

## REFLECTIONS OWNERS ASSOCIATION RULES MANUAL

### **Rules Authority**

The statutory authority for non-profit corporations is found in Article 33, Section 33-31 of the SC Code of Laws. Section 33-31-206 requires the Board to adopt bylaws and said bylaws "...may contain any provision for regulating and managing the affairs of the corporation (ROA) that is not inconsistent with law or the articles of incorporation..."

*Reflections Owners Association Declaration of Covenants, Conditions and Restrictions (CCRs)*, Section 3.5 states "... The ASSOCIATION (ROA) shall have all the powers of a nonprofit corporation... The ASSOCIATION shall have the power to do any, and all, lawful things which may be authorized, required or permitted to be done by the ASSOCIATION under this Declaration, Articles and By-Laws, and to do, and perform, any and all acts which may be necessary or proper for, or incidental to, the exercise of any of the express powers of the ASSOCIATION, including without limitation..."

*Reflections Owners Association By-Laws*, Article VII, Section 1(a). "Powers" states "... The Board of Directors shall have the power to:

adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof..."

This document is a compilation of all the ROA rules and policies adopted by various Boards since 1985. The content has been reformatted to provide a consistent format, provide a table of contents, and provide for easy amendment.

This document replaces the former *Policy Manual* and is renamed the Association Rules. For simplicity's sake, the term rules as used herein, includes both rules and policies.

This document may be amended by a vote of the Board at any time deemed appropriate.

Unless Specifically Stated Otherwise, All Rules Are Effective Immediately Upon Adoption.

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<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>BOARD MEETINGS</b>	<b>10/23/2014</b>	<b>1.1</b>

### **Rule 1.1: Board Meetings**

Board of Directors meetings will be conducted in open session. Any member, or resident, may come before the Board at a regular meeting by signing the attendance book and indicating the desire to speak. The monthly meeting agenda shows a scheduled place for public input.

Residents will have 5 minutes to present their issue before the Board. The President of the Board may extend that time, if appropriate.

The Board may meet in executive sessions to discuss issues of a sensitive or confidential nature, such as:

Personnel Matters

Personal homeowners' matters

Potential or pending litigation

An executive session is for discussion only. No action may be taken in such session.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>COMPLAINTS</b>	<b>10/23/2014</b>	<b>1.2</b>

**Rule 1.2: Complaints**

Complaints must be submitted to the ROA office in writing, signed and dated by the resident making the complaint. No action will be taken on oral complaints.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>VIOLATIONS/DISPUTES</b>	<b>10/23/2014</b>	<b>1.3</b>

### **Rule 1.3: Violations of CCRs, Rules and Resident Disputes**

- A. It is not the intention, nor responsibility, of the Board to become involved in personal disputes between residents. Domestic disputes, general disturbances, etc., are to be referred to local law enforcement agencies.
- B. If a resident has a problem with a neighbor, that resident should talk to the neighbor directly and communicate their concerns. It is not the responsibility of the Board, or the Manager, to relay complaints between residents. However, if the problem continues and violates an article of the Declaration of Covenants or Rules, the resident may submit a complaint in writing to the Manager.
- C. The Manager will send a letter to the resident violating the covenants/rules notifying them of the infraction and request that the violation cease. Continued violation will be referred to the Board for appropriate action.

#### Levels of problem resolution:

- |               |                                |
|---------------|--------------------------------|
| First Level:  | Resident to resident           |
| Second Level: | Resident to Manager            |
| Third Level:  | Resident to Board of Directors |

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>OFFICE EQUIPMENT</b>	<b>10/23/2014</b>	<b>1.4</b>

### **Rule 1.4: Office Equipment**

- A. Office equipment is for the business of its Board, Manager, and committees. Use of such office equipment by any other persons is not permitted.
- B. Maintenance equipment such as power sprayers, power spray painters, chainsaws, etc. are for use of maintenance personnel of personnel and are not to be loaned out to residents, or other persons, for personal use.
- C. The only exception is the office copier. Copies may be made by residents at a charge of \$.20 per copy, adjusted annually to cover expenses.



ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 1: ADMINISTRATION	TOWN MEETINGS	10/23/2014	1.5

### Rule 1.5: Town Meeting

- A. The annual general membership meeting will be held in accordance with general guidance contained in the Declarations and By-laws.
- B. Other special meetings of the members will be held as required. Authority to call such meetings is included in the Declarations and By-laws.
- C. At all meetings where voting is to occur, only qualified owners may vote. To be qualified, the voter must be in good standing, meaning that as of **the last day of the prior month** the owner must have been **current on all regime fees, including regular and special assessments, and any late payment penalties or interest.**
- D. In order to promote better communications between the Board and residents of Reflections, an “Annual Reflections Town Meeting” will be held if possible. The meeting will be open to all residents, owners and non-owners. The meeting will be held approximately mid-year. The meeting will be an opportunity for the Board to brief residents on items of interest, and an opportunity for interested residents to ask questions.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>DEATH OF MEMBER/SPOUSE</b>	<b>10/23/2014</b>	<b>1.6</b>

**Rule 1.6: Death of Member/Spouse**

Upon the death of an association member or spouse, ROA will plant a tree in the common area as a memorial.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 1: ADMINISTRATION	USE OF FACILITIES/AMENITIES BY EMERALD LAKE & THE ARBORS	10/23/2014	1.7

### **Rule 1.7: Use of ROA Facilities & Amenities by Emerald Lake Owners**

Owners of units in Reflections use Reflections facilities/amenities by right of their membership in the Association. The owners of units in Emerald Lake and The Arbors at Twin Oaks use the Reflections' facilities/amenities by paying monthly usage fees in accordance with written agreements with the ROA. See Appendices for agreement details.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1:ADMINISTRATION</b>	<b>BULLETIN BOARD</b>	<b>10/23/2014</b>	<b>1.8</b>

### **Rule 1.8: Bulletin Board**

A community bulletin board is provided at the clubhouse entrance for displaying Association and Resident notices, announcements, etc.

- A. Types of approved postings:
1. From the-ROA Board -- any request by the ROA Board that informs or advises ROA members/residents; and
  2. From ROA Members and Residents -- any announcement which informs the community of items for sale or rent, lost and found items, charitable events, anniversaries, birthdays, etc.
- B. Types of non-approved postings:
1. No commercial establishment may have a posting on the bulletin board, except businesses advertising real property for sale or rent that is located within Reflections, or other real property owned by a ROA member;
  2. Posting requests from non-ROA members or residents are not accepted unless deemed charitable or beneficial to the ROA community or mankind; and
  3. Opinion statements whether general, personal, or political, in nature are not permitted. Opinions/complaints shall be made directly to the Board or Manager.
- C. All notices, announcements, etc., must be neat, aesthetically pleasing, and conform to community standards in content. Typed postings are preferred, but neatly handwritten postings may be considered if appropriate for the presentation of the posting; and
- D. Resident's postings should not exceed 5"x8" in size, although smaller sizes are preferred;
- E. The Manager will be responsible for determining the appropriateness of the notice for posting. The Manager may request a ruling from the ROA President regarding the appropriateness of a posting;
- F. The Manager will be responsible for posting and removing Association and Resident postings;
- G. The Social Committee will be responsible for decoration and layout of the bulletin board;
- H. Due to limited bulletin board space, no guarantee is given that a posting may be made on the bulletin board;
- I. Items posted on the bulletin board shall not remain on the board longer than 30 days, unless it is ROA material that warrants an extended posted time. Each item will have the posted date on a corner of the item (except the community calendar) to assist in identifying items to be removed from the bulletin board;
- J. ROA makes no commitment to return posted items to owner;
- K. Notices, announcements, etc. may not be placed elsewhere on ROA property, common areas, or units. The only exception is for the notification to the ROA community of Association activities and announcements: business and social. These may be made by:
1. Posters placed inside the gate poster box; and
  2. The use of a street banner that will not interfere with the flow of traffic.
  3. Notices to announce the sale of items of a personal property (i.e. boats, boat trailers, autos, appliances, etc. may be distributed to paper boxes by ROA.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 1: ADMINISTRATION	OWNERS & TENANTS RESPONSIBILITIES FOR FAMILY & GUESTS KNOWING & ADHERING TO RULES & RESTRICTIONS	10/23/2014	1.9

**Rule 1.9: Owners & Tenants Responsibilities for Family & Guests Knowing & Adhering to Rules and Restrictions**

- A. Owners/tenants are responsible for ensuring that family members and guests comply with all ROA rules and restrictions.
- B. Copies of the ROA Rules, CCRs, Bylaws, and Architectural Guidelines are posted on the Reflections website ([www.reflectionslife1.net](http://www.reflectionslife1.net)). If a certified copy of the CCR's or By-Laws is required, it may be obtained from the ROA office.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>SOLICITATIONS</b>	<b>10/23/2014</b>	<b>1.10</b>

### **Rule 1.10: Solicitation Policy**

ROA maintains a "no solicitation" policy. This policy includes the prohibition of solicitations on ROA property by or on behalf of candidates for political office.

**Exceptions are made in the following particulars:** solicitation for the benefit of recognized charitable or service organizations (i.e. Heart Fund, Cancer Society, March of Dimes, MS, MD, Girl Scout Cookie sales, etc.), is permitted on ROA property within reflections by ROA members only.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>RECORDS MANAGEMENT</b>	<b>10/23/2014</b>	<b>1.11</b>

### **Rule 1.11: Records Management**

- A. Records for the current year and one prior year shall be maintained and stored in the ROA office and additional years will also be store in the ROA office, space permitting. If space is inadequate, the Board of Directors will identify a suitable alternative storage for records overflow;
- B. All records shall be retained in accordance with the records retention schedule provide below;
- C. At all times, records retirement and destruction of records shall be supervised by at least one member of the Board of Directors. Volunteers may be used to assist in the actual retirement and destruction process;
- D. Records retirement and destruction will occur each year not later than April 1 of the following year (e.g. records will be reviewed, retired and/or destroyed as appropriate for the period December 31, 2012, not later than April 1, 2013); and
- E. Records maintained in paper format scheduled for destruction shall be shredded and electronic records shall be rendered unrecoverable by the most practical means.

### **RECORDS RETENTION SCHEDULE**

<b>PERMANENT RETENTION</b>	
Payroll Journal	Sale & Use Returns
Cancelled Checks, Fixed Assets, Income Taxes	Year End Trial Balance
Cash Disbursements Journal	Articles of Incorporation & Amendments
Chart of Accounts	IRS or FTB Adjustments
Deeds, Mortgages, Bills of Sale	Payroll Tax Returns
Fixed Asset Records	Property Basis Records
Payroll Journal	Sale & Use Returns
Purchase Journal	Tax Returns & Tax Payments
<b>30 YEARS</b>	
Personnel Records	Chemical & Toxic Exposure Records
<b>7 YEARS</b>	
Bank Statements & Deposit Slips	Accounts Receivable, Accounts Payable, Equipment
Cancelled General, Payroll & Payroll Taxes Checks	Time Cards & Daily Time Reports
Electronic Payment Records	Fire Inspection & Safety Reports
Employee Expense Reports	Expired Insurance Policies
Freight Bills & Bills of Lading	Expired Contracts & Lease
Inventory Listing & Tags	Employment Agreements
Invoices Customer Sales & Credit Memos	Purchases
Production & Sales Reports	Sales or Work Orders
<b>MISCELLANEOUS</b>	
Accident & Claims Reports	6 Years after Settlement
Loss of Work Job injuries Records	5 Years
Personnel Files	4 Years After Termination Date
Employment Eligibility Verification (I-9) Form	3 Years After Termination
Employment Applications	2 Years After Termination
Help Wanted & Job opening Notices	2 Years After Termination

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 1: ADMINISTRATION	RECORDS AVAILABILITY	10/23/2014	1.12

### **Rule 1.12: Clarification of Which ROA, Books, Papers & Records are Available for Inspection and Procedures of Inspection**

#### A. Inspection of books and records

Article X of the by-laws of the Reflections Owners Association, Inc. provide that:

"The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The declaration, the articles of incorporation and the by-laws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at a reasonable cost." The term books and records is limited to those described in Rule 1.11.

The following matters do not constitute "books, records and papers" and are not available for inspection:

1. correspondence files;
2. working papers including bills pending payment;
3. Board member's emails;
4. material dealing with personnel;
5. material of a personal nature involving personnel or residents;
6. Manager's contract;
7. Communications with legal counsel; and
8. Communications with the Auditor

#### B. Procedure for inspection

A written request, on the form provided by the Manager, must be submitted to the Manager that specifies which document is to be inspected. The Manager will notify the owner submitting the request of the time and date the document will be available for inspection. The inspection shall take place in the office. Under no circumstances shall a member remove any association files from the office, or be permitted to search through file cabinets on their own.

#### C. Purpose for inspection

Members may inspect books and records if they are requested in good faith and for proper purpose. Members need to describe with reasonable particularity the records described to be inspected; records must be directly connected to the purpose.

#### D Search cost

The office Manager's time associated with record requests be posted at \$10 per quarter hour plus \$10 for any portion thereof plus copying costs which will be posted in the office. [EFF DATE: 5/12/2012]

#### E. Defacing ROA Books, Papers and Records

Under no circumstances shall any person inspecting ROA records, books, or papers write on or otherwise deface same.



<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>BOARD MEETING MINUTES</b>	<b>10/23/2014</b>	<b>1.13</b>

### **Rule 1.13: Board Meeting Minutes**

- A. A rough draft of the minutes is to be distributed electronically to Board Members within ten (10) days of a meeting.
- B. The agenda for the next meeting will be sent to Board members by email and posted at the clubhouse on Tuesday of the week of a regular scheduled meeting.
- C. Copies of minutes will be emailed to owners whose email addresses have been provided to the Manager or hard copies of the minutes can be picked up at the clubhouse from the Manager.
- D. Copies of Board-approved minutes for the current calendar year are available on the Reflections website [www.reflectionslife1.net](http://www.reflectionslife1.net).
- E. If a member requires a printed copy, they may make a request to the Manager, who will either email or mail the copy.
- F. Robert's Rules of Order will be used in taking minutes.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1:ADMINISTRATION</b>	<b>RESIDENT NEWSLETTER ARTICLES</b>	<b>10/23/2014</b>	<b>1.14</b>

**Rule 1.14: Resident Newsletter Articles**

Newsletter articles must be signed by the submitting owner. If approved for publication, the article will only be edited for space requirements.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>BOARD CODE OF CONDUCT</b>	<b>10/23/2014</b>	<b>1.15</b>

### **Rule 1.15: Board Code of Conduct**

#### **A. ROA Board members should:**

1. Strive at all times to serve the best interests of the ROA as a whole regardless of their personal interests
2. Use sound judgment to make the best possible decisions for the ROA, taking into consideration all available information, circumstances and resources
3. Provide opportunities for resident to comment on decisions facing the ROA\Perform their duties without bias for or against any individual or group of owners or non-owner residents
4. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the ROA
5. Conduct open fair and well-publicized elections
6. Always speak with one voice, supporting all duly-adopted Board decisions even if the Board member was in the minority regarding actions that may not have obtained unanimous consent

#### **B. ROA Board members should not:**

1. Reveal confidential information with those bidding for ROA contracts unless specifically authorized by the Board in each instance
2. Make promises to a contractor or bidder unless specifically authorized by the Board in each instance
3. Advocate or support any action or activity that violate a law or regulatory requirement
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident
5. Spend unauthorized ROA funds for their own personal use or benefit
6. Accept any gifts – directly or indirectly – from owners, residents, contractors or suppliers
7. Misrepresent known facts in any issue involving ROA business
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of Board duties
9. Make personal attacks on colleagues, staff or residents
10. Harass, threaten or attempt through any means to control or instill fear in any Board member, owner, resident, employee or contractor
- 11) Reveal to any owner, resident or other third party the decisions, discussions and comments made at any meeting of the Board properly closed or held in executive session

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>MANAGER'S WORK PRIORITIES</b>	<b>10/23/2014</b>	<b>1.16</b>

### **Rule 1.16: Manager's Work Priorities**

Except for true emergency situations, the Manager shall operate in conformance with the priorities established below:

- A. First Priority – Revenue collection and payment of expenses during the first week of each month, including but not limited to, collection of regime fee ad special assessment funds; regular deposit of said revenues; payment of expenses, etc;
- B. Second Priority – Contract Administration, including but not limited to, ensuring that the appropriate provisions of the Association’s various contracts and agreements are being met; ensuring that the contractors are properly licensed and insured; ensuring that repairs comply with the relevant laws and coded, etc;
- C. Third Priority – Supervision of the daily maintenance activities, including but not limited to, ensuring that work orders are scheduled as soon as funds permit; ensuring that all employees are properly documented; conduct a visual inspection of the entire property at least twice each week, etc; and
- D. Fourth Priority – Responding to all phone calls and emails within 48 hours of their receipt

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>BOARD VACANCIES</b>	<b>10/23/2014</b>	<b>1.17</b>

**Rule 1.17: Board Vacancies**

Upon notification of a vacancy on the Board, interested ROA members will be provided an opportunity to fill the vacancy. Interested members must submit a letter and a brief resume within 14 days of the vacancy announcement. The Board will give preference to interested submissions, but shall not be bound to select a replacement from the submissions.

At a minimum, the vacancy announcement will be posted on the bulletin board. The interested member must be current with all fees and assessments. The member will serve the remainder of the term of the Board member.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 1: ADMINISTRATION	ELECTRONIC VOTING	10/23/2014	1.18

### **Rule 1.18: Electronic Voting**

An e-mail may be sent by the President to all members of the Board explaining the matter to be addressed by the Board and requesting an e-mail response showing their vote on the subject matter from all Board members. Responsive e-mails from a Board member/director received by the secretary and copies to all other members of the Board shall be acceptable as a written vote. Any action so approved shall have the same effect as though taken at a meeting of the Directors; such decisions will be affirmed at the next regular meeting of the Directors and will be included in the minutes of that regular meeting. If the matter is not approved by E-mail vote, it may be placed on the agenda of the next meeting to be addressed at that meeting. After the matter has been decided upon and recorded in the minutes, all e-mails on the matter may be destroyed.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>CLUBHOUSE MAINTENANCE - MANAGER'S DUTY</b>	<b>10/23/2014</b>	<b>1.19</b>

**Rule 1.19: Clubhouse Maintenance - Manager's Duty**

It is the duty of the Manager to maintain the interior and exterior of the clubhouse according to directives of the Board of Directors within the constraints of the budget.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 1: ADMINISTRATION</b>	<b>MANAGER'S SUPERVISION</b>	<b>10/23/2014</b>	<b>1.20</b>

**Rule 1.20: Manager's Supervision**

It is the duty of the President of the Board of Directors to supervise the work of the Manager and to ensure that orders and resolutions of the Board are carried out.



<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 2: ARCHITECTURAL</b>	<b>CHANGES TO PROPERTIES BY BOARD</b>	<b>10/23/2014</b>	<b>2.1</b>

### **Rule 2.1: Changes to Properties by Board**

Owners, including the Board of Directors, who proposes modifications to either private or common properties, must submit such proposal to the Architectural Committee.

Decisions of the Architectural Committee with respect to proposals shall be in accordance with all ROA governing documents.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 2: ARCHITECTURAL</b>	<b>LIMITED COMMON AREA BEAUTIFICATION</b>	<b>10/23/2014</b>	<b>2.2</b>

### **Rule 2.2: Limited Common Area Beautification**

The Association is charged with the duty of operating and maintaining the limited common areas, through its Neighborhood Beautification Committee. The Architectural Committee is charged with the duty of approving all modifications to the landscaping design of the limited common areas (Sec. 5.2 and 1.9). In order to coordinate these respective duties for the benefit of the community and, further, to encourage volunteer participation in beautification efforts of the several neighborhoods (Woodwind Court, Gardenwood Court, Twin Oaks, etc.), the chairperson of the Architectural Committee shall appoint one of its members to serve as a facilitator to work with neighborhood volunteers. Steps in the implementation shall be:

- A. The Board shall ask for volunteers to survey their respective neighborhoods to identify maintenance needs and to suggest improvements to their limited common areas;
- B. All maintenance improvements needs of the common and limited common areas shall be directed to the Manager for service;
- C. All suggested improvements (new plantings, lighting fixtures, railroad ties, etc.) shall be directed to the facilitator of the Architectural Committee to ensure that landscape guidelines are incorporated into the proposed projects as they develop;
- D. A pro rata allocation of the Limited Common Reserve Fund shall be available to the respective neighborhoods as funds are accumulated; and
- E. All projects require the approval of the Architectural Committee.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>MAINTENANCE REQUESTS/WORK ORDERS</b>	<b>10/23/2014</b>	<b>3.1</b>

### **Rule 3.1: Maintenance Requests/Work Orders**

Owner in “Original Reflections” requesting maintenance/repair work for their unit must submit the request in writing to the office by completing a Work Order which may be obtained at the office or online at the ROA website. Only owners may submit requests for their unit.

Section 7.01 of the CCRs requires the Association make certain exterior maintenance/repairs in the original Reflections area. It also provides that “...In order to enable the ASSOCIATION to accomplish the forgoing, there is hereby reserved to the ASSOCIATION the right to unobstructed access over and upon each Lot at all reasonable times to perform maintenance as provided in the Article...” The Board of Directors defines the term “unobstructed” to include a physical obstruction of access by a member and/or verbal interference by a member with ROA staff, and/or its contractors, in the performance of their maintenance/repairs duties on the members unit.

This Rule applies only to the Original Reflections area and shall be effective upon adoption.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>STAINING OF A UNIT BY ITS OWNER</b>	<b>10/23/2014</b>	<b>3.2</b>

### **Rule 3.2: Staining of a Unit by Its Owner**

The Association provides scheduled staining of units. The term stain as used herein shall include paint. However, an owner may stain his own unit with the following understanding:

- A. The Manager must be made aware of the staining project;
- B. Owner must use the same color and brand name stain product on his unit as used by ROA;
- C. Owner pays for the stain;
- D. Stain may be purchased through ROA for a cost savings and to ensure product consistency. Owner's staining will not warrant an adjustment to his regime fee. This is a voluntary owner improvement; Owner's unit will still be stained by ROA per its staining schedule;
- E. Architectural Committee approval is not required since ROA's stain color and product are being used and no structural change or modification or addition to the unit is involved; Any change of color will require approval of the Architectural Committee. Change of color will only be within the colors already Approved For Use in ROA and consideration will be given to avoid adjoining units which are side by side having the same color; and
- F. Change of color may be made during the neighborhood's regular painting cycle. However, if the new color is inadequate to completely cover the original color and an extra coat or two is required to complete the change, then the cost of the extra coats shall be borne by the owner of the unit not ROA.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>STAINING OF STEPS, DECKS AND PORCHES</b>	<b>10/23/2014</b>	<b>3.3</b>

**Rule 3.3: Staining of Steps, Decks and Porches**

ROA will provide one (1) gallon of stain for a unit's steps, decks and porches at the owner's cost for out-of-cycle use. The ROA shall not provide the labor necessary to stain steps, decks and porches, except during the unit's scheduled painting cycle.

Owners must provide containers for stain.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>SKYLIGHTS</b>	<b>10/23/2014</b>	<b>3.4</b>

**Rule 3.4: Skylights**

If a unit was originally built with a skylight, ROA is responsible for correction of any leakage problem arising there from. The owner is responsible for the correction of any leakage problem resulting from owner-installed skylight or from any roof alteration.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>REPAIR ROTTEN WOOD UNDERNEATH A UNIT</b>	<b>10/23/2014</b>	<b>3.5</b>

**Rule 3.5: Repair rotten wood underneath a unit**

Subflooring and beams underneath a unit are considered structural components and as such are not the maintenance responsibility of ROA.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>MAINTENANCE OF EXTERIOR DOORS</b>	<b>10/23/2014</b>	<b>3.6</b>

### **Rule 3.6: Maintenance of Exterior Doors**

Exterior doors, either hinged or sliding as well as their thresholds, are considered an extension of the inside of a dwelling and as such are not the responsibility of ROA exterior maintenance but are the responsibility of the owner.



<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>WALKWAY LIGHTS</b>	<b>10/23/2014</b>	<b>3.7</b>

**Rule 3.7: Walkway Lights**

Walkway light fixtures are repaired at owner's expense since they are operated from within a unit. Maintenance such as staining or replacing rotted wood is the responsibility of ROA.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>MAINTENANCE OF GUTTERS &amp; DOWNSPOUTS</b>	<b>10/23/2014</b>	<b>3.8</b>

### **Rule 3.8: Maintenance of Gutters & Downspouts**

Cleanout and physical repair of gutters and downspouts are the responsibility of the unit owner and not ROA. ROA will stain the gutters and downspouts as part of routine unit staining. If the owner installed gutters and downspouts cause damage to the unit, the owner shall be responsible for repairs.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>SEWER LINE REPAIR</b>	<b>10/23/2014</b>	<b>3.9</b>

**Rule 3.9: Sewer Line Repair**

- a. A sewer line exiting an owner's unit is a private line until it enters the city sewer line. Private lines are the responsibility of the owner to repair even though the sewer line may travel beneath common areas; and
- b. The owner is responsible for notifying the Manager prior to any digging to ensure that no utility or cable lines are damaged.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>COST ESTIMATES ON REPAIR/MAINTENANCE WORK</b>	<b>10/23/2014</b>	<b>3.10</b>

**Rule 3.10: Cost Estimates on Repair/Maintenance Work**

Unless expressly waived by the Board, any repair/maintenance work to be performed by ROA on dwellings, ROA facilities or common areas that is in excess of \$3000.00 will require, for board consideration, a minimum of three (3) cost estimates from licensed construction or service contractors.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 3: BUILDING MAINTENANCE	PORCHES, DECKS & PATIOS	10/23/2014	3.10

### **Rule 3.11: Clarification of Exterior Maintenance of Porches, Decks & Patios**

Porches enclosed by glass or similar materials are considered interior space. Repairs and painting of this area, including ceiling, sidewalls, and enclosure materials, are to be made at the owner's expense. Screened porches are considered exterior space. As such, the Association will repair the wood surfaces. Painting of a screened porch's interior is at the owner's expense. Exterior wood surfaces of all porches are maintained by the Association;

Unenclosed wood decks are considered exterior space and are maintained by the Association, to include railings, flooring and waterproofing materials, **but not overlay materials such as outdoor carpeting**. Damage caused by owner-installed outdoor carpet must be repaired at the owner's expense. Owners will have the option of having the ROA make necessary repairs or they may choose a licensed contractor to do them. Work done by a contractor will be inspected upon completion. If the work successfully passes inspection, the ROA will assume responsibility for its maintenance. **Structural support of decks, porches, and steps are the responsibility of the homeowner;** and

A patio is defined as an unenclosed, ground-level area constructed of a concrete slab, concrete squares, or other approved material. Maintenance of patios is at the owner's expense.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 3: BUILDING MAINTENANCE	STAINING CYCLE	10/23/2014	3.12

### **Rule 3.12: Staining Cycle**

The seven (7) year staining cycle is as follows:

Cassia Court

Ligustrum Lane

Ridgelake Drive

Shadow Creek

Gardenwood Court

Woodwind Court

Completion of Woodwind Court

Power washing will be performed on units within these neighborhoods once during the interim period.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 3: BUILDING MAINTENANCE</b>	<b>REPAIRS MADE BY OWNERS</b>	<b>10/23/2014</b>	<b>3.13</b>

**Rule 3.13: Repairs Made by Owners**

If approval is given for an owner to make repairs to their unit or hire an outside contractor to do so rather than using the regular ROA maintenance procedure, the owner must enter into an indemnity and hold harmless agreement with ROA.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 4: FINANCIAL</b>	<b>QUARTERLY OPERATING REPORT</b>	<b>10/23/2014</b>	<b>4.1</b>

### **Rule 4.1: Quarterly Operating Report**

The Board will distribute to the Association membership on a quarterly basis copies of the ROA operating report by email to owners whose email addresses have been provided to the Manager or hard copies may be picked up at the clubhouse from the Manager.

The Report will reflect YTD figures for actual and budget.



ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
<b>CHAPTER 4: FINANCIAL</b>	<b>LIEN PLACEMENT FOR NONPAYMENT</b>	<b>10/23/2014</b>	<b>4.2</b>

**Rule 4.2: Lien Placement – Nonpayment of Regime Fee**

- a. ROA will record a claim of lien against an owner's lot or unit for nonpayment of regime fee at such time that regime fees are delinquent and remain unpaid for a period of three (3) months. This action will be initiated by approval from the board of directors; and
- b. This action may also be taken at any time the Board of Directors deems it necessary to protect the interest of the Association as outlined in the ROA Declaration of Covenants, Conditions and Restrictions.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 4: FINANCIAL	DELINQUENT REGIME FEES	10/23/2014	4.3

### **Rule 4.3: Notification of Delinquent Regime Fees**

The Association shall notify an owner of their non-payment of regime fee and delinquent status in writing as follows:

- A. A non-payment notice will be hand-delivered to resident owners on the 16th of the month. If the 16th falls on a Saturday or Sunday, then the notice will be delivered on the Monday following the 16th.
- B. If still delinquent the following month, a delinquent regime fee notice will be mailed to owner after the 16th of the month but no later than the 30th. This notice will give the owner full notice of his past due status, consequences, and ROA'S intentions for recording a lien.
- C. If payment is not received by the 16th of the third month, the account will sent to an attorney who will send a demand letter.
- D. The office may change the format of the notice with Board approval.
- E. Copies of both notices will remain on file in the office and will be purged after twelve (12) months of satisfaction of payments.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 4: FINANCIAL</b>	<b>DEPOSIT OF ROA REVENUE</b>	<b>10/23/2014</b>	<b>4.4</b>

#### **Rule 4.4 Deposit of ROA Revenue**

Timely deposits of ROA revenues will be made and posted as required. During weekdays, deposits will be made within 48 hours of receipt of funds. Funds received on Friday will be deposited no later than the next business day. Post-dated checks will be deposited in accordance with this rule.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 4: FINANCIAL</b>	<b>EXPENDITURE DOCUMENTATION</b>	<b>10/23/2014</b>	<b>4.5</b>

### **Rule 4.5: Expenditure Documentation**

Invoices will be obtained for all expenditures other than compensation for contracted services as provided for in the ROA budget under management, grounds maintenance and residential maintenance.

- A. All invoices will be programmed into Peachtree Accounting System by the Manager.
- B. All checks shall be signed by any two of the following: President, Vice President, Treasurer or Secretary.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 4: FINANCIAL</b>	<b>FINE COLLECTION</b>	<b>10/23/2014</b>	<b>4.6</b>

#### **Rule 4.6: Fine Collection Procedure**

Article VIII, Section I(a) of the By-Laws authorizes the Board of Directors of the Association to exact penalties for rule infractions. The penalty process is provided below:

- A. Penalties for infractions of rules and regulations may be imposed by the Manager or by direction of the President of the Board of Directors, who may consult the Board;
- B. The homeowner and renter if applicable in non-compliance shall receive a certified letter, requesting correction of the infraction, specifying a deadline for compliance;
- C. Failure to comply as required shall result in a minimum fine of \$10.00 per day per incident;
- D. These penalties will be applied to homeowners, who are responsible for their renters. All correspondence to renters will be sent to homeowners as well; and
- E. In the event that compliance is not undertaken within thirty (30) days from date of notice, the Board has the right to enforce compliance by either correcting the violation with all costs, including fines, chargeable to the owner or renter or by any proceeding at law or in equity as provided by Section 15.1 of the CCRs.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 4: FINANCIAL	REPAIRS OF DELINQUENT PROPERTIES	10/23/2014	4.7

#### **Rule 4.7: Repairs of Delinquent Properties**

The Association shall not be obligated to provide maintenance, or repair services, to any member who is in arrears by \$ 500, or more, until such arrears are satisfied. The Association shall consider a member who is in arrears by \$ 500, or more, to have conducted a willful, or negligent act, pursuant to the requirements of Section 7.2 – Negligence of Owner of the Covenants, Conditions and Restrictions (CCRs), as adopted on December 20, 2010:

- A. Furthermore, each owner has an affirmative obligation to submit a written Work Order Request form (available on the ROA website) to the Association office for any needed exterior maintenance or repairs. The Association has no obligation for proactive inspection of the units.
- B. The Association shall consider the failure to submit such a Work Order Request form to be a willful or negligent act, and thereby relieve the Association of any obligation to conduct repair work. Work Order requests shall be scheduled in the order in which they are received by the office and shall be subject to the available funds. This Rule does not apply to established maintenance schedules.
- C. Repairs to delinquent properties become the responsibility of the owner upon satisfaction of the delinquency.
- D. ROA assume no responsibility for properties sold in an “as is” condition. Repairs become the new owner’s responsibility.
- E. ROA does hold the right to inspect units upon satisfaction of delinquencies to determine the status of maintenance which has become the responsibility of the owner and also upon completion of deferred maintenance.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 5: GROUNDS</b>	<b>PINE STRAW</b>	<b>10/23/2014</b>	<b>5.1</b>

### **Rule 5.1: Issuance of Pine Straw to Owners**

Pine straw is purchased as needed to maintain the common area and properties. Pine straw is not purchased for issue to owners on an individual basis. If owners wish to purchase pine straw for individual projects, they are free to do so. Use of pine straw and other landscape changes are governed by the Architectural Guidelines.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 5: GROUNDS	USE OF GROUNDS PERSONNEL	10/23/2014	5.2

**Rule 5.2: Use of Grounds Personnel for Owners' Special Projects**

Residents may not interrupt grounds personnel during normal work hours. Residents with special projects should contact the Manager.



<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 5: GROUNDS</b>	<b>RESIDENTS DESIRING TO MAINTAIN THEIR OWN GROUNDSS</b>	<b>10/23/2014</b>	<b>5.3</b>

**Rule 5.3: Residents Desiring to Maintain Their Own Grounds or Shrubs**

Residents who desire to maintain the grass and shrubs around their dwelling, or who grow special plants/flowers that are not handled by the grounds personnel must notify the Manager in writing so this arrangement can be coordinated with the grounds maintenance.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 5: GROUNDS</b>	<b>COMMON AREA FAUCETS</b>	<b>10/23/2014</b>	<b>5.4</b>

**Rule 5.4: Use of Common Area Faucets**

Residents may not use faucets in the common areas for personal uses, such as washing cars, etc.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 5: GROUNDS	REPLACING PLANTS	10/23/2014	5.5

### Rule 5.5: Replacement of Plants

If an owner wants to replace existing plants with different ones, the plants should be in the list of acceptable plants that is contained in the Architectural Guidelines document (found on the Reflections website on the Governance page.

(<http://www.reflectionslife1.net/governance.html>)

The following maintenance rules apply when existing plants are replaced:

- A. If existing plants are replaced with the same plants, the ROA will maintain them.
- B. If different plants from the approved list are used, the ROA will maintain them.
- C. If different plants are used that are **not** on the approved list, the owner must request approval from the Architectural Committee using the application form found on the Reflections website on the Governance page.  
(<http://www.reflectionslife1.net/governance.html>). If the application is approved, the owner will be responsible for maintaining them.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 5: GROUNDS	TREE PRESERVATION & REMOVAL POLICY	10/23/2014	5.6

## Rule 5.6: Tree Preservation & Removal Policy

### TREE ORDINANCE FOR REFLECTIONS COMMUNITY

#### SECTION 1: TREE BOARD

##### a. Authorization

The ROA Declaration of Covenants, Conditions and Restrictions reads:

Cutting of Trees Prohibited. No trees may be removed without the written approval of the Board of Directors of the ASSOCIATION (Article X, section 10.9).

##### b. Membership

The ROA Board, as authorized by the Association's Declaration of Covenants, Conditions and Restrictions must approve tree removal for any reason. This Board was established in 1977.

The ROA Board consists of 9 members, each elected for a three-year term. Each year three Board members rotate off the Board and are replaced by three new members, thus providing for continuity. Members served without compensation.

In certain situations, the Architectural Committee also reviews requests for tree planting and removal, but the final authority rests with the Board of Directors.

#### SECTION 2. GUIDELINES

Tree removal will be approved only as a last resort when there is a serious problem and no other solution is possible.

##### a. Reasons for withholding approval

The Board generally will not approve tree removal for purposes of:

- regrading
- establishing a lawn,
- providing a view, or
- creating an open area

Nor will it approve requests for removing a tree because of seasonal inconvenience such as leaves, bark, nuts or needles falling onto decks or patios.

##### b. Reasons for awarding approval

Valid reasons for tree removal include:

- Tree is dead, diseased or damaged
- Tree represents a potential danger to people or property
- Tree has detrimental effect on other plant material; e.g. crowding out more desirable trees
- Tree blocks vehicular sight lines
- Tree has invasive roots

In some cases, such as structural damage or disease, the claim must be substantiated by a qualified professional such as a foundation specialist or certified arborist.

In evaluating a request, the Board will also consider the following factors:

- (1) Is the tree a native tree, i.e., native to the original 185 acre woodland on which Reflections was developed. Every effort will be made to preserve native trees.
- (2) Will the loss of this tree detract from the property value of the neighborhood and the community? For example, ornamental trees such as dogwood, holly, crape myrtle as well as rare varieties of trees usually contribute positively to the property value of the community.

**Additional approval criteria:**

The Board of Directors may require an appropriate replacement tree or shrub to be planted as a stipulation for approval. (Replacement trees/shrubs must be planted according to regulations set out in the Architectural and Landscaping Guidelines for Reflections Homeowners.)

All approved tree removal, whether it is the responsibility of the Association or of a homeowner, must be done by properly licensed and insured professionals.

Approvals will require proper attention to stumps and other debris associated with tree removal.

### **SECTION 3. PROCEDURES FOR TREE REMOVAL**

**a. Damaged, Dead and Diseased Trees**

Obviously dead spindly trees (less than six inches in diameter when measured at four and a half feet above the ground) may be removed by staff, as directed by the Manager, without requesting permission from the Board of Directors. Otherwise, both the staff and individual homeowners must request permission to remove a tree.

With respect to larger trees, the determination of whether a tree that appears to be dead is actually dead must be made by two members of the Board of Directors, one of whom shall be a co-chair of the Building and Grounds Committee. At the discretion of the co-chair of the Buildings and Grounds Committee, the opinion of a certified arborist may be required. Should the consensus be that the tree is dead, approval for removal is automatic. (Added by unanimous vote of Board on 1/15/2004.)

In the case of extraordinary circumstances, when time is of the essence and a decision must be made virtually on the spot (e.g. storm damage or other emergency), two members of the Board can approve tree removal. If possible, one of these should be a co-chair of the Buildings and Grounds Committee. (Added by unanimous vote of Board 11/20/2003)

Requests for removal of dead, damaged or diseased trees will be automatically forwarded to the Buildings and Grounds Committee. All other requests for tree removal will follow the procedure outlined below. (Added by unanimous vote of the Board on 3/18/2004.)

**b. Procedure for Other Tree Requests**

1. Requests for tree removal will be addressed to the Architectural Committee on the form provided for that purpose.

2. Neighbors immediately adjacent to the owner making the request for tree removal must sign the request form.
3. If the tree is on a property line, the two neighbors must file the request as co-applicants. It is the responsibility of the owners to provide a plat of the property to prove the property line.
4. At the time of application, the homeowner must tie a ribbon around the tree(s) in question so that it (they) can be easily located and examined.
5. The Architectural Committee will visit the site, discuss the arguments for and against removing the tree(s), and vote whether or not to approve the request.
6. The Architectural Liaison of the Board of Directors will present the request to the full Board.
7. The Board will review requests for tree removal on a case-by-case basis, using the guidelines set forth in this ordinance.
8. Before a decision is made regarding a request, two Board members will visit the site. If possible, these will be the liaison to the Architectural Committee and a co-chairperson of the Building and Grounds Committee.
9. Authorization to remove a tree will require a  $\frac{3}{4}$  majority of the Board.
10. In the case of approval for tree removal, the permission letter will state the terms regarding that removal; e.g. who is responsible for removal, whether the tree must be replaced, etc.
11. In the case of disapproval, the reason for disapproval will be stated in the letter.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 5: GROUND	COMMON AREAS	10/23/2014	5.7

### Rule 5.7: Common Areas

- A. No alcoholic beverage is to be consumed on Association common Area, or facilities, by any person under 21 years of age;
- B. No profanity, vulgarity, or conduct which disturbs the peace is permitted on Association Common Area or facilities;
- C. Posting of signs, posters, notices, etc on Association Common Area and facilities is prohibited with the exception of those related to Association business;
- D. Rules for the Community Bulletin Board are contained in Rule 1.8.
- E. All common areas shall be closed for use from 10:00 PM to 6:00 AM, except for clubhouse functions; and
- F. The speed limit throughout Reflections is **25 mph**.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 6: MISCELLANEOUS</b>	<b>PEST CONTROL</b>	<b>10/23/2014</b>	<b>6.1</b>

### **Rule 6.1: Pest Control Spraying**

Dwellings in original Reflections are sprayed for pests on a scheduled basis. If a resident will not be home on the scheduled day, he/she shall make alternate arrangements with the Manager.



ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 6: MISCELLANEOUS	FLYERS, HANDOUTS	10/23/2014	6.2

### **Rule 6.2: Distribution of Flyers, Handouts, Etc**

ROA flyers, handouts, etc, when distributed, are to be placed in newspaper boxes, **not mailboxes** and will be emailed to non-resident owners whose email addresses have been filed with the Manager. **Solicitation, or advertising material of a commercial or political nature shall not be circulated within Reflections.** Materials concerning ROA interests may be circulated.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 6: MISCELLANEOUS	KEEPING & SUPERVISION OF PETS OUTDOORS	10/23/2014	6.3

### **Rule 6.3: Keeping & Supervision of Pets Outdoors**

- A. Dogs, cats and other household pets may be kept in an owner's unit, including the service area, provided the pet does not create a nuisance of neighbors;
- B. Pets are not to be kept outdoors or maintained, i.e., tied to trees, deck, porch or other objects or left unsupervised;
- C. All animals shall have current rabies certification;
- D. Richland county law provides that while a pet is outside, it must be on a leash and shall be accompanied by its owner, or other responsible person;
- E. Pets shall not constitute a nuisance or cause any unsanitary conditions;
- F. Owners shall immediately remove fecal matter deposited by their pets; and
- G. Animals in violation of these rules or ROA Declaration of Covenants are subject to being picked up by the Richland County Animal Control Office or subject to a fine by ROA.

Owners are to settle disputes concerning this rule with other owners themselves (see **Rule 1.3**). If an owner cannot achieve resolution amicably the owner may submit a written complaint to the Manager. The Manager will send a letter to the resident who is in violation of the covenant/rule, notifying them of the infraction and request that the violation cease. If the infraction continues, it must be referred to the Manager again in writing. A fine will be imposed for further infractions by the violator (see Association Rule 4.7).

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 6: MISCELLANEOUS</b>	<b>REALTOR'S OPEN HOUSE PROCEDURE</b>	<b>10/23/2014</b>	<b>6.4</b>

### **Rule 6.4: Realtor's Open House Procedure**

The Board, in its continuing effort to improve the marketability of Reflections and further enhance a cooperative channel of assistance between the ROA and realtors, has established the following policy:

- A. The ROA contact person with whom realtors will coordinate reserving open house dates will be the manager, or other person so designated by the Board;
- B. Open house must be coordinated with the Manager as to day and date, and may only be held from 1:00 PM until 5:00 PM;
- C. The realtor conducting the open house will attach balloons to the mailboxes of the units participating in the open house and immediately remove the balloons at the end of the open house period; and
- D. The Manager will provide information to realtors relating to approved open house procedures.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 7: RECREATION</b>	<b>RESERVING POOL</b>	<b>10/23/2014</b>	<b>7.1</b>

### **Rule 7.1: Reserving Pool**

The pool may not be reserved. Reserving the clubhouse, the lower level, or the grill/picnic area does **not** reserve, or include, the pool. Those residents reserving the aforementioned areas should ensure that their guests do not disrupt the peaceful enjoyment of the pool, and the pool area, by residents and their guests.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 7: RECREATION</b>	<b>POOL &amp; POOL RULES</b>	<b>10/23/2014</b>	<b>7.2</b>

**Rule 7.8: Pool & Pool Rules**

See annual pool rules posted at pool. These rules are formulated each year by the Safety and Welfare Committee and approved by the Board.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 7: RECREATION</b>	<b>USE OF PICNIC/GRILL AREA</b>	<b>10/23/2014</b>	<b>7.3</b>

### **Rule 7.3: Use of Picnic/Grill Area**

Residents wishing to use the picnic/grill area must reserve the area through the ROA office. There is no charge for use of this area. Reservation of the area is for control purposes only. If there is no Manager on duty, and there is no reservation, use is on a "first come first served" basis.

Residents using the picnic/grill area must bring their own chairs. Users of the area must police area during and after using same. Removal of pool furniture to the picnic area is not permitted.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 7: RECREATION	CLUBHOUSE	10/23/2014	7.4

### Rule 7.4: Clubhouse

- A. Use of the clubhouse is restricted to members of the Reflections Owners Association (ROA) and to regime paying members of Emerald Lake and The Arbors at Twin Oaks Homeowners Associations. Residents wishing to play cards, etc. or to hold meetings of ROA interest may reserve the clubhouse at no cost. **All such functions are subject to registration with the Manager.** If meetings or events include non-residents, the following rules apply.
1. Any member may delegate their right of use to the members of their single family\*, their tenants, their guests in residence or contract purchasers who reside in their unit.
  2. The main level of the clubhouse may be used by a minor only when accompanied by an adult who has the right to use the clubhouse.
  3. The entire clubhouse interior, including the restrooms, as a smoke free environment. Smoking is only permitted outdoors, except at the main entrance.
  4. The clubhouse is available free of charge to members of ROA and regime paying members of Emerald Lake Homeowners Association of Reflections when reserved\* for the exclusive use of those members only and non-members are not involved. (Usage fee is waived but a security deposit is required.)
  5. There is no charge for use of the picnic/grill area adjacent to the clubhouse. However, for control purposes, this area must be reserved for exclusive use. Contact the Manager to reserve this area.
- B. Persons desiring to reserve the clubhouse for exclusive use must submit a "Reservations Request" to the Manager along with two checks in accordance with the schedule shown herein:
1. Payment must be received at the time the Reservation Request is submitted. The Reservation Request form may be obtained at the ROA Office. (In the absence of the Manager, a request may be submitted to the Recreation Committee Chairperson.)
  2. Persons desiring to reserve\*\* the lower level for exclusive use must submit a "Reservation Request" to the Manager along with two checks - one in the amount of \$20.00 (Usage Fee) and one in the amount of \$20.00 (Security Deposit). In the absence of the Manager, the request may be submitted to the Recreation Committee Chairperson.
  3. The number of persons occupying the clubhouse will not exceed 150.
  4. The fee schedule is available from the Manager.
- C. While the clubhouse will not be available for reserve on the following community use days, the Board reserves the right to pre-empt additional days for ROA functions:
- |                    |                      |                   |
|--------------------|----------------------|-------------------|
| Annual ROA Meeting | General Election Day | New Years Day     |
| Christmas Day      | Labor Day            | St. Patrick's Day |
| Fourth of July     | Easter Sunday        | Valentine's Day   |
| Memorial Day       | Christmas Day        |                   |

- D. If requested, a list of the non-resident guests will be made available to the Manager. A list of non-resident guests must be made available to those manning the entrance gates;
- E. Persons reserving the clubhouse must be present at the clubhouse for the duration of the function for which it is reserved. Functions sponsored by ROA are exempt from all fees;
- F. The clubhouse may not be reserved under the "Exclusive Use Rules" for use as a place of business. Reserving the clubhouse for use in a "hosted party" setting for the showing and/or purchase of merchandise is permitted when the reserving member is the host. Any other determinations will be made by the Board of Directors on an individual basis; and
- G. Admitting entry through the Ulmer Road entrance gate for non-resident guests attending activities for which the clubhouse is reserved is the responsibility of the resident reserving the clubhouse. The gates will not be kept open by ROA for any reserved non-association activity; and
- H. A Clubhouse telephone is available in the clubhouse for local calls of an emergency nature. It may also be used to admit guests through the Ulmer Road entrance gate. The phone eliminates having to post an individual at the Ulmer Road entrance gate unless the person reserving the clubhouse desires to do so; and
- I. Normal entry phone procedures prevail. The clubhouse has a name-plate on the Ulmer Road directory board reflecting a three digit code for guests to use in contacting the clubhouse via the entry phone; and
- J. Contact the Manager to get the electronic key entry code.
- K. Manning Entrance Gates:
  - 1. Individuals manning the entrance gates must be either a uniformed security guard or a responsible individual 17 years of age or older.
  - 2. Payment of any individuals selected to man the entrance gates is the responsibility of the person reserving the clubhouse.
- L. Rules of the house:
  - 1. Persons reserving the clubhouse and its facilities are responsible for the actions of their guests, invitees, servants, agents and contractors during the period so reserved and as such will be responsible for the repair of any damage to the clubhouse and its facilities, as well as, the repair/replacement of any damaged furniture/equipment;
  - 2. The clubhouse, restrooms and parking area are to be cleaned and policed by no later than 11:00 A.M. the day following the date the clubhouse was reserved, and shall again be available for use by 11:00 A.M. of that same day. If not, the Security Deposit will be forfeited. It is the responsibility of the person reserving the clubhouse to arrange an inspection of the facilities with the ROA Manager (Or in the absence of the Manager, the Recreation Committee Chairperson) before and after the reserved date or suffer forfeiture of the security deposit;
  - 3. Clubhouse equipment and furnishings are to remain in the clubhouse. No equipment or furnishings may be removed from the clubhouse at any time without the approval of the Board of Directors;
  - 4. The Board of Directors reserves the right to suspend the use of the clubhouse and its facilities by any authorized user who is in violation of the rules and regulations as herein set forth and in accordance with the ROA Declaration of Covenants;



5. The term single family as used herein means a group of one or more persons each related by blood, marriage, or legal adoption or a group of one or more persons not so related, who maintain a common household in a dwelling;
  6. The term reserve as used herein having exclusive use of the clubhouse for a specified date and time with such reservation only effective when the Reservation Request and fee payments have been turned into and approved by the Manager or in his absence, the Recreation Committee Chairperson;
  7. From May 1 through Labor Day, the parking area closest to the pool is reserved for ROA residents;
  8. Parking for the clubhouse/lower level events is limited to the clubhouse parking lot only and not any residential areas;
  9. The ROA is not responsible for food, beverages or other items left in the clubhouse by the renter, and
  10. All kitchen supplies must be supplied by the renter.
- M. Residents wishing to use the picnic/grill area must reserve the area through the ROA office. There is no charge for use of this area. Reservation of the area is for control purposes only.
- N. Residents using the picnic/grill area must bring their own chairs. Removal of pool furniture to the picnic area is not (See Section 7.2)

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 7: RECREATION</b>	<b>FISHING RULES</b>	<b>10/23/2014</b>	<b>7.5</b>

**Rule 7.5: Fishing Rules**

- A. All persons fishing on any lake within the Reflections boundary shall prominently display a current recreation pass, issued by the Manager's office, at all times;
- B. Residents of Mallard Landing and Creekside may purchase a special ROA Recreation Pass that gives them permission to fish in Mirror Lake only;
- C. Fishing in any lake within Reflections shall be prohibited from one hour after sundown to one before sunrise;
- D. Violation of this policy will be subject to a fine by ROA and may be treated as a trespass violation under the South Carolina Code of Laws; and
- E. Boats are not permitted on Emerald Lake; and
- F. Fishing rules are available from the Manager.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 7: RECREATION	LAKES	10/23/2014	7.6

### Rule 7.6: Lakes

- A. Use of gasoline motors on the lakes is prohibited;
- B. Boats shall be stored and docked in designated areas;
- C. Individuals using Emerald Lake, Mirror Lake and/or Otter Lake do so at their risk;
- D. When riding in any watercraft, persons 13 years of age, or younger, must be accompanied by their parent or a person designated by their parent;
- E. Life jackets or flotation cushions are required in all boats for each occupant; and Swimming in the lakes is not permitted for people and pets; and
- F. Parking of cars is permitted in designated parking areas only. No parking is permitted on roads, curbside or off-road areas adjacent to the lakes or dams. The only exception to this rule is for handicapped access to Mirror Lake as defined in **Rule 7.10**.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 7: RECREATION</b>	<b>BOATS</b>	<b>10/23/2014</b>	<b>7.7</b>

### **Rule 7.7: Boats**

- A. All boat owners must have a spare key or combination to their locking devices secured in the office of ROA. This is in case the ROA Grounds Crew has to move a boat to clear the docking area;
- A. All storage boxes and docks must be maintained. Storage boxes and docks must meet minimum safety standards. Contact the Manager for assistance;
- B. SC Boating Laws requires that all boats, except kayak and canoes, even on private ponds, must be registered with DNR, **IF**, they are propelled by any means other than an oar, paddles or similar devices;
- C. Unit owners whose property backs up the Otter Lake may have one approved water craft stored in the designated storage area adjacent to the rear of the clubhouse;
- D. Boat owners are expected to clean their areas and pick up all trash/litter;
- E. Non-compliance will result in storing your boat in the ROA Storage Area; and
- F. The ROA is not responsible or liable for vandalism or theft.

ROA RULES:		SUBJECT:	EFF DATE:	SECTION:
CHAPTER 7:	RECREATION	TENNIS	10/23/2014	7.8

**Rule 7.8: Tennis**

- A. The court will be used only for tennis;
- B. Only tennis shoes shall be worn;
- C. The court will not be used when wet (footprints on wet courts leave permanent marks);
- D. Players are responsible for sweeping the court after play;
- E. Be sure to hang the brooms up on the fence;
- F. Guests using the court must be accompanied by a resident;
- G. Players under 14 years of age must be accompanied by an adult;
- H. Pickup and discard all trash in the receptacles;
- I. When leaving the court, lock the gate;
- J. When the court is occupied and someone is waiting to play, the period of play is limited to one hour;
- K. Court privileges may be suspended for violation of these rules;
- L. Once the court lights are turned off, the must go through a 20 minute cooling cycle before they may be turned back on;
- M. Please call the Manager at 776-5795 for assistance; and
- N. Procedure for sweeping (dragging) the courts and lines after playing:
  1. Simply pull the broom behind you (do not push) from one end of the court to the other; and when your each the end of the court, make a “U” turn and go back in the opposite direction;
  2. Repeat this procedure until the entire court has been swept from fence to fence;
  3. Use the hand held brush after sweeping the court and simply brush off the lines;
  4. Re-hang both brushes on the fence when finished; and
  5. If this procedure is not followed after each play, the courts will not be able to receive the daily watering which is needed to maintain the courts. This will only result in a hastened deterioration of the courts and their premature closing.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 7: RECREATION</b>	<b>RECREATION PASSES</b>	<b>10/23/2014</b>	<b>7.9</b>

### **Rule 7.9: Recreation Passes**

In order to ensure that usage of ROA amenities is restricted to authorized members of the Reflections Owners' Association, members of associated neighborhoods which pay fees to enjoy full amenities, and non-associated neighborhoods with fishing privileges, and their guests, the following policies regarding issuance of ROA recreation passes is effective July 14, 2012:

- A. ROA Recreation passes are available for purchase for \$5.00. Old passes may be traded in one for one at no additional charge, up to the household limit.
- B. Each ROA owner is entitled to family member passes for each full-time resident of the home and up to two guest passes.
- C. In the case of a single person, the second resident pass allows a temporary guest to use ROA recreational amenities on an unaccompanied basis, in accordance with published rules.
- D. Limited recreation passes are available for residents of Mallard Landing and Creekside. These passes entitle residents to fish in Mirror Lake only. They do not allow for the use of other ROA amenities, including the pool and clubhouse.
- E. Owners may give written permission for renters to obtain recreation passes on the same basis as owners if the owner elects not to have resident and guest passes for the owner's personal use. Only the owner, or the renter, is entitled to use of ROA amenities, not both.
- F. If a household requires additional recreation passes for temporary guests, temporary guest recreation passes are available at a cost of \$1.00 per day or \$5.00 per week. These passes must be purchased from the ROA office during normal business hours Monday through Friday. Additional guest recreation passes will not be available for purchase on weekends.
- G. A maximum of 15 temporary guest passes will be issued for any given day. Owners obtaining temporary guest recreation pass will be issued a pass (to be returned to the office the normal business day following expiration of the temporary recreation pass) and a validation paper indicating the date(s) for which the pass is effective.
- H. The owner requesting the temporary recreation pass should ensure the guest has the temporary recreation pass.
- I. Recreation passes may not be used by members in cases where the member is not current on payment of regime fees, or in cases where pool privileges are revoked for cause.
- J. Permanent recreation passes are for use of the owner/renter and permanent family members only. Loaning a pass to another individual may lead to forfeiture of the recreation pass and revocation of recreation privileges.
- K. Users of permanent, or temporary guest recreation passes, must be accompanied by the sponsoring ROA member.
- L. Users of ROA amenities (tennis court, fishing in Mirror Lake, using the ROA pool) may be asked to show a recreation pass and identification upon request.

There are additional restrictions regarding use of the pool; those additional restrictions are contained in the Pool Rules. The rules are posted at the pool and printed copies are available from the ROA office.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 7: RECREATION</b>	<b>MIRROR LAKE BOAT RAMP ACCESS FOR THE DISABLED</b>	<b>10/23/2014</b>	<b>7.9</b>

### **Rule10.5: Mirror Lake Boat Ramp Access for the Disabled**

The Board of Directors of the Reflections Owners Association (ROA) desires to ensure that all residents have physical access to the amenities provided by our community. In the case of access to the recreation area along the western shore of Mirror Lake where residents may launch and store water craft, the Board of Directors has approved the creation of an entrance to be used by residents with a physical disability so that they can drive a vehicle to the water's edge in order to offload their water craft directly onto the shore. The vehicle may remain at the shore while the resident is using his or her craft. A current SC state-issued disability hangtag or permanent disability license plate registered to the resident utilizing the water craft, must be visible on that vehicle. Hangtags must be hung from the rearview mirror with the hangtag number and picture facing out of the vehicle. Vehicles not displaying either of these state-issued items will be subject to towing at the owner's expense.

In order to support this policy, the curbing on Stony Creek Road adjacent to this area will be altered to permit vehicle access.

M.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 8: SAFETY &amp; WELFARE</b>	<b>FIREARMS/FIREWORKS/WEAPONS</b>	<b>10/23/2014</b>	<b>8.1</b>

**Rule 8.1: Firearms/Fireworks/Weapons**

- A. It is not permitted for any person within Reflections to discharge fireworks or any rifle, air rifle, pistol, revolver or other similar instrument from or by means of which any bullet, pellet, shot or other missile of any kind may be projected;
- B. It is not permitted for any person within Reflections to intentionally injure or harm or attempt to injure or harm any animal, domestic or wild, including birds;
- C. Owners and tenants are responsible for ensuring that their family members and guests understand and obey all rules and regulations pertaining to the use of firearms, fireworks and weapons within Reflections;
- D. The use of fireworks, in organized and supervised displays for certain activities such the 4th of July by the Recreation Committee, etc, is an exception, provided such displays have the prior approval of the Board of Directors; and
- E. Firearms of any type are not permitted in the clubhouse, pool area, picnic area, or tennis courts.



<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 8: SAFETY &amp; WELFARE</b>	<b>SKATEBOARDS</b>	<b>10/23/2014</b>	<b>8.2</b>

**Rule 8.2: Skateboards**

Skateboard ramps are not permitted on the roads or common areas of Reflections. The ROA accepts no liability for accidents or injury related to the use of skateboard.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 8: SAFETY & WELFARE	OPENING GATES	10/23/2014	8.3

### Rule 8.3: Opening Gates

- A. The Manager maintains codes for the operation of the gate which are kept in the ROA office. Codes are assigned to owners for their use in operating the gates.
- B. In order to avoid excessive wear on the gates located on the main Ulmer Road entrance during peak morning and late afternoon hours, timers are in place on the entrance and exit gates as follows:
  - Exit:** 7:00 AM to 8:00 AM - Monday thru Friday
  - Enter:** 4:45 PM to 6:15 PM
- C. Gate codes are limited to owners and their family members, and renters and their families. Do not give codes to guests.
- D. Vender codes are available on request from the Manager. Venders are required to register with the Manager. Examples of venders include but are not limited to landscapers, heating and air companies, electricians, plumbers, pest control companies and non-urgent health care providers. Delivery services such as FedEx and UPS are also included.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 9: ROA COMMITTEES</b>	<b>ADMINISTRATIVE</b>	<b>10/23/2014</b>	<b>9.1</b>

## **Rule 9.2 Administrative Committee Mission Statement and Duties**

### **MISSION STATEMENT AND ADMINISTRATIVE COMMITTEE DUTIES**

The Administrative Committee supports and assists the Reflections Owners Association (ROA) elected Board to oversee the property management with the priorities of community development, growth and value.

With these goals in mind, the Committee activities will include:

- A. CCRs, By-Laws, and Rules Oversight
  1. incorporate and document revisions as decided by member vote
  2. maintain history of all revisions to include dates and text revisions
  3. post up-to-date documents on ROA website
- B. Annual Meeting for Election of Board Members
  1. a oversee production of Annual Letter, Ballots, Proxies and instructions
  2. prepare packets for mailing to homeowners
  3. mail packets by assigned date
  4. prepare agenda for Annual Meeting
  5. oversee production of Ballots to be used at Annual Meeting
  6. recruit and assign duties to election team for voting process
  7. complete voting process and provide results to Board President to announce at Annual Meeting
- C. Monthly Board Meeting Support
 

Administrative Committee Chairman attends and provides any recommendations from the Committee to the Board.

**All members serve as volunteers.**

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 9: ROA COMMITTEES</b>	<b>ARCHITECTURAL</b>	<b>10/23/2014</b>	<b>9.2</b>

## **Rule 9.2 Administrative Committee Mission Statement and Duties**

### **MISSION STATEMENT ARCHITECTURAL COMMITTEE**

#### **PREAMBLE**

The purpose of the Architectural Committee is to see that the design philosophy of Reflections, as stated in section 1 of the Architectural Guidelines, is respected. Reflections was conceived as a project “which would enhance the natural order of gracious living” and “create a living environment that is attractive and easy to maintain”. The environment is respected, vegetation has been left unmanicured wherever possible, and homes are in clusters designed to “achieve both individuality and unity through the use of a harmonious palette of colors and materials. [...] Added plantings should be complementary and harmonious with the overall scheme” and “consistent throughout the community.”

A. The Architectural Committee is the only committee whose duties are spelled out in the Declaration of Covenants, Conditions and Restrictions. These duties are:

“It shall be the duty of the Architectural Committee to consider and act upon any and all proposals or plans submitted to it pursuant to the terms hereof, to insure that any improvements constructed on the Properties by anyone other than DECLARANT, conform to plans approved by, the Architectural Committee, to adopt Architectural Committee Rules, and to carry out all other duties imposed upon it by the Declaration. The Board may from time to time prescribe additional duties not inconsistent with this Declaration to be delegated to the Architectural Committee”. (Declaration of Covenants, Conditions and Restrictions, section 5.2)

“The Architectural Committee may, from time to time, and in its sole and absolute discretion, adopt, amend and repeal, by majority vote or written consent of its members, rules and regulations, to be known as "Architectural Committee Rules". Said Rules shall interpret and implement the Declaration by setting forth the standards and procedures for Architectural Committee review and the guidelines for architectural design, placement of buildings, landscaping and other improvements and the color schemes, finishes and materials and similar features which are recommended for use within the Properties. (Declaration of Covenants, Conditions and Restrictions, Section 5.4.)

B. With this mission in mind, Committee activities will include:

1. Approved or disapprove applications for architectural modifications, landscaping, tree removal, and other alterations to ROA residences and common property. This will be done at monthly meetings, except in cases where immediate action is necessary.
2. Amend the Architectural Guidelines (“Architectural Committee Rules”) when necessary, such as when unforeseen situations arise or when conditions change.
3. Conduct periodic reviews of the Architectural Guidelines.
4. Address violations of the Architectural Guidelines.
5. Conduct periodic reviews (“Walkaround”) of the property and notify residents of any violations of the Architectural Guidelines.

**All members serve as volunteers.**

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 9: ROA COMMITTEES</b>	<b>BUILDINGS AND GROUNDS</b>		<b>9.3</b>

**Rule 9.3: Buildings and Grounds Committee**

MISSION STATEMENT IN PROCESS

**All members serve as volunteers.**

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 9: ROA COMMITTEES</b>	<b>FINANCE</b>		<b>9.4</b>

**Rule 9.4: Finance Committee**

MISSION STATEMENT IN PROCESS

**All members serve as volunteers.**

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
CHAPTER 9: COMMITTEES	LONG RANGE PLANNING	10/23/2014	9.5

### **Rule 9.5: Long Range Planning Committee**

#### **MISSION STATEMENT OF THE LONG RANGE PLANNING COMMITTEE**

**September 18, 2014**

The Long Range Planning Committee supports and assists the Reflections Owners Association (ROA) elected Board to anticipate future needs in order that the budget can reflect those needs over time. The goal is to assist the Board in identifying challenges and opportunities that will maintain and advance the value of the Reflections community.

A. With this goal in mind, the Committee activities will include:

1. Developing a long range budget looking out three and five years, and longer term.
2. Identify opportunities where changes in technology can assist the community in maintain or lowering regime fees.
3. Periodically reviewing the Covenants, Conditions and Restrictions, and the ROA By-Laws.
4. Doing background research to identify alternatives to current practice with a view to reducing costs within the community.
5. Encourage support within the community for initiatives of the Board where the intention is to maintain and/or improve the quality of life within the community.

B. The Committee membership shall be composed as follows:

1. The Chairman of the LRPC shall be the current ROA Board President or an Officer of the Board as designated by the President.
2. The committee shall be composed as follows, up to the number of members needed to perform the mission of the Committee:
3. Former Board Presidents volunteering to serve.
4. Members of the ROA community who through prior demonstrated interest have developed a unique and valuable perspective on Association matters.
5. A representative of Emerald Lake Owners Association.
6. A representative of The Arbors at Twin Oaks Homeowners Owners Association.
7. The Property Manager shall serve ad hoc.

To the extent the Committee advocates an event or course of action to the Board, actual execution will be assigned by the Board either directly to the Board or to the appropriate action committee.

**All members serve as volunteers.**

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 9: COMMITTEES</b>	<b>SAFETY &amp; WEKFARE</b>		<b>9.6</b>

MISSION STATEMENT IN PROCESS

**All members serve as volunteers.**



<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 9: COMMITTEES</b>	<b>SOCIAL COMMITTEE</b>		<b>9.7</b>

**Rule 9.7 Social Committee**

MISSION STATEMENT IN PROCESS

**All members serve as volunteers.**

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 10: PARKING</b>	<b>VEHICLE MANAGEMENT &amp; PARKING</b>	<b>10/23/2014</b>	<b>10.1</b>

### **Rule 10.1: Vehicle Management & Parking**

- A. All licensed and operable vehicles for domestic use or vehicles such as trucks and vans for occupational use by the homeowner or residents of the home site as authorized by the Board of Directors shall be parked in the assigned parking spaces of Original Reflections or in the driveway or garages of Southbury and Twin Oaks.
- B. Parked vehicles shall not extend into the grass, lawn, sidewalk or street, as applicable, and if parked otherwise at the home site shall not be visible from the street.
- C. Any non-licensed, non-propelled (i.e., trailers) or inoperable vehicles parked at a home site and visible from the street are subject to local and municipal government code enforcement and may be removed from the properties at the request of the Association and at the homeowner's expense.
- D. It is in opposition to Reflections Home Owners Association Rules and Regulations to park a commercial vehicle having a manufacturer's gross vehicle weight rating (GVWR) of ten thousand pounds or more, or a recreational vehicle, upon any street or driveway or segment thereof within the community, with the exception of any emergency or utility service vehicles, or any commercial vehicle providing services to and/or making pick-ups and deliveries of goods to or from any property, or any commercial vehicle utilized for delivering materials to any construction project for which a permit has been obtained.
- E. No motorized vehicles of any kind shall be permitted on sidewalks, pathways or unpaved Common property except for public safety vehicles authorized by the Board.
- F. All vehicles shall be parked only in the assigned spaces, driveways or garages serving the home site unless otherwise approved by the Board.
- G. Routine and daily parking by homeowners or residents on the streets, sidewalks or grass is prohibited by the Association and by local traffic laws and code enforcement.
- H. Short term guest parking is permitted on the streets, e.g., for homeowners sponsoring special occasions and events, or in paved common areas, provided parking does not impede access to the driveways of neighboring home sites and does not block the flow of traffic in the neighborhood.
- I. Routine and daily parking violations or traffic blockage may result in the Association's contacting of law enforcement for intervention on behalf of the residents.
- J. No overnight parking in common areas (clubhouse/ pool/stables) without Manger's permission.

#### **Parking within Original Reflections**

Each unit of Original Reflections is assigned two parking spaces. Designated overflow parking for guests, visitors and trucks is provided in the common areas within each neighborhood. Only temporary parking is allowed in these areas.

#### **Parking within Southbury and Twin Oaks**

- A. Parking of cars/small trucks is restricted to the owner's driveway, and overflow areas as long as it does not interfere with normal use of the overflow area.
- B. Trailers, over-sized trucks, campers and work vehicles may not be parked on the premises. They may be temporarily parked in designated overflow parking areas or moved to the storage area located at the rear of Reflections' property on Rawlinson Road for long-term parking and/or storage. Contact the office for more information.
- C. Parking on lawns is not permitted, including one or two-wheels resting on a lawn.
- D. Curbside parking is permitted for short periods of time during the day provided it does not impede the flow of traffic. Overnight curbside parking is not permitted.
- E. Designated overflow parking is located at the tennis courts for Twin Oaks residents.
- F. Designated overflow parking in Southbury is located in the common areas of the neighborhood.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
<b>CHAPTER 10: PARKING</b>	<b>UNREGISTERED VEHICLES</b>	<b>10/23/2014</b>	<b>10.2</b>

### **Rule 10.2: Unregistered Vehicles in Reflections**

- A. An owner of any vehicle that does not have a valid license plate shall be given a written 15 day notice to properly register and display a valid license or remove the vehicle from Reflections property; and
- B. If the vehicle remains improperly licensed or if not removed from Reflections after the 15-day period, ROA will notify the Richland County Sheriff's Department. The cost of removal will be borne by the vehicle's owner.

<b>ROA RULES:</b>	<b>SUBJECT:</b>	<b>EFF DATE:</b>	<b>SECTION:</b>
<b>CHAPTER 10: PARKING</b>	<b>RV AREA</b>	<b>10/23/2014</b>	<b>10.3</b>

### **Rule 10.3: RV Area**

- A. Use of the RV Area is restricted to members of the Reflections Owners Association (ROA) and to regime paying members of Emerald Lake Homeowners Association and The Arbors at Twin Oaks Community Association. Any member may delegate their right of use to their immediate family in residence, their tenants, their guests in residence, or contract purchasers who reside in their dwelling;
- B. Purpose of the RV Area is for parking and storage of recreational vehicles, automobiles unable to be parked at a dwelling, camper shells, etc belonging to members of the aforementioned Associations;
- C. Residents desiring to use the RV Area must first coordinate with the Manager;
- D. The Manager will record the vehicle or item to be stored for accountability purpose and verify that the vehicle or item does belong to the resident;
- E. The resident will be assigned a permanent space for the vehicle or item in the RV Area. Transfer of the space to an unauthorized persons is prohibited;
- F. Moving of a vehicle or item out of its assigned space and into another space is prohibited. Violation or failure to correct a violation of these rules can result in the suspension of a resident's privilege to use the RV Area or a fine;
- G. The RV Area is for parking and storage only. No one is permitted to use the RV Area for camping, picnicking or as a residence;
- H. No electrical power may be diverted to the RV Area for any reason other than to provide power for tools needed to repair a stored vehicle;
- I. Personal belongings, furniture, building materials or any items other than previously specified as authorized for storage may be stored in the RV Area;
- J. Each resident assigned a space is responsible for the cleanliness of that assigned space, i.e. policing of rash, bottles, cans and any other litter. If the assigned space is trashed to such a state that ROA must have the space cleaned, the residence assigned the space will bear the cost of cleanup; and
- K. Maintenance and upkeep of the grass and shrubs in the area is the responsibility of ROA and will be performed on an as-needed basis.

ROA RULES:	SUBJECT:	EFF DATE:	SECTION:
CHAPTER 10: PARKING	STORED VEHICLES	10/23/2014	10.4

**Rule10.4: Stored Vehicles**

Temporary or permanent parking of stored or covered vehicles not driven on a regular basis is prohibited in overflow parking areas.

**Reference: Section 2.3 of the ROA Covenants, Conditions, and Restrictions, (CCRs) Parking:**

"Ownership of each Lot or Unit shall entitle the Owner or Owners thereof to the use of not more than two (2) automobile parking spaces, which shall be as near and convenient to said Lot as reasonably possible, together with the right of ingress and egress in and upon said parking area. The ASSOCIATION shall permanently assign two (2) vehicle parking spaces for each dwelling. Parking of trucks, boats, buses, trailers, motor homes, camping trailers and similar vehicles is prohibited, except in such areas as may be specifically provided for such vehicles."

**Note: Other sections regarding parking include:****Section 10.7: Outside Structures:**

"No trailer, tent, barn, tree house or other similar outbuilding or structure shall be placed on any of the property subject to these covenants at any time, either temporarily or permanently. No fuel tanks or similar storage receptacles may be exposed to view; the same may be installed only within the main dwelling unit, within any approved accessory building or within a screened area built in accordance with plans approved by the ASSOCIATION."

**Architectural Guidelines:5.3.3. Boats, Trailers, Campers and Recreational Vehicles:**

- (a) Parking of boats, trailers, campers or other recreational vehicles in the residential area is not permitted. A fenced storage area adjacent to the maintenance shed is available for this purpose.
- (b) Temporary parking of not more than 48 hours duration is authorized for these vehicles in the Clubhouse parking area.