

**TO:** All Homeowners and Residents of Timberlake  
**SUBJECT:** In-House Rules and Regulations of Timberlake  
**DATE:** Original Document 1985 (Updated 03/28/2016) (Reprint 9/29/2016)

Your unit, which you have purchased, is your private home. As a homeowner, you are entitled to the joy, pleasure, and privacy of your home. All of us must recognize that in condominium living such as ours, where we have so many families, both in size, vocation/avocation, certain Rules and Regulations are needed for the benefit of all homeowners and residents.

You must recognize that these Rules and Regulations are in addition to certain agreements and regulations included in our By-Laws as well as the Harbison Covenants & Restrictions, which are part of the Master Deed. We believe that these In-House Rules adopted by the homeowners are simple to understand and reasonable enough for everyone to follow and to make living in Timberlake enjoyable.

If all homeowners, residents and their families will follow to the best of their ability the Rules and Regulations contained below and will try to take good care of all common areas as if they were their own, it will ensure that everyone will have a happy, comfortable place to live.

Everyone must give due consideration to others who have a home in Timberlake and the "Golden Rule" is still a great way to try and live together.

**I. Parking**

- A. No car should ever be left unattended or blocking an entrance and/or assigned parking area. Unit owners, residents and their guests will respect the parking lot areas reserved for residents at all times. Owners/residents are limited to 2 current state licensed vehicles per unit with one assigned space and the 2<sup>nd</sup> vehicle should park in the unnumbered space. Each vehicle must display a permanently affixed, non-transferable, Timberlake issued decal on the drivers' side rear window. No additional vehicles may be stored on the property.
- B. Driveways must never be blocked.
- C. Guests may use available unnumbered parking spaces. Owners/residents should remind guests not to park in the numbered assigned spaces. Unauthorized

vehicles from numbered and unnumbered spaces will be towed at the owner's expense by a registered car towing service, currently Absolute Towing 939-9393.

- D. No cars, trucks, motorbikes, etc. shall be driven on the sidewalk or grass of the premises.
- E. No skating or skateboarding will be allowed in the parking area. The parking area shall not be used as a playground for bicycles, motorcycles, skates, skateboarding, scooters or ball playing.
- F. Boats, vans, trailers, motorcycles and recreational vehicles shall not be parked on the property except the Timberlake landscape trailer.
- G. Commercial vehicles may not be parked on the property overnight. To do so is in violation of the Harbison Covenants and Restrictions Article XII 12.02. Commercial vehicles are considered as any vehicle which visibly displays construction, maintenance, and landscape materials, or displays company logos or business names.

## II. Pets

- A. Pets are much loved and wanted by some homeowners; however, other homeowners do not like or want pets. Both groups need to be accommodated. Pets are allowed provided that they are not a public nuisance. Certain breed of dogs are not allowed. All animals must be leashed when outside the owner's/resident's unit. Pets are to be limited to two (2) pets per unit. Animals are to be a maximum weight limit of 30 pounds each. Present pets already living on the property before July 2004 are "grandfathered in". All dogs and cats must have an annual rabies inoculation, with proof available to Timberlake upon request. Pets may not be walked in the common grassy areas in the front, side, or back of the buildings, nor should they be walked in pine straw areas around the buildings or in the center islands of both phases. Animals should not be left unattended on porches/balconies or tethered in common areas. All pet owners are responsible to clean up after their pets and walk them elsewhere such as in the woods. Violators will be fined \$25.00 per incident.
- B. All dogs and cats must be registered with Timberlake's Management Company:

**III. Noise and Damages**

All homeowners/residents are responsible for their guests' behavior and for any damage caused by a family member or guest to the common property or common areas.

- A. No music lessons will be given in the units and the practicing of any instrument should be done with consideration for those within hearing distance between 8:00 am and 9:00 pm.
- B. The resident will not make (or permit to be made by guests) any disturbing noises, which will unreasonably interfere with the rights and privileges of others (i.e. loud cars, music). Before 8:00 am or after 9:00 pm, stereos and TVs should be turned to low volume. Clothes washers, dryers, and dishwashers should not be operated before 8:00 am or after 9:00 pm.
- C. No construction or renovation work on Sundays. No drilling, sawing, hammering, etc. shall be allowed in any unit except between 8:00 am and 7:00 pm Monday – Saturday. Construction debris, furniture, appliances, etc. must be removed from the site to an approved dump site. Anyone using the Timberlake dumpster for anything other than household garbage will be charged the cost of removing the material plus a \$25.00 fine per incident. No laminate or wood flooring can be installed in the upper level units without the proper underlayment material and approval by the Board of Directors.

**IV. Common Areas**

- A. Your unit is your home, but common areas must be respected for the benefit of all. Young children shall not be allowed to play in the stairways on the landings or the buildings and should be properly supervised at all times.
- B. Sidewalks, entrances, hallways, stairwells, and stairways must not be obstructed at any time, nor used for anything other than entrances or exits. There should be no storage of mops, brooms, rugs, towels, etc. outside any unit. Bicycles, barbeque grills, coolers, pots, dirt, plant supplies, etc. must not

be stored in any of these areas. Two flower pots and two chairs are permitted at the entrance to a unit provided they do not block the entrance.

- C. No Smoking. All common areas have been designated as **No Smoking**. Signs have been placed on the front lower levels and the upper levels. Cigarettes and other smoking materials are considered litter, a fire hazard and detrimental to our health. Do not smoke in the open areas entering or leaving the buildings (front porches/balconies or back balconies). Do not throw your cigarette butts or ashes in the open common areas or in the pine straw.
  
- D. All fireplaces have been closed off. No fires of any kind. Contact our management company regarding electric fire logs:

Property Management Solutions  
803-996-4846

- E. Feeding of geese, ducks, squirrels, birds, etc. from your door is prohibited. Doing so kills grass and other growing plants in the common areas and can also breed disease. Feeding of ducks and geese is prohibited per the Harbison Homeowner's Association.
  
- F. Planting or placement of personal decorations such as bird baths, bird feeders in any common area is prohibited without Timberlake Board approval.
  
- G. Car washing is prohibited. Auto repairs, other than changing of flat tires, is prohibited.
  
- H. Fireworks are not allowed to be used in the Timberlake community. This means fireworks are not to be discharged within the boundaries of the Timberlake HOA. Firearms are not to be discharged in the Timberlake Community.

**V. Balconies**

- A. Second story residents must use care in cleaning outside porches. Do not allow soap and water to drain over the sides or between the floorboards to the unit below. Do not water plants or flowers on the balcony if water will

drain to the porch below. Do not sweep trash from the balcony over the side or between the floorboards. Never throw anything off the balconies.

- B. The 2003 edition of the International Fire Code prohibits the use of open flame cooking devices, such as grills, on unprotected combustible balconies or within 10 feet of commercial and multi-family structures (308.3.1). Provisions in this code also forbid the storage of LP (liquid propane) containers on balconies or within 10 feet of combustible building (308.3.1.1). Persons in violation of this section of the code may receive individual fines of \$1087.50 per infraction and face other civil and criminal penalties allowed under the law.

## **VI. Building Appearance**

- A. No clothing, rugs, towels, nor any other items will be hung outside any unit nor will any such areas or windows be used for storage, drying purposes or to shake mops, rugs, dust cloths, etc.
- B. No signs (except for sale or for rent of a unit), ads or lettering shall be exhibited or affixed by any unit owner or resident to the outside or inside of the premises, except as provided in the Association's By-Laws or Declaration. No change can be made in any way that would affect the outside appearance of the building.
- C. All draperies, blinds, window coverings should present a white appearance to the outside view. This uniformity will enhance the appearance of the buildings as well as give a pleasing continuity of color and design to the entire complex.
- D. No changes to the exterior of a building or the affixing of materials to the exterior of the building may be made without prior submission to and approval of the Timberlake Board and the Harbison Community Association Residential Design Review Committee per Harbison Covenants and

Restrictions, Article IX, 9.07 (i.e. TV antennas, satellite dishes, porch enclosures, external wiring, lights, etc.)

- E. **Outside antennas, or dish satellites are not allowed at Timberlake.** All dishes installed prior to July 1, 2014, will be allowed to remain, however once service is discontinued the dish must be removed from the property.

## VII. **Sales and Rentals of Units**

- A. All owners/investors should register their lessee/tenant with the managing agent's local office:

Property Management Solutions  
P. O. Box 2014  
Lexington, SC 29071  
803-996-4846  
E-mail: [office@pmsolutionssc.com](mailto:office@pmsolutionssc.com)  
Website: [pmsolutionssc.com](http://pmsolutionssc.com)

- B. Any transfer of ownership should be registered with the Timberlake Homeowners managing agent, Property Management Solutions.
- C. All owners are responsible to give agents selling or renting their unit a copy of the In-House Rules and Regulations which contains information the new owner/tenant must follow, including; Vehicles/Parking Space/Pet registration and restrictions.