

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

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OFFICE BUILDING OPERATING GUIDELINES

The office has NOT been designed for community use. However, there is a common area inside the building that may be of use for residents of WPA.

In order to maximize such usage and enjoyment, the following guidelines have been approved by the WPA Board. These guidelines are subject to change at any time.

1. The office is available for use by WPA residents and Association Committees and Boards.
2. Only WPA residents who are current in their assessment payments are eligible to reserve and use the Office facility. Non-residents are NOT allowed to rent the facility.
3. First priority for use of building will be given to governing bodies such as the Board of Directors and Association Committee meetings. Otherwise, scheduling will be on a first-come first-served basis. The WPA Board reserves the right to establish further priorities as the need arises.

A. OFFICE BUILDING USAGE AND FEES

1. A security deposit of \$50 will be required for all residents/groups. This amount is due at the time of reservation of the facility. A security deposit of \$50 will be refunded to the user less any damage costs or cleaning. If such costs exceed \$50, the user will be billed for the additional amount. Please make checks out to WPA.
2. For hours and dates of availability, please check with the office: 546-2718

B. USER RESPONSIBILITIES

1. Inner office area behind door and glass may NOT be used.
2. SUPERVISION: Children attending event MUST BE supervised at all times, whether inside or outside the building. Damage to the building, common areas, etc. caused by unsupervised children will be responsibility of Permit Holder.
3. The resident executing the contract must be in attendance at said activity.
4. All chairs and tables MUST be wiped clean and stacked on storage racks.

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5. Supplies and materials brought into the building must not have a potential for creating damage: i.e. paints, acids, heating devices.
6. Absolutely no objects such as nails, tape, tacks, candles and substances which cause damage shall be placed on walls or window surfaces. If signs or banners need to be hung, please use adhesive products that do not damage or leave marks on walls.
7. Turn OFF ALL lights after use.
8. Make complete inspection of building, including bathrooms, before leaving premises.
9. Smoking is NOT allowed inside of building. All cigarette/cigar butts must be disposed of in the "Smoker Station" at the front of the building. DO NOT throw butts on sidewalk, grass, and parking lot.
10. Notify the Association office if building is in any disarray- HOA Telephone Number is: (843) 546-2718. Leave message.
11. Do not allow more than the maximum number of persons permitted by law (95) to occupy the building/rooms during the scheduled event.
12. Inform the Association office of any type of activity planned by filling out Application for office use.
13. No alcoholic beverages permitted in the office.
14. Permit Holder understands that the WPA Homeowners Association, its Directors, Officers, Agents and Employees shall not be liable for injury to persons or property occurring in or about the premises from any cause whatsoever.
15. Permit Holder understands that failure to comply or adhere to all guidelines and/or responsibilities may result in penalties imposed on them.

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C. RESERVATIONS

Reservations can be made no more than 6 months in advance. The Association reserves the right to cancel a lower priority for a higher priority function. Arrangements for reservations will be made through office staff. At the time of reservation the following fees are due: \$50 security deposit. Office Use Application must be filled out.

D. CANCELLATIONS

By WPA HOA- If a reservation is cancelled for a higher priority- i.e. meeting held by governing bodies, all funds or deposits will be refunded. Lower priority functions may not be cancelled for a higher priority functions within four (4) weeks of the date reserved.

E. APPLICATION/CONTRACT

Application will be completed for ALL functions requiring payment of security deposit and usage fee.

F. DAMAGE GUIDELINES- TYPE OF DAMAGE/APPROXIMATE COST

- Pins, nails, tape, etc. used on walls or ceiling- MINIMUM CHARGE- \$20.00
- Floors, walls, or doors scuffed, dented, gouged, and marred in any way- to be assessed according to degree of damage and materials needed to repair.
- Broken windows- Cost of replacement (including labor)
- Broken chairs or tables- Cost of replacement or repair.
- Bathroom damage- Cost of parts and labor.
- Appliance damage- Cost of parts and labor.
- Broken light bulbs- Cost of parts.

Those renting the office are also reminded to be courteous to the residents that live near the office:

- No loud music outside of the office
- No loud gatherings outside of the office
- No squealing of tires in the parking lot.

I have read and understand all **USER RESPONSIBILITIES AND GUIDELINES** listed above.

SIGNATURE: _____

DATE: _____

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CHECKLIST FOR USE OF WEDGEFIELD OFFICE

Date: _____

Completed By: _____

_____ ALL tables and chairs MUST be wiped off before restacking on storage racks.

_____ Thermostat set at 75-80° on the "COOL" setting in summer and at 65° on the "HEAT" setting in winter.

_____ All interior lights turned off.

_____ Floors cleared of debris and spills.

_____ Trash and garbage bagged and removed from property.

_____ No pins, nails, tape, etc. allowed on walls or ceiling.

_____ All items brought in for event must be removed.

_____ All exterior doors locked when leaving the office.

_____ All cigarette/cigar butts littering the perimeter of the building must be removed as well as other decorative or food debris left from the event.

_____ Parking is provided at the office along Wedgefield and the parking lot behind the office which is accessible from Wedgefield Road.

Please return to WPA office after completion of event.

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RESIDENT USE APPLICATION

1. Resident responsible for office reservations _____
 2. Phone number of resident _____
 3. Date of event _____
 4. Type of event _____
 5. Number of people attending _____
-

The below to be completed by WPA office personnel

1. Date application submitted _____
2. Approved by _____
3. Security deposit (\$450.00) YES or NO (circle one)

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Office Safe Access Log

| Date | Name | Reason | Comment |
|------|------|--------|---------|
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Project Cover Page

Re: Architectural Review Committee Approval

The Conditions, Covenants, and Restrictions applicable to all lots in Wedgefield Plantation requires approval, by the Board of Directors, of all building plans, house location and elevation, driveways and landscaping. The covenants provide for refusal of any plans at the “sole and uncontrolled discretion” of the Board, including “purely aesthetic considerations”. Pursuant to this authority the Board has delegated the authority to review and approve plans to the Architectural Review Committee.

The Architectural Review Committee was created pursuant to the Wedgefield Plantation Association By-Laws. Denial of Architectural Review Committee approval is subject to an appeal process outlined in the By-Laws. The By-Laws also provide the Board the authority to impose penalties for violations of the Covenants, apply to the Court for damages or injunctive relief, and to recover costs and attorney’s fees.

Appeal Process:

Any property owner who has had plans denied by the ARC may appeal the ARC decision within seven (7) days of denial. A legibly written statement explaining why the ARC should approve the submitted plans will be sent to the ARC. The ARC then reviews the statement and either amends or upholds its decision, within seven (7) days, with an explanation. If the ARC does not amend its decision and the applicant refuses to change the plans, the applicant may request in writing, that the plans, ARC decision, written statement, and ARC explanation be forwarded to the Legal Committee/Board of Directors. The Legal Committee/Board of Directors will review these documents to see if the ARC violated the Covenants, Conditions and Restrictions (CCRs), federal, state or local regulations, ARC guidelines, or By-Laws. If no violation is found, the process stops and the ARC decision stands. If the Legal Committee/Board of Directors finds a violation, it is reported to the Board of Directors. The Board of Directors then instructs the ARC to amend its decision.

Name of Resident _____

Project: _____

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Compliance Agreement

The undersigned owner(s) of property, listed below, in Wedgefield Plantation, and licensed General Contractor or Residential Builder, in consideration of the receipt of a permit to build or alter any structure in Wedgefield Plantation from the Wedgefield Plantation Association (WPA) Architectural Review Committee (ARC), do hereby agree to be fully bound and subject to all recorded Covenants, Conditions and Restrictions (CCRs) applicable to land in Wedgefield Plantation, together with the By-Laws of Wedgefield Plantation, Rules and Regulations promulgated thereby, and the authority of the ARC, all as effective the day and year written below.

Dated: _____ Owner(s): _____

Lot# _____

General Contractor:

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Wedgefield Plantation Procedural Steps For Lot Owners Who Desire To Build

- (1) Obtain from the Association's Agent at the Association Office, a copy of the "**Architectural Design Process**" and an "**Application for Architectural Review**". Please read and review these documents in detail.
- (2) Fill out the "**Application for Architectural Review**" and submit the completed application with the appropriate review fee as detailed in the "**Architectural Design Process section 2.05**" to the Association's Agent at the Association Office. Make checks payable to Wedgefield Plantation Association.
- (3) Upon approval and/or rejection by the **ARC**, the **Owner** will be notified in writing of the decision within 7 days.
 - (A) If approved, the **Owner** and the **Contractor** must both sign and return the "**Contractor Work Rules**" along with the construction deposit fee of **\$2,500.00 (Architectural Design Process section 2.07 (05))** to the Agent at the Association Office. Make Checks payable to **Wedgefield Plantation Association**. Upon receipt of these, a **Wedgefield Plantation Building Permit** will be issued.
 - (B) If disapproved, the **Owner** may make required changes and resubmit the package at no additional charge, or he/she may pick up the plans and check at the Association Office.
- (4) The **Owner** and the **Contractor** must both sign, with witnesses, the building permit. The Association's Office Clerk may serve as the witness.
- (5) The **Owner** must then go to the Georgetown County Building and Zoning Office to obtain a Georgetown County Building permit. Both this permit and the **Wedgefield Plantation Building Permit** must be displayed at the job site for the duration of the construction and final inspection has been done.
- (6) Submit a site plot plan: containing location of house, outbuilding (if any), driveway or any other structures to the A.R.C. Site plot plan and its contents must be to scale and show all setback measurements. See Section 2.06.01

Following this outline will expedite the proper procedures that are necessary for you to commence construction. If you have any concerns or questions, please do not hesitate to call the Association's Agent at the Association Office.

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Wedgefield Plantation Association *Application for Architectural Review*

Date Submitted: _____ Check #: _____ Amount: _____

Lot Number: _____ Street Name: _____

Owner Information: _____

Name

Current Address

City

State

Zip Code

Home Phone

Work Phone

Design Team Coordinator:

Architect ()

Name

Designer ()

Current Address

Engineer ()

City

State

Zip Code

Builder ()

Home Phone

Work Phone

Builder Information:

Name

Current Address

City

State

Zip Code

Home Phone

Work Phone

License Type

License Number

General Liability Ins. Policy #

Workman's Comp Ins. Policy #

Gen. Liab. Ins. Agent

Workman's Comp Ins. Agent

Agent's Phone Number

Agent's Phone Number

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Architectural Review Committee Contractor Work Rules

The following rules shall apply to all contractors, subcontractors, suppliers, service companies, and delivery personnel entering Wedgefield Plantation, while working for property owners of Wedgefield Plantation.

1. Drive directly to your job site using main roads only or such special construction roads as may be in use at the time. **Speed Limits of 25 MPH are Strictly Enforced!!** Violations may result in access to Wedgefield Plantation being suspended. Wedgefield Plantation Association shall not be liable for any loss or damage to person or property while traveling within Wedgefield Plantation or while working on the site.
2. All vehicles must be parked within the job site or in an area designated for contractor parking. **For access to the jobsite workmen may not use adjoining properties.** Workers are to remain in their immediate work area.
3. All contractor personnel must cease work by 7:30 PM on all tasks that disturb the neighbors. Quiet tasks such as plumbing, wiring, finishing sheetrock or other jobs that do not require hammering or running of power tools may continue after 7:30 PM. Work on Sundays must be of a type that will not disturb the neighbors. No fishing, hunting, swimming, drinking of alcoholic beverages, or other activities unrelated to the job shall be permitted. Loud and offensive language, loud music or other noise not related to actual building is prohibited.
4. Only one project identification sign is permitted at each job site. The size of the sign shall not exceed eight (8) square feet in area, and the top of the sign shall be no more than four (4) feet above grade. Georgetown County and Wedgefield Plantation Building Permits shall be displayed.
5. Before digging in any road right-of-ways or easement areas, obtain information concerning utility lines from the applicable utility company or by calling Palmetto Utility Locator Service at 1-800-922-0983. The **Owner** is responsible for repairing, at his cost, to satisfaction of Wedgefield Plantation Association, any damage to roadways, access areas, and adjoining properties. **Truck Weight Limits** within Wedgefield Plantation conform to the State and County requirements for secondary roads.
6. The property lines of the job site must be clearly marked and all work activity confined within this area. All construction materials, equipment and supplies must be stored in an orderly manner. The contractor shall furnish and install at each job site prior to the start of any clearing or construction, adequate sanitary toilets. Trash dumpsters or similar containers **must** be approved and **must** be located on new construction sites, sufficient in size to accommodate the trash, waste material, and other debris from the project. **All** building sites are to be cleaned daily with all packaging materials, paper, bottles, and cans placed in trash containers. Containers are to be emptied on a frequent basis and not allowed to overflow or generate offensive odors.

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7. Absolutely no dumping or disposal of litter, waste materials, or other debris is permitted within Wedgefield Plantation. Anyone violating this rule shall be required to remove the items dumped and clean the area. Burning of construction material and waste is not permitted on the job site. Violators are subject to fines.
8. Authorization of the Architectural Review Committee must be obtained before removing any trees from the job site. Cleared trees and vegetation may not be burned on the job site.
9. All Contractors or Residential Builders must carry Comprehensive General Liability Insurance of no less than Five Hundred Thousand dollars (\$500,000.00) combined single limit coverage, and Workman's Comprehensive Insurance. Wedgefield Plantation Association reserves the right to request a Certificate of Insurance evidencing such coverage's.
10. Contractors shall be responsible for the acts of all employees, subcontractors and their employees, and any other person performing work at the job site under the direction of the Contractor. The Contractor as well as the property **Owner** shall be responsible for the enforcement of the above rules for the duration of the job.
11. Wedgefield Plantation Association, in addition to, and not in any way limiting rights, a law, or equity, or other measures, including the removal of the parties involved from Wedgefield for a period of time or on a permanent basis, and they shall not in any event be liable for any loss or damage resulting there from.
12. Wedgefield Plantation Association reserves the right at any time to amend, add to, or revise these Contractor Work Rules.

The undersigned has read the above Contractor Work Rules and agrees to abide by all of such rules while at Wedgefield, and further agrees to comply with all construction documents relating to the work to be performed as approved by the Architectural Review Committee.

Any changes or additions to the construction documents including docks, floating docks, decks, fences, storage buildings, etc. must be approved by the Architectural Review Committee.

Date: _____
_____ Construction Site Address
_____ Contractor Company Name (Print) _____ Property Owner (Print)
_____ Contractor Representative _____ Property Owner
Contractor Address: _____

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() _____ () _____
Contractor Phone Number Property Owner Phone Number

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Insurance Certificate attached: Yes _____ No _____ If No, give certificate number and agent's name below:

Agent _____ Certificate Number _____

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Building Permit Requirements

1. Formal application including a brief description of the project. E.g. New Single Family Residence, or add a patio, etc.
2. Site plan, topographical survey as required, tree survey for identification of significant or landmark trees, landscape plan, including drainage, lot clearing & tree removal.
3. Blue prints or building plans to include the following as needed:
 - a. Floor and foundation plans
 - b. Building sections
 - c. Exterior elevations (all sides)
4. Roofs: Structure, materials, manufacturer, sample and color.
5. Exterior walls: Structure, materials, manufacturer, sample and color.
6. Fascia and trim: Construction, materials, sample and color.
7. Window specifications: Material, manufacturer, type finish, and color.
8. Doors/Garage doors: Material, specifications, type finish, and color.
9. Patio/Deck: Material, finish, color chip.
10. Fences/Walls: Structure, material, color chip.
11. Screen enclosures: Structure, material, color chip.
12. Mechanical equipment: Equipment description, location, screening details.
13. Exterior lighting: Location, and specifications.
14. Driveways & sidewalks: must be shown on the site plan detailing location of each in relation to all property lines, the materials, finish and color of each.
15. Swimming pools & other recreational facilities. Complete details of construction and location on site plan.
16. Final lot stakeout: To be reviewed by ARC prior to clearing.

The ARC will review all design documents, samples, color chips, and return one set of plans to the Builder or Owner within thirty days of submittal date with ARC comments and/or approvals. If the ARC has approved the submittal, they will cause a "Wedgfield Plantation Building Permit" to be issued to the owner.

.....
ARC USE ONLY

Comments: _____

Approvals: **Three (3) Signatures required for approval**

Approved: Rejected:

| | | | |
|--|--|-----------|------|
| | | Signature | Date |
| | | Signature | Date |
| | | Signature | Date |

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

Wedgefield Plantation Association Wedgefield Plantation Building Permit

THIS IS TO ADVISE THE OWNER _____ OF LOT # _____ THAT THE WEDGEFIELD PLANTATION ARCHITECTURAL REVIEW COMMITTEE HAS REVIEWED THE PLANS FOR CONSTRUCTION AS SUBMITTED AND FINDS THAT THE STRUCTURE FALL WITHIN THE CONCEPTS AND DESIGN REGULATIONS OF THE CONDITIONS, COVENANTS AND RESTRICTIONS OF THE WEDGEFIELD PLANTATION ASSOCIATION OF PROPERTY OWNERS' GUIDELINES.

THIS BUILDING PERMIT IS ISSUED TO YOU FOR THE PURPOSE OF NOTIFICATION THAT YOUR HOME HAS BEEN APPROVED BY THE ARCHITECTURAL DESIGN COMMITTEE, AND THAT YOU ARE NOW PERMITTED TO SEEK THE NECESSARY GEORGETOWN COUNTY BUILDING PERMITS FROM THE GEORGETOWN COUNTY BUILDING AND ZONING OFFICE.

THIS NOTICE MUST BE DISPLAYED ALONG WITH THE COUNTY PERMITS AT THE BUILDING SITE FOR THE DURATION OF CONSTRUCTION AND UNTIL A FINAL INSPECTION HAS BEEN COMPLETED.

THE CONTRACTOR AND OWNER MUST ACKNOWLEDGE AND ACCEPT THE CONTRACTOR WORK RULES AS THEY APPLY TO WEDGEFIELD PLANTATION. THE OWNER WILL BE HELD RESPONSIBLE FOR HIS/HER CONTRACTOR'S ADHERENCE TO THE WORK RULES.

OWNER

DATE

CONTRACTOR

DATE

WE HEREBY GIVE NOTIFICATION TO ALL THOSE CONCERNED WITH THE ABOVE PROPERTY AND THE PROPOSED CONSTRUCTION TO BE PLACED THEREON, THAT THE ARCHITECTURAL REVIEW COMMITTEE OF WEDGEFIELD PLANTATION DID MEET ON THE _____ DAY OF _____ IN THE YEAR _____ AND DID AGREE TO APPROVE THE CONSTRUCTION OF THE BELOW NOTED DESCRIPTION:

TO BE PLACED ON LOT NUMBER _____ ON STREET

WITHIN WEDGEFIELD PLANTATION, AN APPROVED PLANNED UNIT DEVELOPMENT SUBDIVISION IN GEORGETOWN COUNTY.

CHAIRMAN- ARCHITECTURAL REVIEW COMMITTEE

SIGNATURE

DATE

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Wedgefield Plantation Association Final Acceptance

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This document must be signed by the appropriate Committees to complete the project governed by Wedgefield Plantation Association Architectural Review Committee Manual, Covenants/Restrictions, and By-Laws.

The Home Owner should retain a copy and the WPA office will place a copy on file. Once completed, the WPA will process the appropriate refund of the homeowner's deposit.

Lot Number: _____ Street Address: _____

Owner Information:

Name

Current Address

_____, _____, _____
City State Zip Code

Home Phone

Work Phone

Accept Reject

Meets all ARC requirements as specified in ARC manual

Accept Reject

Architectural Review Committee representative Date

Meets all Drainage requirements as specified in ARC manual

Accept Reject

Drainage Committee representative Date

Meets all Road Damage requirements as specified in ARC manual

Road Committee representative Date

Reason for Rejection:

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CODE OF ETHICS

Directors shall act with scrupulous good faith and candor. They will avoid even the perception of conflict of interest, favoritism and acting out of self-interest.

Directors shall uphold and safeguard the Bylaws, Conditions, Restrictions and Policies governing Wedgefield Plantation Association.

Board Member

Date

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CONFLICT OF INTEREST STATEMENT

1. Gifts and Gratuities: Board Members and their families are not to accept gifts, gratuities, personal property or any other item of value from any outside person or organization as an inducement or reward for provided products or services to Wedgefield Plantation Association.
2. Outside Business, Professional and Personal Interests: We recognize that Board Members have outside business, professional and personal interests. Board Members, however, may not profit in any way in their outside business, professional or personal interests from their association with Wedgefield Plantation Association. During Board meetings, members must disclose any conflict of interest involving an issue before the board, and abstain from discussion or voting on the issue.
3. Personal Beliefs: We recognize that the Board Members may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments become a conflict of interest if they prevent Board Members from carrying out their Board responsibilities and/or if the Board Member's relationship with Wedgefield Plantation Association is used to further these beliefs and commitments.

I agree to support the above Conflict of Interest Statement for Wedgefield Plantation Association.

Board Members Name (Print)

Board Members Signature

Date

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CONFIDENTIALITY AGREEMENT

Wedgefield Plantation Association has policies and procedures regarding confidentiality and the protection of information from inappropriate and/or unlawful disclosure. When data is collected and aggregated, individual member confidentiality is protected. All staff and volunteers (board and committee) agree in writing to maintain member confidentiality. Information concerning member status, and financial and other personal information is processed for each individual member through the Wedgefield Plantation Association office and is an important part of Wedgefield Plantation Association business. CONFIDENTIALITY IS ESSENTIAL!

I understand that any member information to which I have access, through verbal knowledge, access to records, or through attendance at board meetings is privileged and shall be held in strict confidence. Member information will only be shared with appropriate Wedgefield Plantation Association personnel.

Board/Staff Name: _____

Date: _____

Board/Staff, Signature: _____

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WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

PRESIDENT- JOB DESCRIPTION

The role of the association President is wide in scope. The ultimate goal of the Board of Directors is to increase the overall standard of living of the membership and to increase the value of the property within the association. The President is charged with leading this effort.

An Overview of the President's Role:

1. The President is tasked with working closely with the other Board members, property manager, and membership to determine the overall goals of the association.
2. The President must have a good understanding of the association's governing documents.
3. In the broad view, the President is responsible for the association's fiscal well-being. This includes the collection of assessments, guiding the budget process, and making sure reserves are adequately funded.
4. The President is charged with making sure there is adequate insurance coverage to protect the association from liability and other hazards.
5. The President finds and develops potential volunteers and future association leaders.
6. As necessary, the President maintains a close working relationship with the property manager and other association vendors to make certain of the efficient operation of the association.
7. The President presides at board meetings and other association meetings. The President prepares meeting agenda and makes certain that proper voting procedures are used.
8. As the representative of the association, the President must be an effective communicator.

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VICE PRESIDENT- JOB DESCRIPTION

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The Role of the association Vice President assumes duties as defined by the Board of Directors and the associations governing documents.

1. The Vice President is charged with all the powers which are required to perform the duties of the association President in the absence of the President.
2. The Vice President works very closely with the President in establishing association goals for the future.

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SECRETARY- JOB DESCRIPTION

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The association Secretary is charged with maintaining the records and protecting the association from liability.

1. The Secretary records meeting minutes and board resolutions. The Secretary affixes the association's corporate seal to legal documents and verifies the signature's on those documents. The Secretary verifies the proxies for the association's annual meeting or any special meetings of the association. The Secretary is charged with maintaining all of the association's records and distributing accordingly.

2. The association Secretary's duties are classified into:

Recording Secretary and Filing Secretary- Recording Secretary is the taking of minutes and recording of corporate Resolutions.

The Filing Secretary is the function of maintaining all the records of the association and disposing of old records.

3. The recording function is taking meeting minutes, drawing up resolutions, making sure the minutes are approved, and distributing approved minutes. Minutes are definitely not detailed transcription of what was discussed; minutes should reflect what was accomplished.

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TREASURER-JOB DESCRIPTION

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The Treasurer is the financial voice of the Board of Directors and the association. The roll of the treasurer is crucial to the smooth operation of the association. The Treasurer is charged with ensuring the financial well-being of the association.

1. The Treasurer has the overall responsibility for the association's funds and securities and is responsible for keeping full and accurate financial records. This does not mean the Treasurer physically has to perform accounting tasks, but just ensure they are being done.
2. The primary duties of the Treasurer are reviewing the financials and preparing the annual budget. Other duties can include signing promissory notes of the association, signing letters of engagement for reviews or audits of the financials by a third party public accountant. The Treasurer is responsible for giving the financial report at the association's annual meeting. The Treasurer makes sure the federal and state tax returns are filed in a timely manner.
3. The Treasurer is responsible for the preparation of the association's annual budget. The Treasurer does not necessarily compile the actual budget, but should work closely with the Board and supporting accounting staff to insure the budget is reasonable and ready to present to the Board of Directors for review and approval at the annual meeting.
4. The Treasurer's role at the annual meeting is limited to a brief financial report. This financial report should be an overview of the financial condition of the association.
5. The Treasurer should take an active role in the search and selection of an independent CPA firm to review or audit the financials. The Treasurer is the Board's liaison to the association's independent auditor.
6. The Treasurer is charged with monitoring the collection of delinquent accounts. The Treasurer should insure the association's management company and attorney are pursuing delinquent accounts efficiently and within the collection guidelines prescribed by the Board of Directors.
7. The Treasurer must insure funds are invested to maximize the yield to the association and are invested in approved investment vehicles. The governing documents of the association specify how funds are to be invested.

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Declaration of Service

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I, _____, WPA Board Secretary, as required by the Wedgefield Plantation Association Bylaws declare that on _____, proxies and an Annual Meeting Packet were mailed to addresses of record to all members.

WPA Board Secretary- Printed

WPA Board Secretary- Signature

Date

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ANNUAL ELECTION PACKET

The Wedgefield Plantation Association Annual Election Packet shall include:

- 1) A Notice of Annual Meeting Cover Letter. This letter must include: date, time, and location. Also a list of enclosures should be noted with the instructions if a packet has an item missing, the office clerk should be contacted immediately.

The letter should state, the doors will open one hour prior to the meeting time for registration to obtain a ballot. If an owner votes by proxy, they will not receive a ballot at the meeting.

This letter should also state, the proxy must be postmarked a minimum of ten days prior to the election. If proxies are not submitted by the deadline, the member will be required to vote in person at the annual meeting. All proxies must be the original included in the packet. No copies will be accepted.

- 2) President's Report.
- 3) Candidates' Bio's.
- 4) Proxy Ballot.
- 5) Statement of "Voting Rights" per Article IV Section 3.
- 6) Annual Budget.
- 7) Stamped Return Envelope.

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TEMPORARY SIGN APPLICATION

Property Owner's Name _____

Property Owner's Address _____

Real Estate Agency _____

Real Estate Agent _____

Agent's Phone Number _____

Date Signs to be placed _____

Purpose for Sign _____

By signing below, I agree to the terms and conditions relating to the placement of signs at Wedgefield Plantation Association, which are:

1. One (1) sign may be placed on the front of the property and one (1) sign may be placed in the rear of the property, but no more than two (2) signs maximum.
2. Each sign shall be no larger than 24 x 36 inches. (Max 2' x 3')
3. Any sign in the front of the property must be set back at least fifteen (15) feet from the edge of the pavement.
4. Signs will be maintained in a manner such that signs are not unsightly (hand lettered signs will not be approved).
5. Signs will be promptly removed when their function is complete.
6. Signs announcing real estate "Open House" may be placed on the property, in excess of those above, as long as placed and removed the same day as the "Open House" . There may be no more than one (1), and they shall be no larger than 2 ft. x 2 ft.
7. Directing signs may be placed on day of an open house.

Realtor or Owner if applicable

Date

The above request is () approved, () denied
WPA Authorized Agent: _____

Date _____

Appendix VIII-1

**WEDGEFIELD PLANTATION ASSOCIATION
POLICY MANUAL**

Lot# _____

STATE OF SOUTH CAROLINA

WAIVER OF OPTION TO REPURCHASE COUNTY OF GEORGETOWN

WHEREAS, _____ is/are selling the property described as _____ to _____ in the sum of \$ _____; and whereas the Sellers have requested that the Wedgefield Plantation (WPA) Association waive any option it may have to repurchase the above described property.

Now, therefore, for and in consideration of \$5.00 and other valuable consideration, the receipt of which is hereby acknowledged, the WPA agrees as follows:

1. To the extent that the WPA has any rights of repurchase or rights of first refusal as to the real property described on Exhibit A, it hereby waives any such rights.
2. This Waiver shall only be applicable to the real property described on Exhibit A and only under the Terms and Conditions contained herein. This Waiver shall not be applicable to any other properties with in Wedgefield Plantation.
3. The WPA does not warrant that it has any such rights of first refusal.

The undersigned hereby causes this Waiver of Option to Repurchase to be executed this _____ day of _____, 20_____.

BUYER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____

Date of Sale/ Closing: _____

Appendix VIII-1

**WEDGEFIELD PLANTATION ASSOCIATION
POLICY MANUAL**

WITNESS my Hand and Seal, this _____ day of _____ in the year of our Lord two thousand and twelve and the two hundred and thirty-sixth year of the Sovereignty and Independence of the United States of America.

**SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF**

WEDGEFIELD PLANTATION ASSOCIATION

President or Vice President

First Witness _____

Second Witness _____

(STATE OF SOUTH CAROLINA)

(ACKNOWLEDGMENT COUNTY OF GEORGETOWN)

I, _____, a Notary Public in the County and State aforesaid, do hereby certify _____ this day appeared before me personally and did acknowledge he did sign, seal and deliver the foregoing document for the purposes therein named and expressed.

Sworn to before me this _____ day of _____, 20____

(SEAL)

Notary Public for South Carolina
My commission expires: _____.

**WEDGEFIELD PLANTATION ASSOCIATION
POLICY MANUAL**

Appendix IX-1

VISITOR MARINA PASS

VEHICLE LICENSE #: _____

BOAT REGISTRATION: _____

HOMEOWNER GATE PASS # _____
(key card #)

DURATION OF STAY: _____

DATE: _____

SIGNATURE OF AUTHORIZED AGENT:

Appendix IX-2

**WEDGEFIELD PLANTATION ASSOCIATION
POLICY MANUAL**

MARINA

WAIVER & AGREEMENT

I have been advised and understand that the use of the boat ramp and adjacent facilities shall be entirely at my own risk. I will be responsible for the retention of the access card. There will be a charge of twenty-five dollars (\$25.00) for issuance of a Lost or Stolen card.

Further, I will see to it that any vehicle I take to the facility will have an official WPA sticker affixed to the lower left corner of the windshield. (Towing may result otherwise.)

If a house guest (visitor to your residence) uses the facility, I will accompany them and be responsible for their actions. A copy of this waiver will be placed on the dash of any visitor/guest vehicles while at marina.

UNDER NO CIRCUMSTANCES will I allow a non-resident or a non-card holder (Including tenants of Wedgefield Condos or homes) to use my card or vehicle to gain access and I understand that possible revocation of privileges will result.

I agree to the above conditions and hereby tender a fee of twenty-five dollars (\$25.00) for a numbered card subject to Section IX, Paragraph 2.04. I will display the appropriate stickers required for my vehicle(s).

SIGNED _____

PLEASE PRINT

CARD# _____

NAME _____

LOT #/ ADDRESS _____

PHONE _____

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

Appendix X-1

Golf Cart Use Waiver of Liability

The undersigned owner/operator agrees to assume all risk of accident or injury while on Wedgefield Plantation roads, and on behalf of himself, his heirs, guests, and their legal representatives hereby releases the Wedgefield Plantation Association, its Board of Directors and employees from any and all liability for any injury suffered by the members of his/her family or guests while (1) using or being on any road or property owned by Wedgefield Plantation Association, or (2) driving, riding, or otherwise using a motorized golf cart on Wedgefield Plantation Association roads and property.

The owner/operator further agrees to comply with all federal, state, and local laws pertaining to the use of motorized vehicles on Wedgefield Plantation roads.

The owner/operator agrees that all drivers of motorized golf carts must be 16 years of age or older and in possession of a valid driver's license.

The owner/operator agrees to have current and valid insurance on the motorized golf cart(s).

STICKER# _____

NAME _____

LOT #/ ADDRESS _____

PHONE _____

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

Appendix X-2

Sec. 4-22. - Rabies vaccination tag required.

The owner of any dog must comply with the requirements of the "Rabies Control Act" of South Carolina as set forth in section 47-5-10 et seq. of the South Carolina Code of Laws, 1976, as amended.

A valid metal rabies tag must be attached to a collar or harness and worn by the animal at all times. If animal uses a different form of identification tag then the owner must have proof of compliance with Rabies Control Act.

Any person whose dog is impounded for running at large and who has failed to vaccinate the animal as provided for in this article shall be required to have the animal vaccinated and provide proof of vaccination to animal shelter within five (5) business days of animal's release. Failure to provide such proof of vaccination shall result in a pay a fifty-dollar fee, in addition to all other fees and charges to release the animal from impoundment.

(Ord. No. 2007-06, 8-21-07)

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

Appendix X-3

Sec. 4-24. - Restraint of animals by owners.

An animal control officer shall issue a summons if there is probable cause to believe that a violation of any provision of this ordinance has been violated, including the following violations:

(1) *Running at large.* It shall be unlawful for any owner of any dog to permit the dog to run at large at any time off the premises of the owner and not under restraint of the owner or other responsible person by means of a leash or other similar restraining device. Any dogs not so restrained will be deemed unlawfully running at large.

No hunting dog is required to be constrained by a leash while it is actually engaged in hunting game during a hunting season recognized by the State of South Carolina, and under supervision. As used in this section, "supervision" means the owner of the hunting dog or his designee is either in the vicinity of the hunting dog or in the process of trying to retrieve the hunting dog.

(2) *Special provision applying only to beachfront.* It shall be unlawful to allow a dog to run at large or without a leash on or along the beachfront between the hours of 9:00 a.m. and 7:00 p.m. on any day.

Between the hours of 7:00 p.m. and 9:00 a.m. it shall be unlawful to allow a dog to run at large or without a leash on or along the beachfront, however, only during these hours an owner or keeper who can demonstrate to the satisfaction of the animal control officer that a dog is under the affirmative control of the owner or keeper by means of voice or other command, and provided further that the dog is not behaving in such a way as to become a nuisance to persons on the beach, shall not be deemed to be in violation of this section.

(3) *Dangerous or vicious animals.* It shall be unlawful for any owner or keeper of a fierce or dangerous dog, or a dog which has bitten some person, to permit the dog to run at large or be possessed in public within the county, and if such a dog is found by the county authorities in violation of the terms of this section, then the county authorities shall have the right to capture or impound such dog and have the dog humanely euthanized by a qualified person.

(4) *Disturbing the peace.* It shall be unlawful to keep, harbor or maintain any domestic pet which howls, barks, whines, or cries to such extent as to materially interfere with or affect the health, comfort, peace and quiet of the public or the reasonable use and enjoyment of the neighboring properties.

a. *Complaints.* Upon receipt of a complaint from a household in close proximity of the offender that a person within two hundred (200) feet of a residence in Georgetown County is violating the provisions of this section, the animal control officer or the appropriate law enforcement officer shall notify the owner or keeper of the pet that complaints have been received and investigate the complaints. If the investigation determines that the complaints are justified, the animal control officer must notify the owner of the pet to correct the violation within three (3) days of receiving the notice.

Appendix X-3

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

- b. *Failure to correct.* Should the owner or keeper of any domestic pet found to be in violation of this section fail to correct said violation after three (3) days, the owner of said domestic pet shall be subject to the penalties for violations provided herein, with each day in violation constituting a separate offense.
- (5) *Public Nuisance.* No owner shall fail to exercise proper control of his animals to prevent them from being a public nuisance.
- (6) *Responsibility of owners for removal of excreta deposited by animal on public property.* The owner and/or keeper of an animal or pet shall be responsible for the removal of any excreta deposited by the animal on public property, including the beachfront. Any person who violates the provisions of this section shall be fined for each offense.
- (7) *Penalties for violation.* Any person who violates the provisions of section may be deemed guilty of a misdemeanor and punished by a fine of not less than one hundred dollars (\$100.00) for the first offense, and not less than two hundred dollars (\$200.00) for all subsequent violations.
- (8) *Separate offense.* Each violation of any subsection of this article shall constitute a separate offense.

**WEDGEFIELD PLANTATION ASSOCIATION
POLICY MANUAL**

Appendix III-I

Request to View Surveillance Footage Form

Name _____

Address _____

Phone Number _____

Lot Number _____

Police Report _____

Footage Window _____

Resident's Signature _____

Legal Committee Signature _____