



VILLAGES AT GODLEY STATION RULES AND REGULATIONS

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INTRODUCTION

The Villages at Godley Station Homeowners Association (HOA) and its elected Board of Directors (BOD) proudly and responsibly manage, maintain, upgrade, and beautify all community common areas, facilities, structures and amenities designed for the exclusive use of its residents and their accompanied guests. The BOD is also responsible for securing and restricting access to such community assets from non-residents and other non-authorized persons in order to preserve their value and guarantee a fun and safe environment for all.

Additionally, the BOD is responsible for ensuring our neighborhoods reflect a community architectural standard “Look and Feel” that we can all be proud of calling HOME. To effectively achieve this goal, the BOD is entrusted with the responsibility to develop and enforce architectural rules and standards for homeowners regarding their properties exterior. Lastly, a few “common sense” rules regarding activities are laid out to ensure a safe and friendly neighborhood for all.

Covenants ARTICLE III, Section 3.2(a)(b)(c)(d) authorizes and provides the BOD its rule making authority.

PURPOSE

These Rules and Regulations (R&R) will serve as the foundation or “How to Manual” for all residents to follow while exercising their right to enjoy the use of any community assets and when considering any modifications and improvements to their property.

R&R may be amended, repealed, and adopted from time to time by the BOD. Any proposed amendments may -or may not- be published in the Association's Newsletter or community website at the discretion of the BOD.

REQUIREMENTS

HOA secured facilities include the Clubhouse, Community Pools, Tennis Courts, Basketball Court, and Playground areas. Entry to these areas and facilities require the use of a valid keycard. Keycard(s) is(are) issued by the **Property Manager** to homeowners and renters upon request and for a small fee per keycard. In order for (a) keycard(s) to be valid, the homeowner's account linked to it(them) **MUST** be current with all HOA dues, including any Late Fees and other Fines that might have been assessed to that account. **THERE WILL BE NO EXCEPTIONS.**

GENERAL RULES

All homeowners, approved renters, and their accompanied guests are expected to comply with these R&R at all times and while safely enjoying the use of any community common areas, structures, facilities and amenities. The Clubhouse, Pool areas and other adjacent amenities are monitored by video surveillance 24/7. Security Guard services are provided after office hours during the week and on weekends. Failure to follow the Rules and Regulations and/or Security Guard instructions at any time may result in suspension of amenity use privileges and could even result in fines assessed against the responsible homeowners' account. Suspension terms are at the discretion of the Board of Directors. Homeowners may be held financially liable for any damages to facilities caused by themselves, their children, guests or tenants to include contamination of the pool.

A maximum of (4) FOUR non-resident Guests per household are allowed. All Guests, including children, **MUST** be accompanied by an adult Resident who has a valid keycard. Persons under the age of 18 are not allowed to swim or use the pool without a responsible adult present on the pool deck. An adult in another area of the clubhouse is not considered present on the pool deck.

- Each keycard holder **MUST** individually use their valid keycard to enter.
- While not a guest, **TAILGATING** or **STRAGGLING** in is **NOT ALLOWED** at any time.
- The propping of any doors or gates to any Common Area amenities or buildings is **STRICTLY PROHIBITED**.
- **CAUTION: There shall be NO SMOKING, VAPING OR TOBACCO PRODUCTS on HOA property except in designated areas. Designated smoking areas have been provided with signage outside the gates.**
- No glass articles are allowed on HOA property.
- Music played by personal devices **MUST** be unobtrusive and not contain objectionable material.
- Please, refrain from using profanity while on HOA property.

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Report all accidents and incidents to the **Property Manager** during weekdays, and to the Security Guard when one present. **Property Manager contact information is available on signs posted around the pool area and in the Clubhouse.**

ADDITIONAL RULES FOR MINORS

- Persons 12 and under **MUST** be accompanied by an adult keycard holder at all times.
- Valid keycard holders from ages 13 to 17 **MUST have a parent release form (Waiver) signed by parent or guardian on file in the office and a Waiver sticker on their keycard.**
- Persons under the age of 18 with waiver stickers on their keycards are **NOT ALLOWED** to bring any guests (resident or non-residents) to the facilities.

ADDITIONAL RULES FOR INFORMAL GROUP ACTIVITIES

The following general guidelines have been established to govern informal group activity (yoga, arts/crafts, bridge club, etc.) usage of the Common Areas such as the Clubhouse, Pool Deck, Arbors Circle, Dog Park:

- Individual sponsoring the activity must be an HOA member in good standing and present for activity at all times.
- Use of the downstairs meeting rooms in the Clubhouse is permitted for informal activities.
- Common Area in use must be cleaned up/returned to previous condition after conclusion of activity.
- Activities must not be affiliated to a political or religious view or group.
- Activity attendees must follow all rules and guidelines as stated in the HOA Covenants and Rules and Regulations.
- Activities are non-profit only, suggested donations for the activity are not permitted.
- Maximum of 12 participants is permitted.
- Vehicles of all participants must be parked safely and not to impede normal traffic, on street parking is prohibited.
- Activities are not permitted during peak weekly hours in the Clubhouse 4-8PM Fridays, 10AM-8PM Saturdays and Sundays.
- Common Area usage is first come/first served basis but scheduled clubhouse activities (e.g. rentals) take precedence over informal group activities.

It is highly recommended that HOA members inform the **Property Manager** of any planned group activities to determine if there any conflicting activities previously scheduled.

CLUBHOUSE, COMMUNITY POOL AND OTHER COMMUNITY AMENITIES

Clubhouse Rules

- The Clubhouse and restrooms are open daily from 5 AM to 11 PM
- When entering the clubhouse, if you notice any damage, please call the **Property Manager** immediately
- Before exiting clubhouse, please always:
 - Return all furniture to its original location
 - Leave the clubhouse clean (Kitchen and Main Room)
 - Remove all personal belongings and trash

Clubhouse Rentals

- Rentals are available only for the Savannah Room, Kitchen and Main Room* (* except during Pool Season)
- Please contact our **Property Manager** or see our website (www.godleyhoa.com) for additional rental information
- All events held at the Clubhouse **MUST** be completed by midnight

Access to Pool Deck and Grills Areas

- Access to the Pool Deck area from the Clubhouse is restricted as follows:
 - During Pool Season (see section below): Pool hours only, otherwise it is prohibited
 - During Pool Off-Season: prohibited at all times
- Access to the Grill area is limited to Clubhouse hours as stated above. For your safety, grill use is prohibited when lightning and thunder can be seen or heard.

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- Use of Grills:
 - Use is on a first-come-first-served basis
 - Several gas tanks are provided for your use
 - If you find a gas tank empty and have it filled, please provide the receipt to the **Property Manager** for reimbursement (NOTE: write your name and address on back of receipt)

Fitness Center Rules

- The fitness center and restrooms are open daily from 5 AM to 11 PM
- Fitness center equipment may not be altered, moved or adjusted in a manner not pre-approved by management or the manufacturer.
- Benches and vinyl MUST be wiped down after use for which a wipe dispenser is provided
- If others are waiting to use equipment, please limit time to 30 minutes.
- **WARNING: Use of this facility is always at the risk of the individual. Neither the HOA, nor any of its BOD Members, or associates, or contractors, assume any responsibility or liability for any accidents or injuries incurred while using fitness equipment**
- Please always wear proper attire and footwear for the activity being performed
- No food or drink is allowed in the fitness center
- Management reserves the right to further restrict the use of this facility at any time with notice

Community Pool Rules

- Pool Season is April 1st thru October 31st
- Pool Hours are 6 AM to 9 PM (roughly coinciding with Sunrise to Sunset)
- **CAUTION: Any persons in the pool or pool deck area after pool hours will be considered trespassing and will be prosecuted**
- **CAUTION: Swimming alone is strictly prohibited per City Ordinance**
- **WARNING: There is NO LIFEGUARD ON DUTY at any time. All persons swim at their own risk.**
- Persons who cannot swim MUST be accompanied by a responsible adult at all times and MUST also wear a life saving device.
- Safety equipment, life ring and hook are not toys, and are to be used for emergency situations only.
- Safety rope across the pool MUST remain attached per Health Department Ordinance.
- There shall be no jumping on, no sitting on, no hanging on, nor used to exit the pool area of any lane dividers and depth lines. If any of them are broken, the pool shall be closed until repairs are completed and inspected by a city official.
- For your safety and that of your guests and children, there shall be:
 - No diving
 - No running
 - No horseplay, fighting, spitting
 - No bicycles, skateboards or rollerblades
 - No standing on boards/pool toys
- For your safety, no swimming is allowed during heavy rain or when lightning and thunder can be seen or heard.
- All beverages and food MUST be 10 feet from the pool edge.
- Please be sure to deposit any trash in trash/recycle receptacles provided for your convenience. Remove all personal belongings and trash before leaving pool area.
- Please shower before entering the pool. Showers are located on the pool deck, near the water fountain.
- Persons MUST dry-off before entering bathrooms or clubhouse at all times.
- Persons using spray aerosol sunscreen and tanning spray are asked not to apply it while on the pool deck, but instead are asked to move into the grassy area during application as it causes a hazardous condition on the deck.
- No pool chairs/loungers permitted in pool. Rafts and floating devices are allowed, but MUST not to exceed 4'x4' in size.
- If you notice any damage in the pool area, please contact the **Property Manager**.
- Please make sure that non-toilet-trained persons are wearing clean swim diapers before entering the pools. Accidents MUST be reported to the **Property Manager** immediately.
- **NOTE: Diaper Changing Tables are located inside the restrooms.**
- **Property Manager contact information is available on signs posted around the pool area and in the Clubhouse.**

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- Gates **MUST** be closed after entering and exiting the swimming pool area.
- Please return all pool area furniture to its original location before leaving the pool area.
- Please be sure to take all personal items with you when you leave. There is no lost and found; items will be discarded at pool closing each day.
- The pool is maintained by a licensed Certified Pool Operator. In the event that the pool **MUST** be closed, all signage **MUST** be adhered to or access to the pool will be revoked for a minimum of 30 days.
- Additional posted signs at the pool **MUST** also be followed at all times.

Basketball Court, Tennis Courts, and Volleyball Court Rules

- All Courts hours are from 6 AM to 9 PM
- Use of any Court is for their designated sport only and may not be used for any other purpose
- Roller skates, skateboards, scooters, bicycles, etc. are strictly prohibited
- Players should limit their play to one (1) hour if others are waiting to use the court
- No food or drink (other than water) shall be on the court at any time

Playground Area Rules

- The playground area is open from sunrise to sunset.
- **WARNING: Play at your own risk**
- For your safety and that of your guests and children:
 - Do not use equipment when wet
 - Do not use playground equipment improperly
 - No running, pushing or shoving
 - Proper footwear required (no bare feet)
- Adult supervision of children is required at all times
- Do not use play equipment unless designed for your age group
- If you notice any broken equipment or playground hazards please report it to the **Property Manager**.
Property Manager contact information is available on signs posted around the pool area and in the Clubhouse.
- **NO PETS** are allowed in the playground area at any time
- Please close gate after entering and exiting the playground area

Dog Park Rules

- Dog park is open from sunrise to sunset
- No animals other than dogs are allowed in the dog park
- Dogs **MUST** be licensed and vaccinated for rabies and DHPP. Current license and rabies tags **MUST** be worn on the dogs collar at all times.
- No more than two (2) dogs per person are allowed on any single visit
- All dogs **MUST** be leashed until safely inside the dog park and then returned to a leash prior to exiting
- For your safety and that of your children, guests and pets, owners **MUST** immediately leash and remove dogs from the dog park at the first sign of any aggressive behavior
- Owners are liable for any injury or damage caused by their dog(s), and are fully responsible for their dogs' actions.
- Female dogs in heat are not allowed at any time
- Puppies less than four (4) months old are not permitted
- Dog owners **MUST** remain in the fenced area while their dogs are using the dog park
- Owners **MUST** be in view of their dogs and have voice control at all times
- Children accompanying dog owners **MUST** be strictly supervised and be at least 12 years old to be allowed inside dog park
- Spectators should remain outside the fenced area
- Owners **MUST** dispose of waste properly in the designated on-site containers

RESIDENTIAL RULES AND REGULATIONS

Architectural Review Committee (ARC)

The Architectural Review Committee (ARC) is be established by the HOA BOD and consists of at least three (3) and not more than five (5) members. The BOD appoints all members of the ARC. All homeowners and residents of our Community are encouraged to volunteer to serve on the ARC. The ARC regulates the external design, appearance, use, location and maintenance of the homes and parcels in our community. The ARC will review all homeowners' improvement submissions and make decisions using their best judgment of what will be compatible with the character and appearance of the community.

If a homeowner proceeds with an improvement without requesting permission from the ARC as required in the Covenants or this R&R, they risk the potential of redoing or removing the improvement. If the ARC disapproves a request, the homeowner may not proceed with the improvements. Approval or disapproval will normally be granted within 30 days as long as all requested information is submitted. It will be the homeowners' responsibility to provide all additionally requested information in a timely manner. Please see Covenants document for additional information on procedures and the appeal process.

Changes to Residence, Alterations or Additions to Lot or Structures

Changes Requiring ARC Approval

Submittal forms can be found on our HOA website at www.godleyhoa.com, or can be picked up at the Clubhouse Office during business hours. Forms can be mailed upon request by contacting the **Property Manager**. As stated above, the following list of changes ALWAYS REQUIRE ARC APPROVAL:

➤ *Architectural Changes to Home, Adding Other Residential External Structures*

Any changes to the exterior of the home, including external structures, must be approved prior to starting any construction. Please note that some changes might require additional permits from the City of Pooler. It is the responsibility of the homeowner, or their contractor, to obtain the appropriate building permit(s).

➤ *Landscaping Changes*

All landscaping changes involving the removal of large bushes (over 4 ft in diameter), or any trees having a diameter greater than five (5) inches, and six (6) feet above ground MUST be approved in advance of removal.

The following general rules MUST be observed when considering any landscaping modifications, beautification, or when adding permanent or temporary decorations:

- No artificial plants or flowers shall ever be part of the landscaping.
- Permanent lawn decorations or freestanding landscaping structures over 2.5 feet tall or 2.5 feet wide will not be permitted.
- Landscaping MUST never obstruct any sidewalk or driveway.

➤ *Adding Pools and Outdoor Spas*

Only projects permitted by the City of Pooler will be considered and approval is required before any pool or outdoor spa construction/installation can be started. Pool and Spa external equipment MUST be located in such a way that it is not immediately visible to adjacent property owners (i.e. hidden by fencing, shrubs, etc.)

➤ **Installing Solar Energy Devices**

All Solar Energy Device installations are required to have written approval of the homeowner submitted ARC Request form before beginning the installation process.

VGS HOA has written this guide as an aid to community homeowners that are considering or planning to install a solar energy system on their property. In accordance with our Covenants, Conditions and Restrictions document for the Villages at Godley Station HOA, solar device installation requests must be approved by the Architectural Review Committee (ARC).

This guide strives to organize the ARC review criteria applicable to solar energy device installations in keeping with relevant sections of our covenants document as referenced below.

The homeowners – and those involved in the planning and design of their proposed installation should benefit from this guide in preparing a request for review. The goal of this guide is to allow design proposals to take advantage of these recommendations in order to minimize issues during processing and review.

○ **Conformity and Harmony with VGS Design**

The design standards and architectural style, as applied in the original models of homes within the VGS Community are to be upheld in all proposed solar installation designs, such that they harmonize with the elements of the external and general quality of the neighborhood buildings. Reference Article IV of VGS HOA Covenants, Conditions and Restrictions.

▪ **Material Quality and Consistency**

All materials applied to the proposed solar design shall be of the quality, and appearance, consistent with or superior to those used in the original buildings as specified.

- All surfaces shall have a durable finish suitable for direct sun exposure, when applied by, or to, the specifications of the manufacturer, to achieve a proven life duration consistent with currently applied roofing materials.
- All surfaces, including but not limited to the surface of the solar collection panels, supporting framework, wiring, and cabling, shall be no-glare black color, and/or another color only if the other color would better blend with the surface the solar energy device is being mounted upon.
- Any reflective materials (glass, plastic, or metal) surfaces must not produce any glare that may disrupt the integration of appearance or be considered as a nuisance to neighbors.

▪ **Elevation Views**

The original home design styles, with their respective proportion and orientation of building elements, specifically relating to the roof planes should be maintained, as much as possible by the placement of roof mounted solar panels.

- Roof planes' size and geometric orientation shall be considered when specifying the placement of solar arrays, to maintain consistent influence on the appearance of roof elements in the architectural balance of the effected elevation view.
- The solar energy device shall be mounted to not visually alter any roof ridge lines or valleys when viewed from any landscaped location within the subdivision.
- Panel rack shall be low profile and parallel to the roof planes.
- The design of mounting of solar energy devices shall be integrated into the overall design and appearance of the home or yard. This should include potential consideration of existing or suggested planting of vegetation to soften or filter any disruption or impact the panel may create within any elevation view of the building. Care should be given to the selection of proposed planting or plant varieties to ensure they are not likely to block sun in their mature form.

▪ **Integration with existing building elements**

- Existing roof elements, such as waste or exhaust vents, skylights, antennas, chimneys, etc., which are within the area to be covered by the solar energy devices, shall be addressed by specific notes and/or detailed drawings describing how they are to be integrated into the design.
- All applicable code requirements, as to heights, distances, clearances, grounding, run lengths, capacities, etc., pertaining to any existing roof elements, such as waste or exhaust vents, skylights, antennas, chimneys, etc., shall be maintained by the proposed integration.

▪ **Maintenance and Repair**

The ideal solar energy system would require little or no maintenance during its expected service lifetime, or warranty period. It would also not restrict access to the roof and other building elements that may require servicing after solar energy devices have been installed.

▪ **Surfaces and Finishes**

- All surfaces and finishes of the solar energy system components (panel enclosures, racks, rails, supports, mounts, conduit components, etc.), which are subject to damage due to weather conditions or UV exposure, shall be accessible for repair during the expected life duration of the system.
- Any or all components of the solar energy system must be of a modular assembly, such that they can be either partially or completely removed to allow for building elements, including roofing materials to be repaired or replaced, as required during the expected life duration of the solar energy system.

▪ **Fasteners and interconnections**

All solar energy system components (panel enclosures, racks, rails, supports, mounts, conduit components, etc.) must be interconnected by removable/reusable fasteners or interconnection mechanisms, suitable for disassembly and reassembly by use of commonly available tools of the trades (roofing, plumbing, electrical).

▪ **Weather seals and environmental barriers**

- All seals, caulking, gaskets and membranes used in manufacture, assembly and installation of solar energy system components (panel enclosures, racks, rails, supports, mounts, conduit components, etc.), must be suitable to endure weather, UV rays, and other environmental conditions, without failure for the full expected life duration of the solar energy system being designed.
- All means of weather seal and environmental barriers must be easily serviced and/or maintained in the event of failure during the expected life duration of the Solar Energy system. Reference Article V, of VGS HOA Covenants, Conditions and Restrictions

○ **Applying for Solar Energy Device Installation**

The ARC, at its sole discretion, may disapprove installation of solar energy devices if they determine that the device adversely impacts the surrounding homes and/or the neighborhood.

A more complete and detailed application will expedite the review process.

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The following items have been found to best describe solar energy device installations, and therefore are recommended for inclusion in homeowner requests.

- To best describe the proposed design as well as aid in the efficient processing and successful approval of the request, it is strongly suggested to provide the following attachments to Solar Energy Device Installation requests:
 - 1) Site plan, with compass direction key, including roof elements (photo image preferred) with proposed solar panel/array locations indicated, to scale.
 - 2) Building elevations, and/or photo images, that capture the views of roof planes with depiction of proposed panel/arrays, to scale.
 - 3) Cut sheets from manufactures, describing all primary system components:
 - a. Solar Panels
 - b. Panel Rack System
 - c. Roof Mounting Fixtures
 - d. Power Inverters and other power management system components
- Any additional information necessary to describe the system or installation methods to be applied to the homeowner's specific design is encouraged.

○ **Installation**

- Solar energy devices may only be installed by a professionally licensed installer and must meet all city, state and local permit and code requirements.
- Solar energy device installation may only occur after a complete ARC application has been filed and the ARC has provided written notice approving the specific solar energy device description identified in the application.
- Any modifications made after an approved application (i.e., model or brand, size, color, mounting material or configuration, location, etc.) shall render prior approval null and void, requiring the owner to submit a new or updated request, and await a separate/new written approval before beginning any installation.

➤ ***Installing Antennas and Satellite Dishes***

Satellite dishes **MUST** be no larger than one (1) meter in diameter and are expected to be placed on the back half of the roof or on a pole in the back yard. If you cannot receive the required signal at either of these locations, it **MUST** be placed in the least visible location from any other lot while affording reception.

➤ ***Adding Decks, Patios, Screened Porches and Other Structures***

Decks, gazebos, patios, pergolas, screened porches and other structures will only be permitted in the backyard. Decks and patios **MUST** be natural in color. Deck should not extend past the width of the house and should be no more than twenty (20) feet in depth.

➤ ***Altering Driveways***

Any substantive changes to driveways such as extending, widening, paving, concrete stamping, etc.

➤ ***Installing Basketball Hoops and Backboards***

Residents are required to submit applications to the ARC for permanent installation of goals on their property. Portable basketball hoops are acceptable but **MUST** be well-maintained and kept in a location on the property that does not conflict with the HOA's guidelines, rules, and regulations (i.e. blocking sidewalks or streets). Portable goals must be properly anchored. Nothing can be piled on top of the base to provide additional weight/support.

➤ ***Installing Fences***

All Fences require the approval of the ARC committee **BEFORE** construction begins. Any fence constructed before approval will be subject to immediate removal at owner's expense in addition to any imposed HOA fines. The ARC committee has the right to make individual variances to each of these requirements on a case-by-case basis and upon a homeowner's request.

After obtaining approval, it is the sole responsibility of the homeowner to obtain a building permit from the City of Pooler prior to starting fence construction. [Reference Covenants Article VI, Sect. 6.9]

Fence Rules and requirements:

- All fencing **MUST** be installed permanently as any temporary fencing is strictly prohibited.
- **LOCATION:** It is required that the fence be built on the rear and side property lines. Fence may not extend forward past the rear corner of the house that is closest to the street. Fences are not permitted down the sides of the home.
- **MATERIALS:** Acceptable materials for fences are high-grade treated lumber, aluminum ornamental, and/or vinyl coated. Other types will be reviewed on an individual basis. Chain-link or split rail fences are strictly prohibited.
- **HEIGHT, STYLE, COLOR:** Fences may not exceed (6') six-feet and height shall be uniform. It is recommended that wood fencing be painted or stained for durability, but it is not required. Fences located on lagoons should be no higher than (4') four-feet and constructed in a picket manner. Fences on lagoons should not impede another neighbor's views.
- **APPEARANCE:** Fences must be constructed in such a manner that the outward appearance is of the finished side.

➤ ***Altering Front Doors, Window Shutters and Garage Doors***

Approval is required prior to changing any doors, window shutters, or garage doors colors from the original paint colors. Permanent removal of shutters requires ARC approval. Any color changes **MUST** match or accent the house trim color and be consistent with other homes in the community. Please contact our **Property Manager** for the approved color palette information.

➤ ***Adding Patio Furniture in Visible Areas***

Adding permanent patio furniture in the front or side of home **MUST** have pre-approval and are never allowed on grass or landscaped areas. No permanent patio furniture is ever permitted in the driveway. Patio furniture that is under the roofline of a home such as rocking chairs on a covered front porch **DOES NOT** require ARC approval. For any outdoor furniture, wood and/or wrought iron materials are highly encouraged.

➤ ***Adding Exterior Recreational Equipment***

All permanently installed exterior recreational equipment including play yards (swing sets, slides, tree houses, trampolines) **MUST** be approved prior to installing. The maximum height of the equipment shall not exceed 8 feet. Recreational equipment shall be located on any lot as not to be visible from any public street. No equipment installed for children's recreational use shall be installed or placed within the front or side yard of any lot, nor in any easement or common area adjacent to the lot.

➤ ***Adding Wells***

Only shallow wells for the purpose of irrigation are allowed. No other wells are permitted.

➤ ***Installing Weathervanes***

Only roof weathervanes are allowed. No other types of weathervanes are permitted.

➤ ***Altering or Replacing Windows***

Replacement of any or all windows not originally installed by the builder requires approval prior to installation.

Nothing may be placed in the window, which could be viewed from the street. Muntin bars **MUST** be repaired and kept in uniform condition. Window fans and window air conditioning units **MUST** not be in view of neighboring lots or street and require ARC approval.

➤ ***Installing Security Doors, Storm Doors, and Security Systems***

Any door, enclosure, or change of the original design, any security systems or measures that are installed on the exterior of the house requires approval prior to installation. Only high quality, full panel glass doors, decorative wrought iron doors, or decorative aluminum doors may be installed.

➤ ***Siding***

Approval is required prior to any siding replacement. Any siding changes **MUST** match the original color and vinyl material, and be consistent with other homes in the community. Vinyl siding **MUST** be pressure washed as needed to prevent mildew buildup.

➤ ***Storage Boxes***

A weatherproof storage box with a maximum footprint of eighteen (18) square feet and no higher than four (4) feet will be permitted in the backyard of any lot for the storage of lawn care or similar equipment or lawn furniture. The storage box must be directly behind the house and no further than five (5) feet from the back wall of house.

➤ ***Storage Sheds***

A storage shed is defined by the HOA as a free-standing accessory structure that is not a part of the main house. All sheds must be pre-approved prior to commencing any work. All sheds must be typical in nature and must be representative and complimentary to the home site. After approval by the ARC, the homeowner is responsible for obtaining all permits from the City of Pooler, if applicable.

The homeowner must submit all shed design details to include, but not limited to, such as: All building materials, dimensions (depth and width) to include height at its highest point from the slab and ground level, color, windows, etc.

QUANTITY: Only one shed per lot will be allowed and approved.

USE: The purpose of the shed must be for storage only of garden and landscape items such as lawn mowers, edgers, gasoline containers, etc., or other household and personal belongings. No “she sheds” or “man caves.” Sheds shall not, under any circumstances, be used as a living space. A shed cannot be used to house animals of any kind.

LOCATION: LAGOON LOTS ARE NOT PERMITTED TO HAVE ANY TYPE OF SHED. All standard City of Pooler property line setbacks must be adhered to for shed placement and the shed may only be in the backyard. An effort should be made to screen the shed from the view of neighbors with a fence, trees or shrubbery and must not be visible from the street from a reasonable perspective.

SIZE: Maximum footprint shall be 168 square feet. Maximum allowable height shall be 12 feet (144 inches) above the slab.

STRUCTURE: Shed must include a solid floor composed of either:

- A 4-inch thick concrete slab.
- An integrated floor of suitable building material (e.g. pressure treated lumber)
- The area around the foundation must be backfilled; no exposed space under the shed will be permitted.
- A suitable barrier must be in place to prevent burrowing animals from making a habitat under the shed.

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- No dirt or gravel floors will be permitted.
- Roof must be sloped to compliment the primary residence. Flat roofs will not be approved.
- All sheds must have a door(s) that latch(es).

MATERIALS: Sheds can be pre-made or custom but must meet all requirements listed in these regulations:

- Exterior cladding should match that on the primary residence in both style and color. Exterior cladding shall be wood, vinyl, or aluminum. No plastic, rubber, fiberglass, or all-metal sheds will be approved.
- Roof shingles should match as closely as possible those on the primary residence in both style and color.
- Windows, if present, should match as closely as possible to those on the primary structure in both style and color.

UTILITIES: Any utilities servicing the shed must be underground. No above-ground utilities of any type will be permitted. The homeowner shall obtain all necessary permits from the City of Pooler and the installation must meet the Standards in the National Electric Code and must be approved by a licensed electrician. Exterior lighting (if installed) shall not exceed one 75 watt light bulb enclosed in a permanent fixture attached to the shed. Efforts must be taken to shield neighbors from light overrun.

MAINTENANCE: Property owners are responsible for the maintenance of all structures on their property, including the shed. No items may be stored outside of, or attached to the outside of, the shed. Shed doors should be kept closed and latched when not in use.

SPECIAL NOTE: The BOD and ARC reserve the right to refuse any shed request that does not follow the listed requirements. Any constructed shed that is in violation of these Shed Regulations must be removed with fifteen (15) days after receiving a HOA notice to remove. The BOD and ARC have the right, at their sole discretion, to remove the building at the homeowner's expense if the homeowner does not remove it as required.

➤ *Use of Construction Dumpsters, Supply Trailers and Portable Moving Containers*

Only temporary use of construction dumpsters, enclosed construction supply trailers and portable moving containers are allowed and all must be preapproved before placing such container on the property.

Changes or Additions Not Requiring ARC Approval

The BOD and ARC reserve the right to inspect at any time and possibly disallow any non-approved modifications or alterations that do not conform to the rules in the following list:

➤ *Clotheslines*

Clotheslines MUST not be in view of neighboring lots or streets and should be screened either by adequate planting or fencing in the rear yard of a lot. Fences shall not be used as clotheslines.

➤ *Flagpoles and Flags*

Only one (1) flagpole may be attached to the house or garage with a flag no larger than 3 feet x 5 feet. One flag not to exceed 12 inches x 18 inches may be attached to the mailbox. Flags which are considered offensive in the sole discretion of the Board will not be allowed. Flags shall not be tattered or faded. Any permanent freestanding flagpoles of any kind are strictly prohibited. [Reference Covenants Article VI, Sect. 6.7(c)]

➤ *Holiday Decorations*

All outdoor holiday lighting and decorations should be considered temporary and may not be installed prior to (30) thirty days before the holiday and MUST be removed within fifteen (15) days after the particular holiday or celebration. Consideration of neighbors should be exercised when decorating for any occasion. Decorations may not include any audio that can be heard beyond the limits of the lot.

➤ *House Numbers*

House numbers are required on every home and MUST be visible and legible from street distance at all times.

➤ **Lighting**

Any and all exterior lighting installed on the lot shall either be indirect, or shall be of such controlled focus and intensity that it will not unreasonably disturb the neighbors or neighboring lots.

➤ **Mailboxes**

No mailboxes, mailbox poles or receptacles for the delivery of newspapers or mail shall be allowed except for the standard black style that is available for order on the HOA website, or contact our **Property Manager** for further details. No shrubbery more than two (2) feet tall is permitted around mailboxes. Mailboxes should be painted regularly to maintain glossy appearance and avoid rust.

➤ **Roof Vents and Shingles**

All roof vents shall be painted a color to match the color of the roof. Roof shingles, if replaced, **MUST** be the same color and style as the shingles replaced. Any deviations from this rule will require approval by the ARC.

➤ **Signs**

Residents are permitted to display one (1) "For Sale", "Open House", "For Rent" or "For Lease" sign no larger than four (4) square feet, and no more than two (2) 1 sq. ft. security alarm system signs. **All other signs of any kind are strictly prohibited.** Placement of signs and notices on fences, trees and other objects are also prohibited. The Board of Directors reserves the right to periodically place signs in the common space for the benefit of the community. Such signs include but are not limited to informational signs and warning signs. [Reference Covenants Article III, Sect. 3.4(b) and Article VI, Sect. 6.7(a)(i)(ii)(iii)(iv)(v)(vi)]

General Rules for Use of Property and Other Community Activities

➤ **Contractor Services**

Homeowners are not authorized under any circumstances to contract services on behalf of the HOA. Any need for services including perceived emergencies must be directed to the **Property Manager** who will evaluate the issue and make contractor arrangements as necessary. This includes but is not limited to wildlife removal, tree and landscape services and pool services. Homeowners that contract services directly will be solely responsible for any payments owed to contractors.

➤ **Firearms and Fireworks**

The display or discharge of firearms (including B-B guns, pellet guns, or other guns), bows or archery equipment within the Villages of Godley Station is forbidden. The use of fireworks on Common Areas is forbidden. Exceptions include display or use by law enforcement or a resident legally transporting firearms to his/her home or otherwise provided by law. Residents **MUST** abide by City of Pooler and Chatham County laws and any other applicable laws or ordinances in regards to firearms and fireworks.

➤ **Home Businesses or Occupations**

No home occupation, industry, business, trade or profession of any kind, whether commercial or otherwise, shall be conducted, maintained or permitted on a Lot unless the activity is not apparent or detectable by sight, sound or smell from the exterior; the business activity **MUST** conform to all zoning requirements. The business **MUST** not attract any clients to the Lot or require any parking. The BOD reserves the sole right to ban any home business that it deems a nuisance.

➤ **Landscaping and Lawn Maintenance**

Each owner shall use his or her best efforts to keep and maintain attractive, healthy, live and growing conditions for all grass, shrubs, trees, planting beds, etc., to include watering, seeding, mowing, edging, weeding and pruning of bushes and trees. Landscaping **MUST** not obstruct the sidewalk or driveway. Dead or diseased trees, shrubs, bushes or other vegetation shall be cut and removed promptly. Fenced lagoon lots must keep any bushes and shrubbery trimmed to a maximum height of their fence. The HOA monitors the enforcement of these rules and will take appropriate action if a yard is not maintained properly and timely. If the HOA has to have the yard maintained by our landscaper, the cost will be passed on to the homeowner in the form of an assessment which will be compounded against other fines and fees.

➤ ***Pets***

No non-domesticated animals, livestock or poultry of any kind shall be raised, bred, boarded, or kept on any site. No owner or occupant may keep, breed or maintain any pet for any commercial purpose. No animal of any kind shall be permitted to remain on the property that is found by the BOD to be a nuisance, or dangerous, or make an unreasonable amount of noise or odor. Dogs outside making any vocalizations (including barking, baying, howling, crying or making any other noise) for more than ten (10) minutes without interruption or more than twenty (20) minutes if intermittent shall be deemed a nuisance. Each owner shall be financially responsible and liable for any damage caused by their pet. All local ordinances concerning pets MUST be obeyed at all times. Except for official service animals as governed by the Americans with Disabilities Act (ADA), no pets are allowed in any other amenity area (see Dog Park Rules above). All pet owners MUST clean up promptly after their pet(s) and bag and dispose of the waste in suitable containers provided throughout the community. All dogs shall be leashed at all times, MUST have collars with identification tags, and shall not be allowed to roam free in the neighborhood. Pets may not be tethered unattended. The maximum number of household pets will be governed by Pooler City Ordinances and Zoning Regulations.

➤ ***Severe Weather Preparations***

All temporary storm shutters, plywood or any other materials used to cover exterior windows or doorways MUST be removed within two (2) days of a Severe Weather Warning being cancelled by the National Weather Service, or within five (5) days of an evacuation order being lifted. The homeowner is responsible for properly securing any outside objects and structures that may constitute a hazard during severe weather.

➤ ***Trash Containers, Recycle Bins and Enclosures***

No refuse, garbage, trash, lumber, grass, shrub, tree clippings, plant waste, compost, metal, bulk materials, scrap, refuse, or debris of any kind shall be kept, stored, or allowed to accumulate on any lot site except if out of view within or behind an enclosed or screened structure or planting. All trash receptacles and/or yard waste to be emptied MUST be placed by the curb the day before scheduled pickup and MUST be removed before midnight the day of pickup. Items placed out for collection MUST be secured in a manner that animals cannot get into trash. Trash and recycle containers shall be stored so that they are not visible from the street.

Please contact the City of Pooler (<https://pooler-ga.gov/>) or Atlantic Waste (www.atlantic-waste.com) for more information on waste collection for our neighborhoods.

➤ ***Vandalism***

Any vandal destroying improvements located upon Common Area within the community will be prosecuted to the fullest extent of the law. Owners are fully responsible for any vandalism committed by their family members, tenants, and guests and shall bear the cost for repairs and fines, or any reimbursements due the HOA which may include any monetary reward that is paid for information leading to an arrest.

➤ ***Vehicles, Boats, Trailers, Campers and Parking***

Vehicles MUST be parked only in driveways or in garages. No vehicles may be parked in any yard or landscaped areas. Parking on the street should be temporary for loading and unloading only and no overnight parking is allowed. Discharge from any engines, motors, drive trains, and holding tanks shall not be allowed into the ground, street, storm drain, or sanitary sewer storm drain. Vehicles cannot be stored (with non-valid tags), covered (tarps, cloth, etc.), maintained, repaired, serviced, rebuilt or dismantled on any lot except within the confines of the garage. This does not prevent a vehicle from being washed or waxed in the driveway of any lot. [Reference Covenants Article VI, Sect. 6.14]

Commercial vehicles, house trailers, mobile homes, motor homes, recreational vehicles, campers, trucks with camper tops, boats, boat trailers, open trailers, enclosed trailers, or like equipment may not be permanently parked in the driveway, street, or anywhere in the lot, and MUST be parked within the confines of the garage, although temporary parking in driveway (only) is allowed but not to exceed 72 hours in a seven (7) day period for the purposes of loading and unloading. Commercial vehicles are defined as vehicles/trailers built for commercial use or with company logos or obvious additions or modifications used for a specific commercial purpose. In addition to fines, parking violations in this section may include towing or booting at the owner's expense. [Reference Covenants Article VI, Sect. 6.15].

➤ ***Water Filtration Systems***

Water filtrations systems **MUST** be installed at the back of the house and out of any neighbor's view.

➤ ***Window Treatments***

No tinted, mirrored, brightly colored or other such window treatment may be installed which cause attention to themselves by virtue of these features.

➤ ***Wood Storage***

Storage of fireplace logs **MUST** be in the backyard. Stored firewood **MUST** be neatly stacked, below the fence line, and not visible from the street.

➤ ***Community Lagoons***

Swimming, wading, boating, rafting, paddleboards and use of any other methods of human conveyance are prohibited in the lagoons. Access to lagoons is limited to homeowners, their families, tenants and accompanied guests. For safety and privacy reasons, the HOA restricts lagoon fishing to Common Areas that are not behind lagoon frontage homes. Walking only (no fishing) is permitted along the entirety of the shoreline of lagoons but the lagoons must be accessed by Common Areas and easements, not by crossing through private lots.

ENFORCEMENT OF COVENANTS AND COMMUNITY RULES

All Association rules set forth in the Covenants and Bylaws and all Rules and Regulations contained herein shall be enforced by the HOA, its members, the BOD, and all its committees. The Covenants Chair, **Property Manager** and any other designated members or personnel will conduct periodic inspections of the community and record any observed violations that are to be reviewed by the Covenants Chair.

Written notices will always be mailed to the property address. In the case of a leased property, a copy of the notice will also be mailed to the homeowner's address on file. It is the responsibility of the homeowner to promptly notify the HOA and our **Property Manager** when their property is placed on a lease.

Annual HOA Assessments – Mailing, Collection, Late Fees, Fines and Liens

Assessment Dues invoices are mailed to Homeowners twice a year, on January 1 and July 1, respectively. Dues payments are payable within 30 days, respectively. The requirements listed below are in accordance with the Covenants and Bylaws of the Association and the Georgia Property Owners' Association Act.

- Any assessment dues not paid by the due date are considered a violation of Covenants ARTICLE IX, Section 9.6
- Under Covenants ARTICLE VIII, Section 8.4(a)(i) and ARTICLE IX, Section 9.7(a)(b)(c)(d), if any assessment or charge, or any part or installment thereof, is not paid in full within thirty (30) days of the first due date, the BOD is authorized to:
 - Apply a Late Payment Fee of 10% of the overdue assessment.
 - Apply a 10% APR interest rate every 30 days thereafter and compound it monthly to any overdue account.
- The HOA will mail each delinquent Homeowner a letter stating the Covenants violation, total overdue amount which will include Assessment Dues, a dues Late Payment Fee, plus any outstanding Fines, Monthly Fees and accrued Interest of prior overdue amounts (if applicable).
- For each overdue account with a balance of \$500 or greater, the BOD will mail each delinquent Homeowner an "Intent to Lien" (ITL) letter 20 days from last due date.
- If full payment is not received within 30 days of Homeowner receiving ITL letter, the BOD will proceed with filing a Lien in Court and will assess an additional \$100 Court Filing Fee on the account.
- The BOD may also -at its own discretion- bring legal collection actions against any delinquent Homeowner for grossly overdue accounts and will assess additional Attorney's Fees and Court Fees on the account as necessary.
- Per Covenants ARTICLE IX, Section 9.6, No Owner may exempt himself or herself from liability for assessments by non-use of the Common Areas or abandonment of his or her Lot, or by other means, or for any reason whatsoever.
- Per Covenants ARTICLE VI, Section 6.21(c) , for leased properties, when a Homeowner fails to pay any annual or special assessment, or any other charge for a period of more than thirty (30) days after it is first due and payable, then the delinquent Homeowner thereby consents to the assignment of any rent received from the Lessee during the period of delinquency, and upon request by the BOD, Lessee shall pay the HOA all unpaid annual and special assessments and other charges payable during and prior to the term of the lease and any other period of occupancy by Lessee.

Rules Violations - Assessment of Fines and Other Fees

A Violation is defined as a failure by any HOA resident to follow and adhere to any of the rules and regulations stated herein. A violation by a rental tenant or guest shall be treated as a violation by the homeowner.

Upon notification of a violation, homeowners or their tenants shall correct it immediately unless additional time is given according to the violation notice. Failure to correct any violation in a timely manner or continued and repeat violations (i.e. of the same type) will carry fines and fees that will be assessed to the homeowner's account. Immediate correction of any violation does not relieve the homeowner of any assessed fine or fee that may have been incurred. Once violation fines have been assessed, homeowner's voting rights are suspended, and rights to use of all recreational facilities are as well suspended (keycards access is disabled) for the homeowner, homeowner's family, tenants and guests.

Homeowners may be required to remove any exterior improvement (at their expense) which did not receive ARC approval as

required above.

Violation Letters, Fines and Fees Structure

The homeowner shall receive Violation letters which shall outline a complaint for a Covenants and/or Rules violation committed by them, or their tenant(s), or their guests. Failure of the homeowner to notify the HOA of renting their property as required by the Covenants will not excuse their liability for violations.

- **First Offense:** Written letter of warning.
- **Second Offense:** \$50 fine for same violation.
- **Third Offense and Subsequent:** \$100 fine for same violation issued weekly until violation is corrected.
- **Fees:** Added to the account as they are incurred. These can include, but are not limited to: late fees, service fees, lien filing fees, court fees, attorney's fees, violation fines, etc.

The HOA may choose, at the sole discretion of the BOD, to fix or repair the problem after repeated failure of the homeowner to correct the violation. Homeowner will bear the full financial responsibility to reimburse the HOA for any expenses incurred.

Fines and fees will be added as assessments to the homeowners' account. Unpaid fines and fees are collectible in the same manner as unpaid HOA assessments dues (see above).

Homeowner's Right to Contest or Dispute a Violation

After receiving notice of the first violation, if a homeowner considers that they are not in violation as described, they **MUST** contact the **Property Manager** immediately. If an agreement cannot be met at that time, the homeowner may request the opportunity to be heard at the next scheduled meeting of the BOD, at which time they will make a determination if the violation was warranted or not as described.