

## SUMMARY

### **DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS AMENDMENTS, BY-LAWS, and CURRENT RULES and REGULATIONS**

Origin of Covenants, Conditions and Restrictions:

"WHEREAS, Declarant (International Paper Realty Corporation) desires to insure the attractiveness of the individual lots and community facilities within this portion of Woodlake Village and prevent any future impairment thereof, to prevent nuisances, to preserve, protect and enhance the values and amenities of the said property and to provide for the maintenance of the open spaces, walkways, and other community facilities located with Woodlake Village; and, in order to accomplish these objectives, deem it advisable to subject the real property .... To the Covenants, Conditions, Restrictions easements, charge and liens hereinafter set forth."

The Declarations of Covenants, Conditions and Restrictions as recorded on your land in 1984 by the International Paper Realty Corporation bound you to them when you purchased your property. Many people bought here knowing that these controls would protect and maintain Woodlake Village as a beautiful place in which to live.

Please remember that the Covenants, Conditions and Restrictions are intended for the protection, pleasure and enjoyment of all property owners now and in the future. These were not initiated by the Homeowners Association but by International Paper Realty Corporation. In the same legal instrument the Architectural Committee was formulated, to carry out the requirements stated in the Covenants, Conditions and Restrictions.

The Rules and Regulations have evolved because of a need for interpretation from time to time of the Covenants, Conditions and Restrictions, Amendments and By-Laws to make them applicable with current acceptable community conditions and standards.

The following is a partial copy of the information contained in Covenants, Amendments, By-Laws, and current Rules and Regulations. The full text of all these documents is available in the Clubhouse Library or by contacting the Board Secretary.

#### **ARCHITECTURAL CONTROL COMMITTEE:**

The Architectural Committee meets on the first and third Wednesday of each month. Every effort will be made to render a prompt and fair decision to each Homeowner request. Your written requests should be presented to the Committee Chairman no later than the Saturday before the meeting. Your written request will be processed as soon as possible, in any event, no later than thirty (30) days will pass, otherwise the request will be automatically approved as written.

Construction or changes should not be started until the Committee has approved your request. Since the Committee members usually visit the property in question toward the end of their bi-weekly meeting, homeowners should make themselves available to permit timely and consistent decision-making. It shall be the sole responsibility of the property owner to secure any and all necessary building and zoning permits before proceeding with any approved construction.

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It is the overall Policy of the Woodlake Village HOA Board of Directors to consistently and fairly enforce the Association's Covenants, Conditions and Restrictions, By-Laws, and their applicable Amendments and Supplements commonly known as CCRs. These documents are attached to every homeowner's deed before or during the time of property "closing" and are the legal basis for managing the HOA. Copies of the CCRs are readily available for you to read and may be purchased at minimal cost from the HOA Secretary.

The CCRs authorize the Board of Directors to establish **Rules and Regulations** as governing principles and practices set forth to guide Homeowners and the Board to manage the prevailing code of conduct and quality of life within Woodlake Village. The **Rules and Regulations** may change from time to time; must be published, distributed, and publicly posted. An unabridged current copy of the **Rules and Regulations** will appear in the annual issue of the Village Telephone Directory and posted in the Clubhouse. Copies may be purchased from the Association Secretary.

If a subject is not included in these **Rules and Regulations**, it is not an approved subject and will therefore require an appeal to the Board of Directors for any exception.

(sequenced alphabetically)

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**ARCHITECTURAL CONTROL**

All homeowner property construction or improvements must be submitted to the Architectural Control Committee (ACC) for approval using the available "Request for Architectural Control Committee Authorization" Form found in the Clubhouse main hall ACC wall-mounted file holder.

**ADDITIONS** to a homeowner property that may be allowed are:

- (1) **Contractors** - Building and home repair vendors while providing their services are required to store their materials, tools, and supplies in contained and orderly fashion.
- (2) **Enclosures** around pumps and propane tanks may be erected of approved materials to a height specified on the "Request for Authorization" form and sample pictures found in the Library cabinet from which to select a style and color.
- (3) **Fences** may be erected only in the back yard with matching gate(s) and height not to exceed four feet. There are several choices of approved commercially available materials specified on the "Request for Authorization" form and sample pictures found in the Library cabinet from which to select a style and color. Fence may be screened inside (homeowner's side) with 2 x 4 Type 14 gauge wire to contain pets.
- (4) **Flagpoles** that meet the following specifications:
  - a. Poles flying the American Flag must be over eight (8) feet high,
  - b. Flags measuring 3' x 5' require a pole between 15 feet and 20 feet high.
  - c. Poles over 20' high must be placed no closer than 1.5 times the height of pole from the nearest structure; maximum height is twenty-five feet.

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- (5) **Holiday decorations** do not require written approval but must be removed at least three (3) weeks after the holidays.
- (6) **Manmade lawn ornaments**, rock gardens, fountains and fish ponds that pass Architectural Control Committee approval.
- (7) **Protective netting**: homeowners bordering the golf course may request protection.
- (8) **Signs**: are permitted only as explicitly specified in the HOA Covenants.

**ATTACHMENTS** to a homeowner house that may be allowed are:

- (1) **Arbors** that color match the house and trim.
- (2) **Awnings - retractable** to cover rear of house and side patio areas using approved sample materials, colors and patterns found in the Clubhouse Library.
- (3) **Garage door screens** – vertically retractable installed inside.
- (4) **Hurricane Shutters** that meet the following specifications:
  - a. When unused are not visible from the street or adjoining property.
  - b. Brackets and hardware painted to match window trim color.
  - c. Temporary shutters during a period prior to and after a hurricane.
- (5) **Outbuildings** - any structures not attached to the house are not allowed.
- (6) **Pergola** - attached or detached over backyard patio.
- (7) **Screened porch** located on backside of the house.
- (8) **Satellite dishes** must not be visible from the front of the house unless reception of an acceptable quality signal is not possible.

**DRIVEWAY, PAD and WALKWAY** addition or replacement is permitted using approved sample materials, colors and patterns found in the Clubhouse Library.

- (1) Concrete must match or nearly match the original construction.
- (2) Coatings, protective and sculptured finishes must complement house colors.
- (3) Driveways must be a uniform appearance not to exceed twenty feet in width.

**EXTERNAL PAINTING and MAINTENANCE** is permitted using approved sample materials, colors and patterns found in the Clubhouse Library. It is not necessary to get Architectural Control Committee approval if maintenance is the original house colors.

- (1) All exterior house paint or vinyl covering will have either a flat or semi-gloss finish and conform to the approved color selections and vinyl house siding samples found in the Clubhouse Library.
- (2) Garage door replacements must be the same color as the original door, house or trim.

**ROOF REPLACEMENT or ADDITION** is permitted using approved roof samples found in the Clubhouse Library under these conditions:

- (1) After a natural disaster, homeowners can proceed with recovery efforts without prior approval using replacement materials that complement the house color, blend with the original roof color and material, and harmonize with neighboring houses.

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- (2) Addition construction will require elevation drawings accompanying the ACC request form showing:
  - a. Two side views showing roof pitch, dimensions and window/door placement.
  - b. Facing view(s) showing dimensions and window/door placement.
- (3) Replacement or additional roofing Roof vents and cooling fans must be installed on the rear-facing surface of the house.
- (4) Solar tubes and skylights on any roof-facing surface.

**STORAGE ADDITION** is permitted; the addition not to exceed a range in size from 6'd x 10'w x 8'h over a 3" concrete pad with materials that match the house siding materials and color scheme with approval of both the Architectural Control Committee and Board of Directors.

**TREE REMOVAL** is permitted when a tree is four (4) inches in diameter or ten (10) feet tall measured 6 inches above ground level and/or one of the following conditions is met:

- (1) It is diseased or dying as attested to in a written opinion of the South Carolina Forestry Commission.
- (2) It is a hazard to the dwelling, foundation, driveways or walkways that cannot be corrected as determined by the ACC and/or the Board of Directors.
- (3) Tree stump to ground level and all debris must be removed by a Board certified contractor.
- (4) A removed tree may require being replaced by a suitable specimen of one (1) to one and a half (1½) caliper stock [one to one and a half inches in diameter measured 6 inches above ground]. Replacement may be negotiated between the ACC and the homeowner.
- (5) After a natural disaster homeowners can proceed with recovery efforts at their discretion.
- (6) All removal and/or maintenance must be performed by a certified and approved tree service that has agreed in writing to meet Board specifications as detailed on the "Request for Authorization" form.

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**COMMON GROUNDS and FACILITIES USE**

**BULLETIN BOARDS (4)** located throughout the Village are for the purpose of keeping residents informed of Village activities and of non-commercial activities of interest.

- (1) The bulletin boards are for announcements of Village activities and events. When space is available, residents may post personal property sale items, wanted items, and local announcements of events that may be of interest to residents.
- (2) Social Committee activities and events announcements and personal notices are limited to no larger than one full 8 1/2"x 11" page. All notices should clearly indicate that it was posted by a Woodlake Village resident and dated, using stick pins only, or it will be removed.
- (3) Commercial advertisements and political campaign material are not permitted.
- (4) Postings should not be made any sooner than about two weeks before the activity, event or personal property sale, and be removed the day following it.

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- (5) When space is limited, articles will be removed by the Social Committee Chairperson to make room for more current information using the following priority routine ranked least important to most important:
- a. Least important: first removed will be local service group activities, church programs, community activities; second removed will be items for sale, third removed will be Village and Club activities.
  - b. Most important: first remaining will be Board of Directors business, second remaining will be Social Committee Activities.
  - c. No advertisements may remain or be reposted after it has been on the board for thirty days (Date of posting must appear on ad).

**CLUBHOUSE and RECREATIONAL FACILITIES** located on Woodlake Village HOA common grounds may be utilized by homeowners, guests of owners, tenants or contract purchasers. These Rules and Regulations are intended to govern the use of the Woodlake Village Common Grounds and Facilities which include the clubhouse, swimming pool, tennis court and shuffleboard courts.

**Definitions:** (Relative to the use of Common Grounds and Facilities)

- ! **Activity/Activities:** An activity is the routine use of the common ground building, known as the Clubhouse, and it's surrounding facilities and will be available for the exclusive use of Woodlake residents and/or their guests.
- " Activities may occur daily and are usually scheduled weekly, bi-weekly, or monthly through the Social Committee Chairperson. Examples of Clubhouse activities are, but not limited to: art classes, bridge, card parties, canasta, library use, mahjong, poker, safe driving classes, shuffleboard, swimming exercise, tennis, and water volleyball.
- ! **Event(s):** An event is an infrequent and/or once-per-year occurrence that is planned and conducted by the Social Committee.
- " Events are for the exclusive use of Woodlake Village residents and/or their guests.
- " Reservations for events are made through the Social Committee Chairperson.
- " Examples of events are: yard sale, craft show, dinner-dance, and private parties such as birthday parties or anniversaries. There will be a fee for events as directed by the Social Committee.
- ! **Guest(s):** Merriam-Webster dictionary: *a person to whom hospitality is extended.* Only residents of Woodlake Village and their guests may use the Woodlake Village Common Grounds facilities and are subject to all HOA Rules and Regulations.

**Clubhouse – Use and Schedule:**

Woodlake Village residents may request use of the Clubhouse and facilities for activities and events by completing a- "Request for Use of Woodlake Village Clubhouse" form and presenting it to the Social Committee Chairperson for approval.

- (1) Woodlake Social Committee activities or events that are scheduled in advance take priority over homeowner requests unless a change is authorized by the Committee Chairperson.

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- (2) A request for use of the Clubhouse for bereavement (family gathering necessitated by a funeral) will take priority over activities, but not over events. The Social Chairperson must be consulted and affected activities contact(s) made resulting in a mutually agreed upon final date and time for the bereavement gathering, and no fee will be charged.
- (3) Reservations for private party events will not be accepted more than twelve (12) months prior to the event. Consideration will include a consultation with the activity coordinators to determine the feasibility of rescheduling, cancelling or relocating their event. The Board of Directors will be consulted when a disagreement arises and will make the final decision.
- (4) Homeowners who host private party events will be financially responsible for any damage that occurs to the facilities or the common grounds.
- (5) A homeowner or group of homeowners may request use of the Clubhouse for any activity free of charge as long as other homeowners are not locked out and their rights are not infringed.
- (6) At paid events such as dinners and dances, when tickets remain available after the Woodlake homeowner's deadline to purchase tickets, homeowner guests may purchase tickets.
- (7) As a general rule, any one homeowner should invite no more than four (4) guests at any time.
- (8) The Board of Directors reserves the right to refuse the use or rental of the Clubhouse and Facilities for any reason and to waive the private-event-use fee for extraordinary purposes.

**Clubhouse Rules and Regulations:** The Clubhouse will be available daily from 9:00 AM to 9:00 PM unless otherwise scheduled for a special activity. Normal closing hours for Clubhouse parties will be midnight.

- (1) All functions must have the homeowner sponsoring host present.
- (2) The Clubhouse and pool area may be used simultaneously. However, homeowners and guests with swimsuit attire are not allowed in the Clubhouse and no food or breakable items are allowed around the pool area.
- (3) No loud or boisterous noises are allowed which might annoy the neighbors.
- (4) Guests under the age of 18 must be accompanied by the homeowner or the guardian of a minor guest.
- (5) No pet will be allowed in the Clubhouse.
- (6) Service animals as defined by Federal Law under the Americans Disabilities Act are allowed.
- (7) After all activities or events, any kitchenware used must be washed or placed in the dishwasher using posted instructions.
- (8) NOTHING may be removed or borrowed from the Clubhouse except books, magazines, tapes and videos from the lending library; and puzzles.

**Clubhouse Use Request and Scheduling Procedure:** The Social Committee Chairperson will maintain the HOA monthly calendar for activities, events and private functions. These must be scheduled through the Social Committee Chairperson and a monthly schedule will be published in the Village Voice.

- (1) In order to use the Clubhouse the "Request for Use of Woodlake Clubhouse" form along with the following fees must be submitted to the Board Treasurer no more than twelve (12) months prior to the event and under normal circumstances no less than 30 days.

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The charge for a Clubhouse private event will be \$ 50.00 - refundable if no damages and dishes have been washed. Details are available on the "Request" form.

- (2) Social Committee and organizations that are exclusively comprised of Woodlake Village homeowners are exempt from a fee.

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**GARAGE/YARD SALES**

The Board of Directors will establish a date for the annual sale and provide advertising in the local newspapers and Village Voice. A small fee will be charged to pay for advertising. Permission forms will be available from the Social Committee Chairperson.

- (1) All residents can participate; limited to resident's personal effects and held in the homeowner's garage or driveway only.
- (2) Vehicle parking is subject to Horry County traffic laws and will be managed by the Social Committee Chairperson.
- (3) Residents selling their house may have a **one** day garage/yard sale of their own personal effects by permission from the Social Committee Chairperson.
- (4) Signs may be posted on the Village Bulletin Boards not to exceed 8½" x 11". and should be removed immediately following the sale.

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**VEHICLE PARKING**

**Vehicles on Common Ground Property** are permitted **on paved areas only** for:

- (1) **Automobiles, pick-up trucks, and vans...**
  - a. During Clubhouse scheduled activities and events.
  - b. At all times with written permission from the Association President.
  - c. Belonging to guests may park overnight near the street for seventy-two hours with a visible sign noting the homeowner's name, address, phone number, start and end dates.
- (2) **Recreational vehicles (RVs)** belonging to a homeowner or guest may park overnight near the street for seventy-two hours with a visible sign noting the homeowner's name, address, phone number, start and end dates.

**Noncompliance** will subject the vehicle to being towed from the common ground area at the owner's expense and result in a homeowner Rules and Regulation violation fine.

**Vehicles on Homeowner Property** are permitted **on paved areas only** for:

- (1) **Automobiles, pick-up trucks, vans and documented medical transporters** at all times.

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**All-terrain vehicles, boats, motorcycles, scooters, skimobiles, skidoos** and similar equipment, and their **towing trailers** not to exceed twenty-four hours.

**Recreational vehicles (RVs)** owned by a homeowner while being prepared for use, cleaned out, or unloaded after use for a period not to exceed consecutive seventy-two hours. Guest recreational vehicles (RVs) may remain parked for a period not to exceed consecutive seventy-two hours.

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**VIOLATION FINES**

Fines are intended to be an inducement for homeowners to abide with the standards set forth in the Woodlake Village Declaration of Covenants, Conditions and Restrictions, By-Laws, Rules and Regulations. The Woodlake Village Board of Directors is granted the power to establish and enforce fines that can be levied and collected in the case of violations that are deemed necessary. Such fines are treated like other assessments for purpose of collection. A copy of the current Board approved violation fines can be obtained from the Association Secretary.

**SCHEDULE OF VIOLATION FINES:**

Violation of the Declaration of Covenants, Conditions and Restrictions, By-Laws, Rules and Regulations	Violation Fine Schedule
Minimum fine each occurrence not to exceed 10 for a series of violations arising from the same set of transactions or occurrences	\$100.00 Max \$1,000
Remove tree(s) without Architectural Control or Board approval	\$200.00 each
Begin property repair, improvement or addition construction without Architectural Control Committee or Board approval	\$100.00 Max \$1,000
Violation of 55+ age restriction	\$125 per week
Violations that can not be corrected	Minimum \$500

Every Board of Director has a full set of these documents and you may approach them for answering any questions you have. You may obtain a copy from the Board Secretary and a full text is accessible on the HOA website [www.woodlakevillage.org](http://www.woodlakevillage.org).