediate family member is a parent, grandparent, child or grandchild of a property owner.

Immediate family members of property owners, who own a car that is registered in their name, may be issued a courtesy decal for that car.

If the vehicle is owned and registered in the property owner's name, the immediate family member can be issued a property owner decal.

A maximum of two (2) courtesy decals per property may be issued. The property owner must authorize the relative to receive the courtesy decal. Applications are available at the pass office.

Courtesy decals are valid from January 1 through December 31 and are changed every year.

Courtesy decal holders may purchase a barcode at a fee set by PDPOA.

This barcode will be deactivated on January 31st if a new courtesy decal has not been issued before this date.

Courtesy decals are not valid for conducting commercial work.

[3.3.4 Long-Term Renter Decal & Barcode](#)

A long-term renter is defined as a rental guest staying at least 365 consecutive days.

Long-term renters with a lease, designating length of residency, can obtain a decal for a fee set by PDPOA.

No more than four (4) decals may be issued per property.

The decal will expire on the day that the lease expires or January 31st of the following year, whichever comes first.

A copy of the lease and current vehicle registration must be presented when a decal is issued.

Barcodes are also required with the purchase of a long-term renter decal.

Long-term renters with decals/barcodes must use automated lanes where available.

[3.3.5 Commercial Vendor Decal & Barcode](#)

See Section 7.

[3.3.6 Employee Decal & Barcode](#)

An employee decal may be issued to all employees of PDPOA and other commercial properties operating businesses physically located within Palmetto Dunes Resort, as deemed reasonably necessary by PDPOA management.

Vehicles owned by PDPOA may receive a decal and/or barcode.

Other employees may receive a barcode, as deemed reasonably necessary by PDPOA.

When the employment of a decal holder is terminated, the decal should be returned to PDPOA. In cases where a barcode has been issued, the barcode shall be deactivated.

[3.3.7 Greenwood Decal & Barcode](#)

Greenwood may issue a Greenwood decal to their employees.

Greenwood decals are valid to enter Palmetto Dunes and the Leamington Ocean Lane Gate.

Barcodes may be issued for these vehicles, as deemed reasonably necessary by PDPOA. These barcodes are subject to a fee set by PDPOA.

[3.3.8 Omni Employee Decal](#)

The Omni may issue an Omni decal to their employees.

Omni decals are only valid to enter the South Gate in Palmetto Dunes. Omni employees who desire to visit the Dunes House should be given a one-day restricted hangtag.

Barcodes may be issued for these vehicles, as deemed reasonably necessary by PDPOA. The barcodes are subject to a fee set by PDPOA.

[3.3.9 Disney Employee Decal](#)

Disney may issue a Disney decal to their employees.

Disney decals are only valid to enter the South Gate in Palmetto Dunes. Disney employees who desire to visit the Dunes House should be given a one-day restricted hangtag.

Barcodes may be issued for these vehicles, as deemed reasonably necessary by PDPOA. The barcodes are subject to a fee set by PDPOA.

3.4 Rules for Other Areas

[3.4.1 Omni Oceanfront Resort](#)

PDPOA will issue a restricted pass to any guest of this hotel on their arrival date. Once the guest arrives at the hotel, it is the responsibility of the hotel to issue a pass for the remainder of their stay.

Persons who are not staying at the hotel but will be dining at a restaurant within the hotel will be issued a restricted pass that is valid only for direct travel to and from the hotel.

Commercial workers conducting commercial business at this location must obtain a commercial pass or decal.

[3.4.2 Marriott Resort & Spa](#)

Visitors who are guests of the Marriott Resort and Spa are not normally issued a Palmetto Dunes pass. However, if entry is made when the Front Gate is operational, a restricted pass should be issued.

Once the guest arrives at the hotel, it is the responsibility of the hotel to issue a pass for the remainder of the guest's stay.

Commercial workers conducting commercial business at this location must obtain a commercial pass or decal.

[3.4.3 Dunes House](#)

The Dunes House is available to the following:

1. Anybody in possession of a guest pass or decal for Palmetto Dunes, Shelter Cove or Leamington
2. Guests of the Omni Oceanfront Resort
3. Guests of the Marriott Resort and Spa
4. Guests of the Marriott Harbour Point and Sunset Pointe in Shelter Cove
6. Customers of any of the PD golf courses or PD Tennis and Pickleball Center

Vehicles with commercial passes or decals are not allowed to park in the Dunes House parking lot unless conducting business at the property.

The following rules apply to anyone in possession of a valid VIP card which is issued by Greenwood:

1. A restricted pass will be issued to the guest.
2. Does not permit commercial work.

[3.4.4 Disney Beach House](#)

Visitors must obtain a pass from the Disney Resort located in Shelter Cove.

Commercial workers conducting commercial business at this location must obtain a commercial decal or pass.

Palmetto Dunes property owners may park at the Disney Beach House.

[3.4.5 Georgie Fazio Golf Course](#)

Guests to this location include individuals playing golf, dining at the restaurant located within the pro shop or attending special events.

A restricted pass should be issued at the South Gate to anybody not already in possession of a Palmetto Dunes guest pass or decal.

[3.4.6 Centre Court Tennis and Conference Center](#)

A restricted pass will be issued at the South Gate to anybody not already in possession of a Palmetto Dunes guest pass or decal.

[3.4.7 PD Club](#)

A restricted pass will be issued at the South Gate to anybody not already in possession of a Palmetto Dunes guest pass or decal.

[3.4.8 Commercial Locations in Queens Folly Corridor](#)

Visitors are allowed to the following areas without a visitor pass. However, when the Front Gate is operational, visitors should be issued a restricted pass.

1. Alexanders Restaurant
2. Big Jim's Restaurant
3. Dunes Real Estate
4. Fire Station #6
5. Greenwood Maintenance
6. Hilton Head Outfitters
7. Marriott Resort & Spa
8. Palmetto Dunes General Store
9. Palmetto Dunes Oceanfront Resort
10. Palmetto Dunes Tennis & Pickleball Center
11. PDPOA Administrative Offices (Admin., Security & Pass)
12. PDPOA Maintenance

13. Robert Trent Jones Golf Course

Commercial workers conducting commercial business at Alexanders Restaurant and the Marriott Resort & Spa are required to purchase a commercial pass or decal. All others are exempt.

Section 4

Shelter Cove Harbour & Marina

4.1 General Information

Shelter Cove Harbour and Marina is located on Highway 278 and directly across from the entrance to Palmetto Dunes. It has residential villa complexes, hotels and commercial entities. PDPOA manages and issues all Shelter Cove passes/decals. Shelter Cove property owners are eligible to receive Shelter Cove passes/decals to enter Palmetto Dunes, but are not permitted to use PDPOA amenities. Shelter Cove property owners with a valid pass/decal may park in approved parking areas to access the beach.

4.1.1 Residential Communities

Listed below are the names of each residential housing area within Shelter Cove:

1. Anchorage
2. Captain's Quarters
3. Harborside I, II & III
4. Main Sail
5. Newport
6. Peninsula
7. Tradewinds Trace
8. Yacht Club

4.2 Passes

4.2.1 Visitor Pass

Visitor passes may be requested by any property owner. However, they cannot be used for renters or those performing commercial work.

Visitor passes cannot exceed 14 days in duration. However, additional passes can be requested as needed.

Visitor passes can be requested by the property owner in writing, on the internet via the visitor management portal, smartphone application, by telephone or in person.

Visitor passes can access all PDPOA gates.

Visitor passes are not valid for use in the Leamington Residential area.

4.2.2 Property Owner Pass

Property owner passes may be requested by any property owner and are for their exclusive use.

Property owner passes cannot exceed 60 days in duration. However, additional passes can be requested as needed.

The property owner must provide a valid PIN or other identification showing that they own the property.

Property owners passes can only be requested in person.

Property owner passes are valid for all areas of Palmetto Dunes.

4.2.3 Short-Term Renter Pass

A short-term renter is defined as a rental guest staying 1 day to 364 days.

Rental passes are subject to a fee established by the PDPOA Board of Directors.

Rental passes for up to 2 days in duration are complimentary.

A fee is charged for renter passes with a duration of 3-28 days.

Rental passes for a duration of 29 to 364 days are complimentary.

Rental passes must be requested by a rental company or a property owner.

Rental guests of property owners can call in additional passes for their guests during the time they have rented the property, unless the owner has requested to be contacted for all passes. This request would be known by notes on the account.

Rental guests of rental companies must contact the rental company for all additional passes.

Rental passes cannot exceed 60 days in duration. However, additional passes can be requested as needed.

The maximum number of passes issued per property may be limited by the individual communities within Shelter Cove Harbour & Marina.

4.3 Decals & Barcodes

[4.3.1 Property Owner Decal](#)

Property owner decals may be requested by any property owner and are for their exclusive use.

The property owner must provide a valid PIN or other identification showing that they own the property.

Property owner decals are valid for all areas of Palmetto Dunes. They are not valid for entry into Leamington through the Ocean Lane Gate.

Property owner decals are changed every even year.

Property owners may be issued a decal for each vehicle they own (maximum of six), at no charge. Request for more than six (6) decals must be made in writing to the pass office manager specifically identifying why additional decals are needed. If approved, a fee may be charged. Proof of ownership for each additional decal will be required.

A current vehicle registration must be presented to obtain a Palmetto Dunes property owner decal.

Decals will not be issued for a van, truck, or work vehicle unless the vehicle is the principal vehicle used by the property owner and is only driven by him/her. This vehicle will not display any advertising or signage while in Palmetto Dunes between the hours of 7:00 PM-7:00 AM. No property owner will be issued a decal for more than one work vehicle. This vehicle may not be used to perform commercial work at any location other than the property owner's residence. A vehicle owned by the property owner, but driven by an employee, must have a commercial pass or decal.

Decals will not be issued to time-share owners unless they own a quarter share or more.

Owners have the option of purchasing a barcode at a fee established by PDPOA.

[4.3.2 Property Owner Barcode](#)

Barcodes may be purchased for a fee set by PDPOA.

Barcodes must be installed on the passenger side of the vehicle by PDPOA.

Barcodes shall not be installed on any vehicle that does not have a valid and properly affixed property owner decal.

4.3.3 Courtesy Decal & Barcode

For the purpose of this policy, an immediate family member is a parent, grandparent, child or grandchild of a property owner.

Immediate family members of property owners, who own a car that is registered in their name, may be issued a courtesy decal for that car.

If the vehicle is owned and registered in the property owner's name, the immediate family member can be issued a property owner decal.

A maximum of two (2) courtesy decals per property may be issued. The property owner must authorize the relative to receive the courtesy decal. Applications are available at the pass office.

Courtesy decals are valid from January 1 through December 31 and are changed every year.

Courtesy decal holders may purchase a barcode at a fee set by the PDPOA.

This barcode will be deactivated on January 31st if a new courtesy decal has not been issued before this date.

4.3.4 Long-Term Renter Decal & Barcode

A long-term renter is defined as a rental guest staying at least 365 consecutive days.

Long-term renters with a lease, designating length of residency, can obtain a decal for a fee set by PDPOA.

No more than four (4) decals may be issued per property.

The decal will expire on the day that the lease expires or January 31st of the following year, whichever comes first.

A copy of the lease and current vehicle registration must be presented when a decal is issued.

Barcodes are also required with the purchase of a long-term renter decal.

Long-term renters with decals/barcodes must use automated lanes where available.

Section 5 Leamington Villas

5.1 General Information

PDPOA provides pass and security services for Leamington Villas while decals are managed and issued by Atlantic States Management. There are two separate areas of Leamington that have different rules for access. Leamington Villas consists of multiple villa complexes on both sides of Ocean Lane past the Leamington Pillars. Leamington Residential consists of all areas behind the Ocean Lane Gate and Hwy. 278 Gate. It is primarily residential with the only commercial location being the Arthur Hills Golf Course.

5.1.1 Residential Communities

Listed below are the names of each residential housing area within Leamington Villas:

1. Abbington
2. Barrington Court
3. Barrington Park
4. Barrington Place
5. Hampton Place
6. Huntington
7. Wendover Dunes
8. Windsor Court North
9. Windsor Court South
10. Windsor Place
11. Windsor II

5.2 Passes

5.2.1 Visitor Pass

Visitor passes may be requested by any property owner. However, they cannot be used for renters or those performing commercial work.

Visitor passes cannot exceed 14 days in duration. However, additional passes can be requested as needed.

Visitor passes can be requested by the property owner in writing, on the internet via the visitor management portal, smartphone application, by telephone or in person.

Visitor passes can access all PDPOA gates.

Visitor passes are not valid for use in the Leamington Residential area.

[5.2.2 Property Owner Pass](#)

Property owner passes may be requested by any property owner and are for their exclusive use.

Property owner passes cannot exceed 60 days in duration. However, additional passes can be requested as needed.

The property owner must provide a valid PIN or other identification showing that they own the property.

Property owners passes can only be requested in person.

Property owner passes are valid for all areas of Palmetto Dunes. They are also valid for entry into Leamington through the Ocean Lane Gate.

[5.2.3 Short-Term Renter Pass](#)

A short-term renter is defined as a rental guest staying 1 day to 364 days.

Renter passes are subject to a fee established by the PDPOA Board of Directors.

Renter passes for up to two (2) days in duration are complimentary.

A fee is charged for renter passes with a duration of 3-28 days.

Renter passes for a duration of 29 to 364 days are complimentary.

Renter passes must be requested by a rental company or a property owner.

Rental guests of property owners can call in additional passes for their guests during the time they have rented the property, unless the owner has requested to be contacted for all passes. This request would be known by notes on the account.

Rental guests of rental companies must contact the rental company for all additional passes.

Renter passes cannot exceed 60 days in duration. However, additional passes can be requested as needed.

The maximum number of passes issued per property may be limited by the individual communities within Leamington Villas.

5.3 Decals & Barcodes

[5.3.1 Property Owner Decal](#)

Property owner decals are managed and issued by Atlantic States Management to owners of property in the Leamington Villa area.

Property owner decals must be affixed to the vehicle and are not transferable.

Property owners can access to the South Gate, North Gate, Ocean Lane Gate and Front Gate.

This decal does not permit any type of commercial work or business.

Section 6

Leamington Residential

6.1 General Information

PDPOA provides pass and security services for Leamington Residential while decals are managed and issued by Atlantic States Management. There are two separate areas of Leamington that have different rules for access. Leamington Villas consists of multiple villa complexes on both sides of Ocean Lane past the Leamington Pillars. Leamington Residential consists of all areas behind the Ocean Lane Gate and 278 Gate. It is primarily residential with the only commercial location being the Arthur Hills Golf Course.

6.1.1 Residential Communities

Listed below are the names of each residential housing area within Leamington Residential:

1. Leamington (single family residences)
2. Somerset
3. South Shore Commons
4. South Shore Villas

6.2 Passes

6.2.1 Visitor Pass

Visitor passes may be requested by any property owner. However, they cannot be used for those performing commercial work.

Visitor passes cannot exceed 30 days in duration. However, additional passes can be requested as needed.

Visitor passes can be requested by the property owner in writing, on the internet via the visitor management portal, smartphone application, by telephone or in person.

Visitor passes can access all PDPOA gates.

6.2.2 Property Owner Pass

Property owner passes may be requested by any property owner and are for their exclusive use. However, they cannot be used for those performing commercial work.

Property owner passes cannot exceed 60 days in duration. However, additional passes can be requested as needed.

The property owner must provide a valid PIN or other identification showing that they own the property.

Property owners passes can only be requested in person.

Property owner passes are valid for all areas of Palmetto Dunes.

[6.2.3 Short-Term Renter Pass](#)

Leamington Residential does not allow short-term rentals.

[6.3 Decals & Barcodes](#)

Property owner decals are managed and issued by Atlantic States Management to owners of property in the Leamington Residential area.

Property owner decals must be affixed to the vehicle and are not transferable.

Property owners can access the Hwy. 278 Gate, Front Gate, South Gate, North Gate, and the Ocean Lane Gate.

This decal does not permit any type of commercial work or business.

6.4 Other Areas Located Within Leamington Residential

[6.4.1 Arthur Hills Golf Course](#)

Guests of this location include individuals playing golf, dining at the restaurant located within the pro shop or attending special events.

A restricted pass will be issued at the South Gate or Ocean Lane Gate to anyone not already in possession of a Leamington Residential Visitor Pass, Leamington Residential or Villa Property Owner Decal, Leamington Residential or Villa Property Owner Pass, Leamington Villa Property Owner Decal, or Palmetto Dunes Property Owner Decal.

Individuals with a restricted pass may travel only to and from the Arthur Hills Golf Course.

[6.4.2 Leamington Lighthouse](#)

A restricted pass will be issued at the South Gate or Ocean Lane Gate to anyone not already in possession of a Leamington Residential Visitor Pass, Leamington Residential or Villa Property Owner Decal, Leamington Residential or Villa Property Owner Pass, Leamington Villa Property Owner Decal, or Palmetto Dunes Property Owner Decal. Individuals with a restricted pass may only travel to and from the Leamington Lighthouse.

Section 7 Palmetto Dunes Commercial Vendor Policy

7.1 General Information

Palmetto Dunes Resort begins at Highway 278 and Queens Folly Road and includes all locations that may be accessed from Queens Folly Road. All commercial vendors entering Palmetto Dunes must comply with this policy. Excluding limited exceptions outlined in this policy, all commercial vendors must purchase a commercial pass, decal or hangtag.

7.2 Commercial Work Hours

7.2.1 Category 1 (Normal Work Hours)

Normal commercial work hours are Monday-Friday, 7:00 AM – 7:00 PM.

7.2.2 Category 2 (Extended Work Days)

The following are allowed access seven (7) days per week but must work within normal working hours of 7:00 am to 7:00 pm. The work performed on the weekends must be quiet work.

1. Domestic cleaning companies
2. Turnover work for rental companies
3. Domestic deliveries (Lowe's, Best Buy, etc.). Installations must be done during normal working days.
4. Moving companies
5. Pool companies (cleaning). Pool construction must be performed during normal working days.
6. Pest control companies
7. Satellite dish companies

7.2.3 Category 3 (Non-Restricted)

The following are allowed access 24 hours per day, seven (7) days per week:

1. Transportation services such as Taxis, Uber, etc.

2. Food delivery from restaurants
3. Child and pet care services
4. Emergency work. Barcodes will only work during normal working hours. It is the responsibility of the service provider to explain why they need to enter after hours.

7.2.4 Holidays

Generally, commercial work is not permitted on the following holidays:

1. New Year's Day
2. Easter
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving
7. Christmas

Exceptions may be permitted for emergency work, quiet work, or where specifically approved by a member of management.

7.2.5 Digging Hours

Digging hours are as follows:

1. Monday-Thursday 7 am – 2 pm
2. Friday 7 am – 12pm

7.2.6 Weekend Exceptions

Preplanned weekend work should be approved by the Architectural Review Board (ARB). In their absence, it may also be approved by a member of the management team.

7.3 Commercial Pass

Fees for commercial passes are established by the PDPOA Board of Directors.

Commercial passes are valid for Palmetto Dunes and all of Leamington. *Note: The commercial pass rules for Leamington may be different than that of Palmetto Dunes.* [See Leamington Rules and Regulations.](#)

Passes should be placed on the dashboard of the vehicle and in clear view at all times while within the community.

7.4 Decal & Barcode

Annual commercial decals can be purchased from the pass office for a fee that is established by the PDPOA Board of Directors. Commercial decals expire one year from the date of purchase.

All commercial decals must be affixed to the outside windshield or front bumper of the vehicle. Placement should be made so that the gate attendant can easily recognize the decal when positioned on the driver's side of the vehicle.

Each vehicle that has a commercial decal must also have a barcode installed on the passenger side of the vehicle by a member of PDPOA.

All commercial decal holders are required to use the right barcode lane at the South Gate. Due to size and other considerations, certain vehicles may be directed to use the left lane.

The gate attendant or officer working the North Gate should receive a green light from the light system in order to allow entry.

Unless renewed, barcodes will be deactivated on the decal expiration date. They may also be deactivated at the discretion of PDPOA for reasons including, but not limited to, unpaid citations, property damage, etc.

Barcodes for commercial vehicles have day of week and time restrictions which allow access based on what type of work is being done. In the case of an after-hours emergency in which the barcode is not active for that day or time, the gate attendant should check the validity of the decal/barcode in the gate access software.

Replacement commercial decals and barcodes are available for a reduced fee. To receive a replacement commercial decal or barcode, the previously issued decal and barcode must be returned. Should a replacement decal or barcode be requested as a result of the original item(s) being stolen, a copy of the police report must be presented.

7.5 Hangtag

Commercial hangtags are available for the following types of companies:

1. Domestic cleaning services
2. Food delivery companies
3. Property inspectors for rental management companies

Commercial hangtags can be utilized and interchanged between vehicles.

Commercial hangtags may only be used by the company they are registered to.

Failure to abide by these rules may result in suspension or revocation of the company's privileges.

7.6 Exceptions

7.6.1 At-Home Child & Pet Care Services

At-home or pet care service providers who are not employed by a company are not required to purchase a pass or decal when performing these services. However, they must have a valid guest pass. Baby sitting and pet sitting companies must purchase a commercial pass or decal.

7.6.2 Realtors

Realtors will be issued a realtor pass upon display of a current Hilton Head Association of Realtors card or a valid South Carolina Real Estate Commission License along with a driver's license.

While it is preferred that clients ride with their real estate broker to view properties, clients can drive separately from their broker. In these cases, a restricted pass should be provided to the clients.

Realtors are not restricted to commercial work hours or days.

All open houses must be coordinated in advance with PDPOA.

7.6.3 Greenwood Communities & Resorts (GCR)

Third party providers for Greenwood Communities and Resorts (GCR) shall be permitted daily passes not to exceed 14 days at no charge, for principals, supervisors, consultants that are working exclusively on GCR properties. All other employees of third party providers for GCR that are engaged in the actual labor/work on the GCR property shall be required to purchase the appropriate pass/decal for their vehicle. Should a circumstance(s) arise that may not fall

under the above guidelines, PDPOA and GCR will have the flexibility to discuss said situation and negotiate a mutually agreeable solution.

7.6.4 Others

The following organizations are exempt from the fees in this policy:

1. Newspaper delivery personnel
2. US Postal Service, Courier Express
3. Federal Express, Airborne, UPS, DHL, etc.
4. Utility companies who are maintaining and/or servicing infrastructure in the common areas of Palmetto Dunes. Examples may include Palmetto Electric, Hargray, Spectrum, PSD, etc.
5. Charities (Goodwill, Salvation Army, etc.)
6. Medical services (hospice, home nurses, medical supply delivery, etc.)
7. Towing companies
8. Taxi's or other similar transportation services (when picking up or dropping off a property owner)
9. Government employees on official business
10. Commercial service providers doing approved work for the PDPOA
11. Housekeepers, also known as domestic helpers or workers, are required to purchase a commercial pass, commercial decal or commercial hangtag. However, should a housekeeper service no more than two (2) residential properties for a property owner, they may be eligible to receive a pass for no fee. To be considered, the property owner must complete a domestic help application. If approved, the housekeeper will receive a pass at no charge which allows entry Monday through Friday during normal commercial work hours, excluding holidays.

Note: Out-of-town commercial delivery companies are required to purchase the appropriate commercial pass or decal.

7.7 General Commercial Work Rules

The weight limit to travel across any bridge within the Resort is 12 tons per axle (24,000 pounds) or 27 tons gross (54,000 pounds). Commercial vehicles may be required to provide proof of weight before entering the property.

All landscape and yard maintenance companies are responsible for removing yard debris. Debris is not permitted on the vehicles when entering the gates. When exiting, all debris must be covered. Dumping within the properties can result in a fine and suspension of work privileges within the Resort.

Swimming pool water cannot be discharged directly into, or within 20 feet of, a lagoon or lake. Contractors are required to report any pool piping that forces a violation of this regulation by calling the PDPOA administrative offices at (843) 785-1109. Violations can result in a fine and suspension of work privileges within the Palmetto Dunes.

Drivers of commercial vehicles must obey the posted speed limits and must drive safely at all times, abiding by all of Palmetto Dunes' rules and regulations, county/town ordinances, state and federal laws.

Commercial vendors are liable for any damage to roads, utility infrastructures, or landscaping on private or PDPOA owned property, including the rights-of-way. Commercial vendors must restore damaged areas to their original condition.

Commercial vehicles must be parked on the job-site property. Unless specifically approved, parking in the roadway is not permitted. Vehicles that are primarily parked in a driveway but extend into or over the roadway are in violation of this policy.

All facilities and amenities in Palmetto Dunes, including fishing in the lagoons, are for the exclusive use of Palmetto Dunes property owners and their invited guests. Without exception, commercial vendors are prohibited from using the Palmetto Dunes' facilities and amenities.

Commercial vendors will conduct themselves professionally at all times. Loud music, foul language, and inappropriate behavior will not be tolerated.

Commercial vendors may not litter on the job site or along the Resort roadways.

Commercial vendors may not solicit or distribute any materials of any kind.

PDPOA may revoke or suspend any commercial pass, decal or barcode due to the failure of the person issued the pass, decal, or barcode to honor or abide by PDPOA policies, procedures, rules, or regulations. Furthermore, any commercial vendor may be fined for failure to abide by PDPOA policies, procedures, rules or regulations.

Section 8
Leamington
Commercial Vendor Policy

8.1 General Information

Palmetto Dunes commercial products are valid for use in Leamington communities. Please refer to [Attachment A, re: Leamington Rules & Regulations](#) for more information.



Leamington Association, Inc.

Rules & Regulations

Foreword

These Rules & Regulations have been promulgated, revised, and approved by the Leamington Association's Board of Directors, under authority granted by the Leamington Declaration of Covenants as Amended:

Section 9-21 Limited Regulation Function. The Association shall be authorized to and shall have the power to adopt, amend and enforce reasonable rules and regulations applicable within the Property with respect to any Common Property or function, and to implement the provisions of these Covenants, the Association's Articles of Incorporation or its By-Laws.

And, by the Leamington Association By-Laws:

Article V [Duties and Powers of the Board] Section 1: To fulfill its purpose, and meet its responsibilities, the Association, through its Board, exercises the following powers to:

- a. Adopt and publish rules and regulations, as it deems appropriate, for governing the use of the Common Properties and facilities and the personal conduct of the members and their guests thereon, and to establish and enforce penalties for the infraction thereof.
- b. To enforce the Covenants, By-Laws, and established rules and regulations...

All Leamington property owners and their guests (or lessees, where appropriate) are subject to these Rules and Regulations.

Inquiries and concerns should be brought to the attention of the Leamington Board through any of its members. The roster of Leamington Board members can be found on the Leamington web site (www.leamingtonpoa.org.)

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ARTICLE I. Safety and Security

Overview

Leamington's security services are provided, under contract, by PD Security. PDPOA Security Officers are licensed by the State of South Carolina to provide premise security services. These officers are registered with the South Carolina Law Enforcement Division (SLED) and have full powers of arrest. Our patrol and gate officers have been trained in South Carolina law and legal procedures. The Palmetto Dunes Security Department completes the same incident and traffic accident reports, and also issues the same traffic tickets as the Beaufort County Sheriff's Department. The Sheriff's Department still maintains primary criminal jurisdiction over all of Palmetto Dunes and, as such, may assume control of any case or situation at any time it deems necessary. Palmetto Dunes Security Dispatch Office monitors all 911 calls for the resort community.

Section 1.01 Community Access

(a) Owner Access: Decals and Transmitters

- (i) **Leamington Villa property owners** may be issued decals (currently white on orange) for passenger vehicles registered in the name of the owner, spouse, or children living at home. Decals can be obtained at Atlantic States Management (843-785-3278). **No transmitters are available to Villa owners.**
- (ii) **Leamington Residential property owners** may be issued decals (currently white on blue) in the name of the owner, spouse, or children living at home. **Transmitters are also available to Residential property owners for a fee.** Transmitters enable these owners to automatically open all Leamington Residential gates
- (iii) An owner must provide a copy of the vehicle registration and proof of insurance for each vehicle for which decals are being requested. Decals and Transmitters (for Residential owners) may be obtained for a maximum of four (4) vehicles per property, provided the vehicles are owned and operated by the Leamington owner/resident (and not titled to a business or to any non-resident family member) and are non-commercial in nature. However, if a non-resident immediate family member lives within a fifty (50) mile radius of Hilton Head Island, an owner may make a decal (and transmitter, if appropriate) application on behalf of such family member for approval by the Chair of the Safety and Security Committee. If an owner requires more than 4 decals/transmitters, he or she also must make application, citing valid reasons, for any additional decals/transmitters to the Chair of the Safety and Security Committee for timely disposition.
- (iv) Vehicles commercial in nature and appearance do not qualify automatically for property owner decals. However, a resident owner using such a vehicle as his/her primary vehicle for personal, non-business-related purposes may apply for an exception to the Security Committee.

- (v) By signing the decal application and receiving the decals and/or transmitters, the owner affirms the acceptance of the terms and conditions accompanying the privilege of facilitated access that these instruments provide.
- (vi) Once obtaining a new decal, the owner must remove or cover any former Leamington stickers so that they are no longer visible. Since June 30, 2011, owners still displaying decals from an expired decal series are subject to fine.
- (vii) Residents will be provided one decal that must be permanently affixed to the vehicle for which they have been registered. Specifically the decal must be attached to the driver side lower part of the window. No other location is acceptable for placement of the decal. No one is permitted to have Leamington decals loose on dashboards or attached anywhere but the window or bumper. All decals and passes are valid only for the vehicle to which they have been assigned. Transferring decals from one vehicle to another is strictly prohibited.
- (viii) Resident decals will be changed every three (3) years. The issuance of decals will be made every three (3) years as determined by the Leamington Board of Directors. Once a new decal has been issued the old decal must be removed from the vehicle or covered with the decal. The decal must be affixed to the vehicle that was registered.
- (ix) All decals remain the property of the Leamington Association. When a property owner disposes of a vehicle which has been issued a decal, he/she should remove and return the decal to Atlantic States Management regardless of condition. No new decal will be issued for any new vehicle unless the old decal has been returned to Atlantic States Management. Once Atlantic States Management has received the old decal than a new decal can be issued to the resident.
- (x) Any deviation from these decal and transmitter regulations may result in a fine and/or deactivation of any or all transmitters assigned to the property owner(s) committing or allowing the violation

(b) Guest Access: Pass Authorization, Pickup, Display

- (i) **PIN (Personal Identification Number):** An owner must have an assigned PIN in order to request guest passes. PD Security will issue you a PIN at the PD Security Pass Office located at the main Palmetto Dunes Resort entrance. To obtain your PIN, you will need to provide proof of Leamington property ownership. Because your PIN is an important link in PD Resorts' security efforts, do not share it with anyone other than PD Security. Please contact the Pass Office via e-mail at passoffice@pdpoa.org or by phone at 843-785-1125 so they can assist you in this process. You may also do this through the Security and Pass Office website: www.pdso.us.
- (ii) **Guest Pass Authorization:** To authorize a guest pass, you will need to provide the following: your (owner) name, Leamington property address, PIN Number, guest name(s) and date and duration for the pass(es) (not longer than 2 weeks). Passes can be called in 24 hours a day to the Pass Office at 843-785-1125, or entered online in the CapSure (PD Security) database, accessible from the Leamington website pull-down menu link.
- (iii) **Guest Pass Pickup:** All passes (Villa and Residential) may be picked up at the Pass Office, located on the right hand side following entry into Palmetto Dunes, during

normal Pass Office hours. Residential guests also may pick up their passes at the 278 Gate, during normal guard hours from 9 am to 7pm.

- (iv) Residents are permitted to provide a reoccurring pass for their visitors. Residents are to call into Palmetto Dunes Security and set up this reoccurring pass with the pass office.
- (v) **Display of Passes:** All Leamington guests must display their passes on their dashboards at all times, so that they are fully visible from outside the vehicle. Guards will not allow anyone to follow an owner in without a valid pass.
- (vi) **Guest Passes for House Guests Only:** Owners may request guest passes only for guests coming to their residences. A Residential guest pass not only permits access to your property, but also allows vehicle access and parking privileges at Leamington's Recreation Center and Beach Pavilion. Guest passes should not be requested for:
 - 1) Anyone who is not a personal household guest, such as casual visitors to the neighborhood, who might be former residents, sightseers, lighthouse enthusiasts, etc;
 - 2) Golfers intending to play the Hills course, who instead are given hang-tag passes restricting neighborhood travel and parking to the Arthur Hills Clubhouse;
 - 3) Commercial contractors, because they are expected to purchase daily or annual passes that generate revenue for the Association and help to defray the cost of security; and
 - 4) Domestic workers for whom there are special passes available at the Pass Office, upon presentation of proper identification.

(c) Passes for Commercial Vehicles and Contractors, Domestic Workers

- (i) All commercial vehicles entering Leamington must have a valid daily or annual commercial pass, obtainable for a fee from the PD Pass Office.
- (ii) Contractors are normally permitted entry to work between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday. No outdoor construction work, commercial deliveries or commercial landscaping or pool cleaning (except for the Recreation Center, Somerset and South Shore Commons) are allowed on Saturday or Sunday. Indoor weekend work by a contractor must be approved by the Security Chair.
- (iii) No construction work is permitted on Christmas day, New Year's Day and Thanksgiving Day. For any other holiday or emergency requests, contact the Chair of the Safety and Security Committee to determine if entry is permitted.
- (iv) As a rule, no door-to-door vendors, salesmen or solicitations of any kind are permitted. An exception to door-to-door solicitations may be granted for charitable/non-profit organizations, but only after obtaining written approval from Atlantic States Management. The requirement for written approval applies, even if such solicitations are to be conducted only by owners and/or residents.

- (v) There are some exceptions to the above rules. Certain commercial vehicles are exempt from decal or pass requirements (i.e. mail, school buses, water, electric, and telephone). In addition, access may be allowed to the historic site of the lighthouse on Leamington Lane under conditions set by the Board of Directors. Those entering to visit the lighthouse will be issued a green hang tag that authorizes travel only to and from the lighthouse. **Also, annually the Safety and Security Committee will approve a list of types of commercial vehicles, which will be allowed into Leamington after hours. This list will be named “The After Hours Commercial Vehicles Exceptions List”. It will be posted in the Leamington gate houses by PD Security”**
- (vi) Domestic workers, e.g. cleaning people, should be entered on the domestic help list at the PD Pass Office. They will be issued a special domestic worker pass, when they present the proper ID. Do not request a guest pass for domestic help. Instead, put them on the domestic help list, and also remove anyone from the list that you terminate. Domestic help are to enter and exit Leamington via the PD main entrance and the Ocean Lane gate. They will be turned away from the 278 Gate.

(d) Gate Entry and Exit Regulations

- (i) The **Ocean Gate**, near the Recreation Center is can be used by all vehicles displaying valid passes or decals to enter the Leamington Residential area. This includes all contractors, PD property owners, Leamington Villa owners, and domestic workers, Leamington Residential owners and their guests, Greenwood employees, golfers, realtors, and fast food delivery people. Any vehicle in the Leamington residential area may exit this gate, since it opens electronically upon approach.
- (ii) The **South Shore Gate**, separating the South Shore from Wendover Dunes, provides entrance into the Residential area only for authorized vehicles with transmitters. Anyone in the Leamington Residential area may exit by this gate, since it is activated electronically upon approach.
- (iii) The **278 Gate**, connecting Leamington Residential directly with 278, is for the use of Leamington Residential property owners and their guests only. **Commercial vehicles are not allowed to enter or exit this gate, unless they are listed on the Commercial Vehicle/Service Providers Exception List, and will be turned away from the gate and directed to the PD main entrance for pass and entry.** After 7 PM, the 278 Gate is unmanned and is accessible only by transmitter. Those without transmitters seeking to enter must proceed to the South Gate, or to the Pass Office (open 24/7), as appropriate.
- (iv) The **bike gates** (at the Ocean Gate, 278 Gate and Inverness) were installed for your safety. Please use them whenever exiting or entering the Residential area on bikes. Owners may obtain bike tags from Atlantic States Management and the gate security codes either from Atlantic States Management or from the gate guard on duty, when you show a valid Leamington bike tag and the guard verifies your Palmetto Dunes pin number. Only white tags (Leamington residential owners) are allowed to enter and exit all gates. Teal tags (PD property owners and Leamington Villa owners) are only allowed to exit at the 278 Gate. Leamington Villa owners are permitted to enter, Palmetto Dunes owners are not allowed to enter. The Ocean Lane and Inverness bike gates are for entry and exit for authorized bikers and walkers.

(e) Outside Authority to Enter

- (i) **Pedestrians** other than PD and Leamington owners, residents, guests or persons authorized by the Association will not be permitted to enter Leamington. Hitchhiking at the entry gates or otherwise soliciting rides for pedestrians is prohibited.
- (ii) **Federal, State, and Local Government Authorities** serving warrants or official papers will be allowed entry as required by law. When possible, a PD Security Officer will accompany a process server.
- (iii) **Civilian process servers** will only be allowed to enter Leamington when in possession of official papers from a State or Federal Court, signed by either a Judge or Clerk of Court or containing a “clocked in stamp” indicating that the document has been registered with the Clerk of Court. Attempts will be made to contact the resident prior to the process server leaving the gate. Anyone who does not have properly signed papers may be allowed entry only after Security has contacted the resident and authorization has been given. Whenever possible, a PD Security Officer will accompany the process server to the residence.
- (iv) **Repossessors** requesting entry into Leamington and presenting a certified and true copy of an order from a State or Federal Court specifically directing the repossession of property located within the Leamington boundaries will be given access. Repossessors not in possession of a Court Order will not be allowed to enter unless the resident has given authorization. In all cases, PD Security will attempt to contact the resident and, whenever possible, will accompany the reposessor to the residence.
- (v) **Tow trucks** requesting entry into Leamington will be stopped and questioned as to their destination and purpose. Security will contact the resident to confirm that they are expecting the tow truck. As of 2012 tow truck operators will not be required to purchase a commercial pass to gain entry.

(f) Open House Policy

- (i) The primary burden to insure compliance with this open house policy is on the property owner. The owner is responsible for contacting the listing real estate company to arrange entry and to ensure that PD Security personnel are aware of the scheduled event.
- (ii) The realtor must apprise PD Security of the date for the event.
- (iii) The PD Pass Office has a form the realtor must complete to provide PD Security with advance notice of the open house date.
- (iv) For Leamington residential, all open house visitors may enter through the 278 gate. Palmetto Dunes Security will hand out the Leamington Realtor Brochures to each visiting open house guest.

- (v) Open house attendees will be a green hang tag for the Leamington area. (PD may also do this with a different color tag.) The gate guard will write the address and date and time of issuance on the tag.
- (vi) Signage, balloons, banners or any other like items are not allowed to be placed on the property or anywhere else within Leamington. This prohibition includes any signage or other means intended to provide direction to the open house.
- (vii) No one will be granted access to the event if the owner and realtor fail to do what is required by this policy.

Section 1.02 Home Safety and Security

(a) PD Home Security Watch

- (i) Residential owners vacating their properties for a period of two (2) days or more and arming their fire/home security alarms, should notify Palmetto Dunes Security Department so that security officers will know to keep a watchful eye on the premises. You may notify PD Security by filling out and filing the proper form, available at the guard gates or on the Leamington Association website. The information to be provided on this form will include: (a) name and address of the homeowner/tenant; (b) dates expected to be away from home; (c) whether house lights will be off, on, or on automatic; (d) name of the security company providing alarm services to the home; (e) phone number at which the homeowner/tenant can be reached in an emergency; and, (f) name, address and telephone number of the local person(s) who has (have) access to the home. This information is kept secure by PD Security.
- (ii) If a home alarm malfunction causes three (3) false alarms within a six-month period, the homeowner/tenant must (a) contact the alarm security company providing the service, (b) undertake necessary repairs, and (c) within twenty-one (21) days from the date of the third such malfunction, notify the Palmetto Dunes Security Department in writing, signed jointly by the homeowner/tenant and the security company, of the preventive action taken to correct the malfunction. If the homeowner/tenant fails to provide this information in writing to the Palmetto Dunes Security Department, he/she may be required to appear before the Leamington Security Committee to present further explanation and will be expected to specify what is being done to correct the malfunction.

(b) Emergency Information

- (i) For immediate emergency response, dial 911.
- (ii) For all other security issues, call Leamington/Palmetto Dunes Security, at either 843-785-1120 or 843-785-1125.

(c) Hurricane Evacuation and Re-Entry Information

- (i) For evacuation and re-entry information, dial 1-800-963-5023. Involuntary evacuations will take about 6 hours from 278 and the Cross Island Parkway to I-95. Mandatory evacuations will take about 20 hours from 278 and the Cross Island Parkway to I-95. Re-entry requirements will be stringent, so please have proof of ownership (most recent property tax bill/ receipt).

Section 1.03 Penalties for Violations of Safety and Security Rules and Regulations

- (i) Rules and regulations, as well as penalties for violations, imposed by Regimes within Leamington may be more or less restrictive than the foregoing.
- (ii) The Leamington Association reserves the right to deny admission to any person or vehicle when it considers it to be in the best interest of the residents to deny such access.
- (iii) Anyone who trespasses upon private property or who has been told to stay clear of common property for the first time can be subjected to criminal charges. Anyone trespassing for a second time, on the same or different property, will be issued a South Carolina Criminal Summons.
- (iv) Any violation of a safety and security rule or regulation that does not carry its own fine is subject to a fine per incident up to One Hundred (\$100) and/or deactivation of the offender's gate transmitter(s).

ARTICLE II. Roadways and Common Areas

Section 2.01 Vehicles and Parking

(a) Speed Limit

- (i) The speed limit on all Leamington roads is 25 mph and is radar enforced

(b) Vehicles: Condition and Repair

- (i) All vehicles in Leamington must be in operating condition, and must have a current registration, license plate and authorized Leamington decal or a valid pass. Vehicles not complying with the above may be ticketed or removed from Leamington at the owner's expense.
- (ii) Maintenance of vehicles on private property must be performed in a garage.

(c) Parking

- (i) No parking is allowed on any of the common areas, as most are irrigated and sod. South Shore Commons guest are allowed to park overnight on the cul-de-sac only.

- (ii) If guests of an owner have arrived in more vehicles than can be parked in his/her driveway, an owner is to see that all additional vehicles are parked on only one side of the street. Parking, however, is not allowed on any curves in Leamington except on cul-de-sacs.
- (iii) Commercial vehicles may be parked on driveways or lots only during the permitted work hours. Otherwise, contractors are directed to park in the street as close as possible to the edge of the road without leaving the road surface, and are required to put orange cones in front and behind their vehicles.
- (iv) Parking of passenger vehicles overnight on streets is not allowed.
- (v) Parking is not allowed overnight or on weekends for rental trucks/trailers without specific approval by the Chair of the Safety and Security Committee.
- (vi) Parked vehicles shall not block passage of a street or a neighboring driveway or encroach upon others' private property.
- (vii) Parking of a resident's Class I commercial vehicle on the paved space of said residents' property is permitted, only if no commercial equipment, such as a ladder, is visible.
- (viii) Trailers, boats, campers, recreational vehicles or utility trailers may be placed temporarily on the paved surfaces of any private property only for loading, unloading and cleaning. To do so, the owner must fill out a Leamington parking regulation waiver, available at any of the guardhouses. NOTE: utility trailers parked overnight on properties undergoing construction are not permitted. Under special circumstances a utility trailer may be parked overnight with approval from the Chair of the ARB, who then will notify the Chair of the Safety and Security Committee.
- (ix) The use of car covers on vehicles left outside homes is prohibited. Long term/ "dead storage" of vehicles on Leamington properties is prohibited.

Section 2.02 Privately Owners Golf Carts

(a) Operating Privileges

- (i) Leamington Residential property owners have the privilege of operating golf carts on the roadways within the gates of the Leamington Residential area, and under certain conditions and restrictions, use them on the Arthur Hills Golf Course. All golf carts, whether or not they are to be used on the golf course, must conform to these rules and regulations. Ownership of a golf cart constitutes acceptance of these rules and regulations that are to be strictly followed.

- (ii) Only licensed operators or drivers with learning permits and accompanied by a licensed driver, may operate golf carts within Leamington. Carts are not allowed on the bike paths. Property owners of privately-owned golf carts must see that the operation of their carts are restricted to themselves, family members and guests who are licensed drivers and that the carts are operated in a safe, prudent manner and in accordance with Association rules and regulations, as well as all state traffic and driving laws.

(b) Golf Cart Standards

- (i) The Leamington Association, in consultation with Arthur Hills Golf Operations, establishes from time to time the specifications applicable to all privately-owned golf carts. However, golf carts intended to be used by their owners on the Arthur Hills Course must comply with specific course cart requirements, as determined by Arthur Hills Course management.
- (ii) All golf carts must display current decal(s), issued by Atlantic States Management.
- (iii) All newly acquired carts must be inspected and approved by the designated individual at the Arthur Hills course prior to receiving a golf cart decal.
- (iv) Privately-owned golf carts that are to be used on the golf course must be approved annually by the Arthur Hills Golf Operations as complying with the appearance and other standards they set, including:
 - 1) Golf carts to be used on the golf course are to be the same color [beige cart with beige seats] as the Arthur Hills Golf Operations' carts.
 - 2) Carts with a seating capacity of four persons (two upfront, two in the rear) are permitted, provided their appearance and specifications are very similar to the Arthur Hills Golf Operations' carts. When used on the golf course, these carts are required to have the standard two-bag attachment on the rear and seating capacity is limited to two persons up front.
- (v) The Leamington Association will from time to time establish community standards for privately owned carts that may be different than the standards allowed on the Arthur Hills Golf course. Since Arthur Hills has stricter specifications and standards for operation on the house, residents should check with the course to determine if any of the carts on the list are acceptable for golf course use.
 - 1) Residents may select from the following list of carts that can be used in the neighborhood:
 - a) Club Car: White, Beige or Gray
 - b) EZ Go: Ivory, White, Platinum or Almond
 - c) Yamaha: White, Sandstone or Anthracite
 - d) Starr: White or BeigeSeats must be beige or white

- 2) Carts must be equipped with head lights and tail lights for safety. Additional equipment must be approved in advance.
 - 3) Golf carts must be electrically operated. Gas operated golf carts are not permitted unless a specific exception is granted by Arthur Hills, if it is to be operated on the course, and by the Association for use on its roads.
- (vi) Carts are to be maintained in good operating condition and like-new appearance. The Leamington Association/ Arthur Hills Golf Operations may require routine maintenance to be performed on privately-owned golf carts.

(c) Liabilities and Penalties for Accidents and Misuse

- (i) Property owners shall be held fully responsible for any and all damages that they, their family members, or guests cause by operating their private golf carts, and shall reimburse the Leamington Association and/or the Arthur Hills Golf Operations for any and all damages caused by misuse, including without limitation, damage to other golf carts and any property of the Leamington Association and/ or Arthur Hills Golf Operations.
- (ii) Violations of these Rules and Regulations may result in the revocation of private golf cart privileges, golf playing privileges and/or a suspension or termination of golf license privileges. Violations may subject the operator and/or owner of the golf cart to ticketing and/or fines.

Section 2.03 Motorcycles and Mopeds

- (i) No motorcycles other than mopeds (or other motor powered bicycles), with less than or equal to one (1) brake horsepower shall be permitted within the property. Mopeds with less than or equal to one (1) break horsepower shall be limited to operation only on paved roads designed for automobile traffic within the property and on trails specifically designed for moped use by the Leamington Association. Use of mopeds on bicycle trails, the beach, leisure trails and recreation areas is prohibited. Helmets must be worn at all times and no more than one (1) person may ride on a moped at any one time.
- (ii) All licensed or unlicensed small motorized vehicles not meeting the criteria for a moped, such as (but not limited to) go carts, all-terrain vehicles (ATV's), lawn mowers, motorized skateboards, or any other similar small motorized vehicles, and any unlicensed cars, trucks, and tractors are restricted to use on private residential property only, subject to the applicable restrictive covenants contained in the Leamington Declaration of Covenants as Amended. They are not permitted on any of the Association's leisure paths, roadways, parking lots, sidewalks, Recreation Center or Beach Pavilion facilities. This restriction does not apply to emergency vehicles, authorized maintenance vehicles, or electric powered wheel chairs for the physically disabled.

ARTICLE III. Privileged Use of Common Areas and Amenities

Section 3.01 General Provision

- (i) Both **Villa** and **Residential** owners have access to each Leamington area, and to the rest of Palmetto Dunes, but must also observe any neighborhood or regime restrictions that may apply. In particular:
- 1) No Residential owner or Villa owner may use the amenities of another Villa regime, except in accordance with the rules and regulations of the regime.
 - 2) Villa owners and guests may not enter or exit through the Residential neighborhood's Leamington 278 Gate.
 - 3) The Recreation Center and the Beach Pavilion in the Residential area are managed and maintained for use only by Residential owners, their families, and their accompanied guests.
 - 4) All Leamington Residential property owners may use the Leamington Beach Pavilion access or the marked access between Barrington and Somerset to go to and from the beach.
 - 5) The pools and beach accesses in the Villa regimes, including Somerset, South Shore Commons, and the Townhomes on South Shore in Residential Leamington, are only for the use of the respective Villa owners, families, and guests. Violators can be charged with trespassing.

Section 3.02 Use of Residential Community Amenities

(a) The Beach Club, Pavilion Beach Access and Recreation Center

- (i) The Beach Club, Pavilion Beach access, and Recreation Center are only for Leamington Residential owners and family and guests they accompany.
- 1) These facilities may not be used by anyone not a Residential owner, family members and/or guests accompanied by the owner. If a property owner is not in attendance, PD Security may be called to escort unaccompanied individuals from the premises.
 - 2) Local family of Residential property owners may use the Leamington amenities only if they are houseguests and are accompanied by the property owner.
 - 3) Owners/residents should not request guest passes for local friends who seek to use the Leamington Residential neighborhood's amenities without being owner-accompanied. Owners in violation are subject to having their pass privileges restricted, and/or their facilitated entry privileges (decals and transmitters) suspended. Guests that violate this regulation will be issued either Palmetto Dunes Citations or State trespassing tickets, and their vehicles may be towed away.
 - 4) There will be no smoking on the decks of the Beach Club or the Recreation Center.
 - 5) No pets will be permitted on the deck of the Beach Club or the Recreation Center.
 - 6) Residents are required to turn off propane grills and fireplace after use.
 - 7) Residents are required to clean grills after use.
 - 8) After use, return furniture to its original location.
 - 9) Common areas may be used only during posted hours of operation, unless otherwise approved in writing from Atlantic States Management.
 - 10) If a resident wishes to reserve the Beach Club or Recreation Center they should contact Atlantic States Management. A minimum of 25 people will be

required for a resident to reserve the Beach Club, and a minimum of 15 people will be required to reserve the Recreation Center.

- 11) Property owners are prohibited from storing any items at the Recreation Center, Beach Club, or on surrounding property. This rule will not include renter lockers at the Beach Club.
- 12) Audio equipment may only be used at these neighborhood amenities with earphones, unless otherwise approved in writing by the Association or Atlantic States Management. Association events need not obtain the permission in writing. Live music and or DJ's are not permitted without approval from the Association.
- 13) Parking must not obstruct the normal flow of traffic. If designated parking areas are full then parking is permitted on the street. All oversized golf carts should utilize the parking area under the Beach Club.
- 14) The privacy of property owners adjoining common areas must be respected. Do not trespass upon their property, when using neighborhood amenities.
- 15) As these facilities are community amenities, the right of other property owners to contemporaneous use must be recognized and respected. Contemporaneous use is restricted, however, when a facility has been reserved for a private event.
- 16) Any additional rules posted in the common areas must be observed.

(b) Residential Community Pool Rules and Regulations

- (i) The pool facility at the Recreation Center may be used by all Residential property owners, residents, their immediate family members, guests accompanied by a property owner.
- (ii) Owners/residents using the Residential community pool shall assume the responsibility of ensuring their own safety and that of their guests and family. There is no life guard on duty. However, the Association has installed appropriate signs, a self-locking gate, emergency telephone, and first aid kit available to pool users. All pool users must adhere to a proper code of conduct within the facility. This includes, but is not limited to:

- 1) All persons must shower before entering the pool.
- 2) Users must not have communicable diseases or be wearing band-aids.
- 3) Children in diapers must wear tight waterproof pants.
- 4) Children must be four (4) years old and be potty trained to enter the big pool
- 5) Children under 13 must be accompanied by an adult (18 years or older).
- 6) Pets are prohibited within the pool enclosure.
- 7) Glass containers are prohibited within the pool enclosure.
- 8) Bikes, skateboards, or skates are prohibited within the pool enclosure.
- 9) Splashing, pushing, throwing of objects or other activities harmful or annoying to others is prohibited.
- 10) Running or conduct harmful to self or others is prohibited.
- 11) Diving is prohibited.
- 12) Audio equipment may only be used with earphones, unless otherwise approved in writing by the Association or Atlantic States Management. Association events need not obtain the permission in writing.
- 13) Safety equipment such as the flotation ring that has been provided is to be used for rescue purposes only.
- 14) Lounges and cushions are not to be removed from the pool enclosure. Cushions are not to be removed from chairs.
- 15) When leaving the pool area, if necessary, reposition the lounges and chairs in an orderly fashion.
- 16) All trash must be placed in proper receptacles or removed from the pool area.

(c) Reserving Residential Community Amenities for Private Use

- (i) The Recreation Center and the Beach Pavilion facilities are available for reservation by Residential property owners for their private parties and activities, subject to the conditions, restrictions, and requirements below. The contemporaneous use of these facilities by other owners, while a reserved event is taking place, is limited to the non-reserved areas of the facility, such as bathrooms.
 - 1) The facilities cannot be reserved for personal profit, commercial purposes, fund raising, political meetings or religious services/classes.
 - 2) No form of public advertising (i.e. newspaper, TV or radio) may be used to invite the general public to an activity at an Association facility.
 - 3) Smoking is limited to the surrounding outside areas of the facilities.
 - 4) The Association has priority to reserve any Association facility for events and activities it may conduct for the Association.
 - 5) The Association Board may, in its discretion, permit an owner or group of owners to reserve a facility for instructional or group activities open to property owners and residents, where the cost of instruction or participation is paid by those attending the class or event.

- 6) An application to reserve the facilities is available from Atlantic States Management and must be filled out and signed by the hosting property owner. Events are subject to minimum and maximum guest requirements.
 - a) Note that, a reservation of the Recreation Center does not automatically include the pool. Use of the pool for a private function is limited to twenty (20) people after 5:00 pm.
- 7) A refundable deposit of \$150.00 is required at the time the reservation is made. If the facility passes inspection by Atlantic States Management following the event, the deposit will be returned in full.
- 8) Reservations for any event must be posted on the bulletin board at the Recreation Center 24 hours prior to use.
- 9) The property owner/resident reserving the facility must be the host and in attendance at the event at all times when groups include children and/or teenagers.
- 10) The property owner/resident reserving the facility assumes full responsibility for the event, including:
 - a) Paying any fees for rent, cleanup, and if arranged, furniture set up and break down. Additionally, an owner renting equipment to be used at his/her event at a facility must be present for all deliveries. The owner must also insure that all equipment is picked up within twenty (24) hours. The Association is not responsible for loss or damage of any rented equipment.
 - b) Abiding by the Rules and Regulations and the South Carolina Department of Revenue Laws/ABC when serving alcoholic beverages. Accordingly, no minor (under the age of 21) shall be served or permitted to consume alcoholic beverages on Association property.
 - c) The obligation to make restitution for any damages or losses incurred.
- 11) The \$150.00 deposit will be returned upon inspection by Atlantic States Management that confirms that the following requirements have been met:
 - a) Trash must be placed in a receptacle, if available on site, or must be removed from the site after the event.
 - b) All facility tables and chairs must be returned to their positions before setup for the event.
 - c) All facility keys must be picked up from Atlantic States Management's office and returned within 24 hours after the event. If this does not occur, the property owner or resident may forfeit the deposit. The property owner or resident is not permitted to give facility keys to vendors, and will be held responsible for any negligence, loss or damage caused by any vendor.
 - d) All rules must be observed. Failure to observe all applicable Rules and Regulations may result in the property owner's or resident's loss of the deposit, loss of privilege of future private use of the facilities, or additional sanctions deemed appropriate by the Board.

- e) No live music or DJ's are allowed at the Recreation Center or Beach House without prior permission from the Board.

(d) Kayak and Canoe Rack Rental

- (i) Kayak and canoe racks, located at the Recreation Center, are available for rental by all Leamington property owners, with priority given to owners without direct access to the lagoon system from their property.
- (ii) The yearly rental fee is \$100. Spaces may be requested by contacting the Association Treasurer.

ARTICLE IV. Residential Private Property

Section 4.01 General and Specific Provisions

(a) Residential Minimum Lease

- (i) Leamington Covenants prohibit Residential property owners from renting their property for a period of less than 180 days. An owner leasing his/her Residential property for 180 days or longer must do so by written lease, a copy of which must be given to Atlantic States Management prior to the tenant's occupancy.

(b) Homes on Fairway Lots

- (i) Owners of properties adjacent to golf courses must not interfere with play on, or playability of, those courses.
- (ii) Golfers are permitted in yards within the Golf Easement for the sole purpose of retrieving their golf balls. However, golfers are not permitted to hit balls out of residential back yards, as that is an out-of-bounds situation.
- (iii) Any modifications or additions to backyards (i.e. pools, fire pits, etc.) or significant landscaping changes (trees, shrubs, etc.) adjacent to the golf course will require ARB approval and possibly Arthur Hills Course Operations' review and approval.

(c) Properties Fronting Lagoons

- (i) Property owners wishing to make modifications to lagoon fronting properties must make the proper application to the Architectural Review Board (ARB). Should the proposed activity take place within the "wetland critical line" (within 20' of the water line), the owner must also contact and seek approval from all the appropriate governmental agencies prior to commencing any modification activity.

(d) Yard Debris Removal

- (i) An owner's contracted landscape company must remove all of the debris it collects from his/her property. Such debris cannot be left roadside or deposited on nearby property or any common areas.
- (ii) Landscape debris that is generated by the property owner from his/her own yard work will be picked up by the Association, according to the following:
 - 1) All debris must conform to size limitations for pick-up:
 - a) No item may exceed 4" in diameter and 36" in length.
 - b) Branches should be separated and not exceed 3' wide by 3' long.
 - 2) The maximum amount of debris should not exceed 2 cubic yards (about 3' wide by 3' high by 6' in length).
 - 3) All leaves and small clippings must be bagged for pick-up with no exceptions.
 - 4) Debris should be placed by the roadside in front of your property no earlier than Saturday for pick-up on the following Monday.
- (iii) The property owner is responsible for removing amounts of debris, beyond the quantities and sizes specified above.
 - 1) If debris generated exceeds the above maximum amount, then the owner must store the excess on the side or back of the owner's property until the following weekly pick-up.
 - 2) If the owner does not remove excess debris within one week, the Association may have it removed at the property owner's expense.

(e) Pets and Animal Control

- (i) Property owners may keep dogs, cats, and other customary household pets in their residents. Such permitted pets shall be subject to the following conditions:
 - 1) No animals, livestock, or poultry of any kind shall be raised, bred, kept or pastured on the property, except a maximum of three (3) household pets kept in any one dwelling unit.

- 2) A valid metal rabies tag and a license tag must be attached to a collar or harness and worn by the animal at all times.
- 3) Persons walking dogs and cats other than on their own property must keep animals on a leash.
- 4) Persons walking dogs and cats other than on their own property must have in their possession and must use a means to clean up and dispose of pet excrement in a sanitary manner.
- 5) Any pet that endangers the health of any person or which persistently creates a nuisance shall subject the owner to an enforcement action by the Association, which could include fines.
- 6) Animals will be deemed a nuisance if they molest passersby or passing vehicles, attack other animals, trespass on private or common property, are repeatedly at large, damage private or common property or bark, whine, or howl in an excessive, continuous or untimely fashion. Owners of pets deemed a nuisance may be required to remove them from Leamington.
- 7) Residents shall also adhere to the Beaufort County Animal Code and the Town of Hilton Head Animal Control Code. Any violation of either code will also be deemed a violation of these Rules and Regulations.
- 8) Owners and residents may not have any pet, which, in the sole discretion of the Association, is considered to be a danger to the owners, management staff or occupants of Leamington.

ARTICLE V. Architectural Review Board

Section 5.01 ARB Charter

- (i) **Leamington Covenants, Section 9-13 Architectural, Siting, Vegetation and Building Control Function states:**

The Association shall have the ultimate authority for approvals, decisions and actions made pursuant to Article III of these Covenants. In order to carry out this Function, the Board of Directors of the Association shall appoint for annual terms an Architectural Review Board, which shall function as an agent of the Association for the purpose of establishing and enforcing architectural, siting, landscaping, vegetation and building controls in conformity with these Covenants and pertinent law.

- (ii) **Leamington Covenants, Section 3-1 Architectural Review of Specifications for New Construction or Additions, Reconstructions, Alterations or Changes to Structures and Landscaping states:**

No temporary or permanent structure may be commenced or erected upon the Property or any application for a building permit for such structure be made, any landscaping be done, or any addition to any existing building or alteration or change to the exterior thereof be made, until the proposed building plans, specifications, materials and exterior finish, plat plan, landscape plan and construction schedule shall have been submitted to and approved by [...] the Association following consideration by the Architectural Review Board as provided in Section 9-13.

Section 5.02 ARB Regulations and Procedures Incorporated by Reference

- (i) **The Regulations and Procedures governing Construction or Additions, Reconstructions, Alterations or Changes to Structures and Landscaping** has been adopted by the Leamington Architectural Review Board, and is incorporated herein by reference. Copies of ARB Regulations and Procedures may be obtained by contacting the Chair or the Administrator of the ARB, as well as online in the Resource Center of the Leamington website www.leamingtonpoa.org.

ARTICLE VI. Penalties for Violations of Rules and Regulations

Section 6.01 General Provisions

- (a) **Violations of any of the foregoing Rules and Regulations may result in enforcement action by the Association, as set forth in the Leamington Declaration and By-Laws. The Board of Directors may impose or approve any and all of the following sanctions in response to violations:**
 - (i) Impose reasonable monetary fines which shall constitute an equitable charge and a continuing lien upon the lot or dwelling.
 - (ii) Suspend the owner's right to vote in the Association.
 - (iii) Suspend an owner's right (and the right of such owner's family, guests and tenants) to use any community recreational facilities.
- (b) **An owner shall be subject to the foregoing sanctions in the event of such violation by such owner, his/her family, guests, or tenants or by his/her co-owners. Any such suspension of right may not be limited to the duration of the infraction.**

Section 6.02 Additional Enforcement Rights

- (i) Notwithstanding anything to the contrary herein contained, the Association, acting through the Board, may elect to enforce any provisions of the Declaration, the Covenants, the By-Laws or the Rules and Regulation by self-help which may include, but is not limited to, the towing of vehicles that are in violation of parking Rules and Regulations.
- (ii) The Association may initiate a legal proceeding to enjoin any violation or to recover monetary damages or both without the necessity for compliance with the procedure set forth in the section. In any such action, to the maximum extent permissible, the owner or resident responsible for the violation for which the abatement is sought shall pay all costs, including attorney's fees.
- (iii) **Right of Entry:** The Association or its duly authorized agents shall have the power to enter all property or upon any portion of the property to abate or remove, using such force as may be reasonably necessary, any structure, thing or condition which violates the Covenants, the By-Laws or the Rules and Regulations of Leamington. All costs of self-help, including reasonable attorney's fees, shall be assessed against the violating property owner.

Section 6.03 Appeal Procedure

- (i) A member against whom enforcement action has been taken by the Association has a general right to appeal such action, subject to the following conditions, and unless otherwise specifically indicated.
 - 1) The member must provide Atlantic States Management with written notice of intent to appeal within 20 days of notification of the specific action the Association has taken upon the violation. Atlantic States Management will then forward the appeal notice to the appropriate committee or governing body for disposition, subject to its procedures.
 - 2) If a member is dissatisfied with the results of an appeal, he/she may request a Board hearing on the matter, which is within the discretion of the Board to grant or deny. The member must notify Atlantic States Management within 30 days of the hearing of the appeal of the request for a Board hearing.