

Community Guidelines for Creek Watch Villas O.A.



Introduction

Creek Watch Villas is a community consisting of 48 fee-simple townhomes located on Cap'n Sams Creek. The marsh view is outstanding. The following is a resource guide that is designed to keep your community safe, peaceful, and beautiful, while also maintaining the highest possible property values.

Reliable Home Management

Reliable Home Management has been contracted by your Association Board of Directors to act as the business manager of your community. We are responsible, on behalf of the Board, to organize the maintenance of the common areas and shared grounds including the pool, turf, pine straw, irrigation systems, trees, pest control, etc. Providing us with a key to your home is necessary as it allows us to perform scheduled or requested pest control as well as any emergency repairs.

Your Lead Association Manager is: Kristin Mizzell
3714 Betsy Kerrison Parkway, Suite I
John's Island, SC 29455
Phone: 843-768-7185
Fax: 843-768-7186
E-mail: kristin@reliablehomesc.com
Website: www.Reliablehomesc.com

Our office is open Monday through Friday from 8:30am to 4:30pm for assistance. Using a team management approach, if your Lead Association Manager is unavailable, another team member may be able to answer your questions; however, we do our best to return all inquiries within 24 business hours. For any emergencies that are the responsibility of the Association, you may also contact our office 24 hours a day, 7 days a week and you will be directed to our emergency operator. For any emergency risking the life or safety of anyone at Creek Watch Villas, please call **911 before** contacting the management office.

Landscape Maintenance

RLM provides primary landscape maintenance to Creek Watch Villas. Their weekly services include:

- *Turf Management*- mowing, edging, blowing, fertilization and weed infestation control;
- *Woody Ornamentals, Ground Covers, Shrubs and Trees*- Fertilization and Pruning up to about 15' is included;
- *Water Management*- monitoring of all irrigation systems for optimum water application with a continuous maintenance program;

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- *Tree Management*- Palm fronds, dead, broken or unsightly tree limbs that can be reached up to about 15' will be removed. A semi-annual inspection and report on all common area trees will be made to the Property Manager and recommendations for maintenance will be presented;
- *Debris and Litter*- All common areas will be checked and maintained free of dirt and debris.

Insurance

Creek Watch Villas currently carries policies covering General Liability, Directors & Officers, and Umbrella for the Common Areas of the Association. Specific questions pertaining to this insurance coverage should be directed to **Paul Steadman @ The Steadman Agency at 843-549-7777**. Owners are responsible for obtaining an insurance policy that protects their individual unit in the event of a loss. Check with your insurance agent for details on coverage parameters. Creek Watch Villas Owners Association does not carry insurance on any of the townhomes or on personal contents or possessions.

Tree Pruning

The Association budgets for pruning of hardwoods to promote proper growth and to reduce potential hazardous conditions in trees. Removing dead branches reduces the weight of the canopy and removing branches for roof clearance helps prevent damage to individual homes. Trees are also pruned to help maintain views.

Maintenance

The Association is responsible to maintain exterior lights, common area trash enclosures, tree pruning, pest control, and mailboxes and posts. In addition, the Association maintains the pool, pool building, and pool lights. Owners are responsible for the maintenance and repair of the interior and exterior of their individual townhomes. ***Please remember, the Creek Watch Villas Board of Directors and the SIPOA ARC must approve any modification to the exterior of the home before any work may commence.*** Please submit a completed modification request form to the association manager to begin the approval process. Exterior modification request forms are available upon request and online.

Reliable Home Management has a maintenance department that offers “a la carte” services to owners upon request that can include the following:

1. Basic handyman repairs to the interior and exterior of the home including wood rot, painting, drywall repair, minor electrical repair and some appliance repair;
2. Inspection and winterization services; and
3. Delivery and project oversight.

For larger renovation projects, Reliable can recommend a contractor from a list of “preferred contractors” that they have used for other projects and that have appropriate insurance and workers compensation insurances. Please call or email your association manager for assistance if desired.

Pest Control

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Creek Watch Villas has contracted with *Terminix* for pest control service. The villas are treated on a monthly basis; interior service every other month and the exterior of the villas is treated every other month. Reliable Home Management will need to have a key to each unit to perform these interior services. Owners, guests and/or rental agents can request special service in the event of a pest problem such as ants, palmetto bugs, spiders, etc. by contacting the Reliable at 843-768-7185 office or *Terminix* directly at **843-557-0051**.

Animal Intrusion/ Critter Control

Removal of nuisance wildlife will be the owner's expense.

Renovations and Exterior Modifications

If you are planning **any exterior change** to your townhome, your plans will need to be reviewed by the Creek Watch Villas Board of Directors and the Seabrook Island Property Owners Association Architectural Review Committee, **prior** to any work being done. Please consult your current community standards guideline on permitted modifications. An exterior modification application may be requested from the management office or found on-line at your community specific website at www.ReliablePropertyManagers.com. In addition, once approved by the Creek Watch Villas Board, you will also need to complete an "*Exterior Alteration/Improvement Conditional Request*" form located online at www.sipoa.org. All necessary permits will also need to be obtained from the Town of Seabrook and Charleston County and displayed in plain view on your property.

Owners are responsible for any damage that occurs to any common property as a result of a contractor hired to work in their home.

Rules and Standards/ Master Documents

Please contact Reliable or go to your community web page to download a list of the Standards for Creek Watch Villas for all exterior modifications and repairs. Master Documents are also available upon request or on website.

<https://reliablehomesc.com/creek-watch-villas/>

Garbage, Recycling and Debris

All garbage and recycling collection is organized and maintained by the contractor hired through the Seabrook Island Property Owners Association. All questions or concerns including irregular or missed pick-up should be directed to them at 843-768-0061.

Garbage: Must be wildlife proof if stored outside. All garbage should be placed in the storage rooms located under each cottage in covered containers only (not plastic bags or cartons). Any items too large to fit in the containers provided will need to be taken to the SIPOA Maintenance Facility (2902 Seabrook Island Road-Behind Laundry).
Collection days are as follows:

Mondays- All year long **Mondays & Thursdays-** from Memorial Day through Labor Day only

Recycling: This is done at the owner's discretion and is not required. Charleston County provides recycling bins for owners that request them at no additional charge. *Bins are collected on Mondays ONLY and should be placed "Curbside" for pickup.* Owners may also take any recyclable materials to the SIPOA

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Maintenance Facility (2902 Seabrook Island Road- Behind Laundry). ALL RECYCLE MUST FIT IN THE BIN IN ORDER TO BE PICKED UP.

“White/Brown Goods”: These are items too large to fit in regular trash receptacles and not valuable enough to be donated. These items are collected the first Friday of each month and must be placed “Curbside” for pickup. Please consult the SIPOA Garbage schedule located in the Resources section on their website- www.sipoa.org for specific yearly collection dates.

Hazardous Materials: All of these materials should be delivered to the SIPOA Maintenance Facility (2902 Seabrook Island Road- Behind Laundry).

Yard Debris: This is not collected by the SIPOA contracted waste management provider and should be taken care of by the community’s contracted landscaper.

These services are provided through SIPOA and any questions or concerns should be directed to their offices.

Storm/ Hurricane Preparation

Hurricanes and Storms are an inevitable part of coastal living. It is always best to be as prepared as possible. In the event of a severe storm or hurricane warning, owners should arrange for all loose items and deck furniture to be secured or taken inside.

Charleston County website has produced a Hurricane Guide for residents with a great deal of helpful information for before, during and after a storm and can be found at <http://www.charlestoncounty.org/guides.htm>. Please take the time to review this document.

LIABILITY DISCLAIMER

In preparation of these guidelines, every effort has been made to offer current and correct information. Nevertheless, inadvertent errors may occur. The information included in this document has been compiled by the staff of Reliable Home Management from a variety of sources and is subject to change without notice to Reliable or the party using the guidelines. Reliable makes no warranties or representations whatsoever regarding the quality, content, completeness, suitability, adequacy, accuracy or timeliness of such information. This document should not be confused with official recorded governing documents. The services, activities, recommendations, and information made available and/or described in this booklet are provided “as is” without warranties of any kind.