

Woodburn Club Renter's Guide



woodburnclubhoa@gmail.com
www.woodburnclub.com

Welcome to Woodburn Club!

We hope you will enjoy living in our community. Our neighborhood is unlike apartment complexes in that each owner in Woodburn Club is a member of the Home Owners' Association. Upon purchasing his or her home, each owner entered into a legally binding contract to follow our governing documents. The purpose of the governing documents and the association is to assure that our neighborhood is maintained in an attractive and safe manner. Our original governing documents, also known as the bylaws and restrictions, were filed and recorded on July 20, 1984 and established a set of rules that would preserve the character and appearance of the neighborhood. Among other provisions, these documents require the owner to properly maintain the exterior of his or her home and yard. Included in this guide are the rules and regulations from our bylaws that particularly apply to renters. **It is important to note that these rules and regulations are legally binding to all owners, renters and their guests.** They take into consideration the health, safety, comfort of all residents as well as the maintenance of exterior standards of design.

Woodburn Club HOA Board is given authority to promulgate and enforce the rules found in these governing documents.

We ask that you familiarize yourself with all the items in this guide; keep them convenient and refer to them when necessary. If a question or concern arises that you feel is not covered in this guide, please contact the board via email.

Again, welcome to the neighborhood.

Sincerely,
Woodburn Club HOA Board

Woodburn Club HOA Board



-Our Mission-

Fiscally responsible and proactive management of our resources
Reliable and consistent enforcement of our bylaws and covenants
Ethical and responsible solutions that provide order, continuity,
and fairness

The HOA Board is comprised of 5 directors whose responsibility includes enforcement of the bylaws and covenants. These board members are elected by Woodburn Club homeowners. The board meets monthly.

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Rules and Regulations of Woodburn Club

- ❖ **Window dividers** must remain in windows. Window dividers must be in a good state of maintenance and repair.
- ❖ **Window blinds** are required to be of the same color (off white or white) type and style in each window of the townhome to promote conformity throughout the community. Window blinds must be in a good state of maintenance and repair.
- ❖ **Window treatment color and design** must be white/off white to the extent that they are seen from the exterior. The use of sheets, blankets, foil or plastic as window treatment is prohibited.
- ❖ The following exterior decorations should **not** be visible from the street: wind chimes, wind socks, wind spinners, decorative flags, shepherd's hooks, lanterns, candles, light catchers, bird feeders, bird houses, bird baths, plaques, statuary, decorative signs, fountains, additional landscape lighting, crystal reflectors, stepping stones, artificial greenery/flowers.
- ❖ Landscaping/Automotive/Home Improvement/Medical Equipment/Pet items/Personal Items/Sports Equipment: These items should **not** be seen from the street.
- ❖ **All yards and porches are expected to be kept in a neat and orderly fashion.** When not in use, items are expected to be stored out of sight- including the following: brooms, rakes, mops, paint, watering cans, firewood, ashtrays, pet bowls, coolers, grills, dollies, shoes, wheelchairs, oxygen tanks, crutches, basketball goals, trash cans, refuse of *any* kind, sports balls, golf clubs, **and any items not previously approved in writing by the HOA Board.**
- ❖ When not in use, **water hoses** must be out of sight- neatly coiled behind shrubbery or placed on a water hose stand or in a water hose box behind the landscaping beds.
- ❖ Residents are allowed to display **planters or hanging baskets** on their porches with **living, decorative** plants in them.

Vegetable gardens and/or planters with vegetables are limited to the rear of the unit.

- ❖ **Wreaths** (or other type of door ornament) are permitted on the front door.
- ❖ **A Welcome mat** is permitted on the front porch.
- ❖ **Trash receptacles** are to be placed out of view of the street. Trash receptacles may be brought to the curb no earlier than the afternoon the day before trash pickup day and must be returned to their position out of view of the street no later than the evening of pickup day.
- ❖ A **South Carolina state flag or American flag** may be displayed outside the unit, provided that the flag is hanging from the unit by a bracket fastened to the unit.
- ❖ **Team flags** may be displayed the day of a scheduled event and the day after a scheduled event. Organizations include: NFL, NBA, NHL, NCAA, USMNT, USWNT.
- ❖ **Outdoor Furniture:** Outdoor furniture as seen from the street must have prior approval from the HOA Board. Furniture constructed of wicker, wood and wrought iron in a good state of maintenance and repair will be considered. **See ARC on page 11 for instructions about prior approval.**

The rules and regulations allow for exterior decorating of holidays:

- ❖ **Easter/Spring Décor:** may be displayed the week before Easter and must be removed no later than seven (7) days after Easter.
- ❖ **Independence Day Décor:** may be displayed from June 26 until July 6.
- ❖ **Halloween Décor:** may be displayed between October 15 and November 1.
- ❖ **Thanksgiving/Fall Décor:** may be displayed between November 1 until the Sunday after Thanksgiving.

- ❖ **Christmas Décor:** may be displayed the day after Thanksgiving until January 10.

All allowed temporary exterior elements of design (holidays decorations, furniture, planters, etc.) must be in a good state of maintenance and repair.

- ❖ **Children's Toys:** Children's toys shall not be stored outside the unit in view of the street. Any items placed outside must be returned when not in **active** use.
- ❖ **Clotheslines:** Laundry, bedding and the like shall not be hung out to dry in any position in which it is visible from the exterior of any residential unit.
- ❖ **Parking:** Parking is not allowed on turf at **any** time. Parking is allowed **only** in designated areas. Parking in front of fire hydrants is prohibited by state law.
- ❖ No vehicles, bicycles, carriages or other articles can be visible from the public roadway except when in active use.
- ❖ Boats, trailers, tents, temporary structures: No trailer, tent, boat, or shack (whether temporary or permanent) may be erected or placed outside any residential unit or street.
- ❖ **Antennae or Exterior Electronic Equipment:** There can only be one exterior antenna or dish on the exterior of any unit at a time. Exterior antennas and/or dishes should be located in the rear of the unit in the least conspicuous area possible. Renters must obtain written approval from the owner of their unit before installing exterior electronic equipment. After the renter has written owner approval, the renter may then contact the HOA Board for approval for the installation of exterior electronic equipment. See ARC on page 11 for instructions on prior approval.
- ❖ **No Solicitation:** Soliciting is not allowed in Woodburn Club. Please advise salespeople that the homeowners in our neighborhood have requested that they do not solicit in Woodburn Club.

- ❖ **Private Residential Use:** Residential Units are for single family residential purposes only.
- ❖ **Signage:** For Rent signs, billboards, political signs, etc. are **not** allowed at **any** time.
For Sale signs and small professional home security signs are allowed only when preapproved by the association in writing.
See ARC on page 11 about obtaining preapproval.

Animals

- ❖ Only birds, dogs, cats, ornamental fish or other household pets are permitted by the Association.
- ❖ Pet owners are responsible for **immediate** clean up and proper disposal of pet waste. Pet waste should be disposed of in a sealed container in the rear of the property.



- ❖ Pet owners should respect the private property of others. Pets are not allowed to trespass and/or defecate or urinate on private property.
- ❖ Pets must be kept on a leash or other proper restraint and must be accompanied by the owner or the owner's agent when outside the residential unit.

- ❖ A pet is considered a nuisance and annoyance when it:
 - ✓ Barks, howls, or whines in an excessive, continuous manner;
 - ✓ Is off the premises of its owner without restraint;
 - ✓ Chases, snaps, attacks or otherwise molests pedestrians, bicyclists, motor vehicles or other animals;
 - ✓ Gets into or turns over garbage containers;
 - ✓ Damages gardens, landscaping or other foliage or other real personal property;
 - ✓ Is dangerous;
 - ✓ Is maintained in an unsanitary condition as to be offensive in sight or smell;
 - ✓ Is diseased and dangerous to the health of the public;
 - ✓ Walks on and/or sleeps on automobiles of another homeowner;
 - ✓ Is in heat and is not confined to the residential unit or a secure enclosure.

- ❖ **No noxious or offensive activity** shall be carried on, at, or in any residential unit, nor shall anything be done which may be or become an annoyance or nuisance as determined by the association. A local noise ordinance exists and any resident disturbed by excessive or persistent noise at any time should report violations immediately to the police. Disturbances include, but are not limited to: fireworks, loud music, voices, loud cars, gatherings of people, barking or whining animals, etc. that may interrupt sleep or in any way disturb the well being of community owners and residents. Homeowners are

held responsible for any disturbances created by themselves, their guests, tenants or guests of tenants. **All residents have a right to the peaceful enjoyment of their homes.** In the event that you are required to contact the police about a noise issue, please also notify the HOA Board. Please keep a record of noise complaints so that the board may take action against an owner if there is a repeated problem.

- ❖ **Maintaining Landscaping:** Owners and residents are expected to maintain landscaping through watering of turf, particularly before and after aeration and over seeding in the fall. Owners are responsible for replacing damaged or dead shrubbery or trees. See page 12 for information about landscaping.

Noncompliance

First Notice: The Renter shall be provided written notice of the violation. The written notice shall describe the nature of the violation and provide a time period within which the violation must be remedied.

Second Notice: If the violation is not remedied within the timeframe referenced in the First notice or recurs, the Owner and Renter will both be provided a second written notice of the violation. This shall notify the owner of the continued violation of the renter and give the property owner proper time to resolve the violation before a fine is imposed. Hinson Management is notified when Second Notice of violation is sent.

Third Notice: If the violation is not remedied by the deadline provided in the Second notice, a third written notice will be sent to the owner informing them that the applicable fine has been levied and inform them of a new timeline before an additional fine is imposed.

Fourth Notice: If the violation is not remedied by the deadline provided in the Third Notice, a fourth written notification will be sent to the owner informing them an additional fine has been levied and a timeframe to remedy the violation.

In the event of noncompliance, continued rules violations may result in additional fines and potential legal action.

Leases

The original Declaration of Covenants and Restrictions for our neighborhood was filed on July 20, 1984. An amendment to that declaration was filed on January 14, 1986. A portion of that amendment addresses the subject of leases.

(2) if any residential unit is leased, the lease shall be in writing and provide that the terms of the lease and occupancy of the unit shall be subject in all respects to the provisions of the Declaration and any failure by any lessee to comply with the terms of such Declaration shall be a default under the lease.

Important Things to Know

ARC- A form entitled Architectural Review Consent, or ARC, is the way in which our governing documents maintain architectural control. For the purpose of renters, an ARC can be submitted to obtain prior approval for installation of exterior electronic equipment, outdoor furniture or security signage that can be seen from the street. *Only outdoor furniture made of wicker, wood or wrought iron and in a good state of maintenance and repair will be considered. Small professional security signs will also be considered for approval.* Approval for anything else affecting the exterior of the unit must come from the owner of the unit. A copy of an ARC can be downloaded from www.hinsonmanagement.com or www.woodburnclub.com. Please fill out the form entirely and mail **or** fax to Hinson Management:

P.O. Box 160207 Boiling Springs, SC 29316 or FAX: 864-599-9029. Hinson Management will then send the form to the HOA Board. The HOA Board has 60 days to review the ARC. The renter will receive written response from Hinson. *Please remember that ARCs must be legible, have all pertinent information and requests must be specific.* When asking for approval for outdoor furniture, pictures or specific descriptions are needed.

Directory- An annual directory is compiled by the HOA Board and is distributed to all owners and residents. The directory denotes HOA Board members, as well as owners and residents, their phone numbers and email information. If there is a change in any information, the HOA Board requests that the resident/owner notifies the board via our email address.

Email- Our HOA Board has an email account that is checked frequently. The address is woodburnclubhoa@gmail.com. This is the primary way the board answers questions and responds to

concerns. We request that all residents and owners use this means of communication.

Flyers and Newsletters- Throughout the year, the HOA Board publishes flyers and newsletters that are distributed to both owners and residents. Information in these newsletters and flyers is very important.

Hinson Management Company- Our association has chosen Hinson Management as our professional real estate management company.

Physical address: 8499 Valley Falls Road

Mailing address: P.O. Box 160207
Boiling Springs, SC 29316

Phone: 864-599-9019

Fax: 864-599-9029

Landscaping- Annual regime fees are paid by the owners of Woodburn Club. Landscaping includes grass cutting, leaf removal, edging, shrubbery trimming, blowing of all concrete surfaces, and weeding. Additionally, the HOA pays for yearly aeration and over seeding in the fall as well as pine straw in landscaping beds in early spring. **It is the legal responsibility of each owner and resident to maintain their turf through regular watering.** This is especially important before and after aeration and over seeding in the fall. Flyers are distributed before and after aeration and over seeding to alert residents to their responsibility to water. Landscapers maintain the grounds once per week. **During this time, if there is a patio or enclosed backyard, it is the resident/owner's responsibility to ensure that the gate is unlocked and ajar to allow landscapers into the area.** Landscapers have requested that keys not be placed under mats. Blowing the porch may cause items under mats to be lost. Please

email the board to inquire when the regularly scheduled landscaping day currently is.

Monthly Walkthrough- A member of the HOA Board performs a monthly walk through for the sole purpose of inspecting each unit for maintenance issues and rules violations.

Newcomer Visits-The HOA Board makes every reasonable effort to visit each newcomer with information about Woodburn Club. After several unsuccessful attempts have been made, the Renter's Guide/Homeowner's Handbook, copies of past newsletters, neighborhood directory and a note is left with a request to contact the board with new resident/owner name, email address and phone number.

Speed Limit- While there is no posted speed limit in Woodburn Club, drivers should watch their speed in the neighborhood. There are children, older residents and many walkers. Please adjust your speed accordingly.

Trash-The HOA does not have a trash collection company that exclusively serves Woodburn Club. Newcomers must call and arrange for trash pickup. Companies that already have a presence in our neighborhood include:

- Johnson Sanitation 864-576-5728
- Waste Management 877-425-3309

Website- Woodburn Club has a website, www.woodburnclub.com. Downloadable copies of the Renter's Guide, Owner's Handbook, and ARC can be found on the site as well as other valuable information.



It is the legal responsibility of each Woodburn Club owner to maintain the exterior of their residential unit. We have several off site owners who rely on their tenants to alert them to issues that arise with their property. As a renter, it is important that you notify the owner if you see any issues on the exterior of the unit.

Let the owner know if.....

- there is any rot or damage to the exterior of the unit.
- the unit needs to be pressure washed. Each unit needs to be pressure washed annually.
- the gutters need to be cleaned. Gutters should ideally be cleaned out twice a year. Gutter cleaning is an important part

of exterior maintenance as clogged gutters can seriously damage the roof.

- any shrubbery is dead or damaged and needs to be replaced.
- the enclosed patio or backyard fence or gate needs to be repainted or repaired. Individual fences must be cleaned and repainted at least every 7 years.
- there is damage to exterior lighting. This not only includes light functions but also lighting that is damaged or rusty.
- the unit needs to be repainted. Units must be repainted every 7 years.
- there is a dead tree on the property.
- the deck or patio needs to be pressure washed and/or re-stained. This is a part of annual maintenance and should not be neglected.
- the locks on exterior doors or storm doors need replacing.