

**RULES AND REGULATION GOVERNING
ISLAND COTTAGE AND BUSINESS CENTER CONDOMINIUMS**

1. Rules and Regulations: Owners and agents must attach Rules and Regulations to any lease made between themselves and their tenants. All rules and regulations shall be binding upon the unit owners, their families, tenants, guests and invitees, and the failure of any such person(s) to comply with or abide by any such rule regulation shall be grounds for an action by the Association for damages, for injunctive relief, or for the imposition and assessment of fines, as provided in the Declarations. Report any problems to Renae Kirk, or Joyce Haas at Sand Dollar Shores Properties Inc. at (912) 638-4603 or toll free at 877-638-4603. Renae's home phone number is 912-638-8164 and cell number is 912-258-1152. Renae's Email address is renaekirk@bellsouth.net.

2. ICBC Association Policy regarding Delinquencies – The quarterly dues are due by the 15th of the second month of each quarter. The new adopted delinquent policy as of December 2, 2010 is as follows:

- A. If an owner is two quarters delinquent - A certified demand letter will be sent to the owner 30 days prior to the delinquent 2nd quarter period ending. The letter will notify the owner that a judgment lien will be filed, if payment is not received in full or at least one quarter paid, by the end of the 120 day (2 quarter) delinquent period.
- B. If an owner is three quarters delinquent – A certified foreclosure notice will go out 30 days prior to the 270 day (3 quarter) delinquent period, demanding payment in full by the end of that three quarter period. If payment is not received, foreclosure proceedings will start.

3. Parking: There are 4 assigned parking spaces per unit at ICBC. If owners have a high traffic business, they need to utilize their assigned parking and then use as few overflow parking spaces as possible. Overflow parking is defined as any unnumbered parking space or unassigned parking space. No Parking in front of mailboxes and no blocking the turn around. Parking is tight, as we are fully occupied and our unit ownership stabilizes. Looking into the future, you/we may have to seek other solutions to our parking issues. Some businesses utilize more of the overall parking than others. We suggest that you begin to consider car-pooling or off site “park and ride” solutions for employees, if your daytime use generates a lot of in and out traffic. Also, if you have tenants in your upstairs apartments, it could help to have tenants use your garages for vehicles not in use during the day. There should be no change in arrangement of parking spaces and their striping or any change in assignment of parking spaces without prior approval of your Board of directors on behalf of the Association.

4. Vehicles: Except as approved in writing by the Board of Directors, the parking or storage of recreational vehicles, campers, trailers, mobile homes, boats, personal watercraft, trucks having more than a single rear axle, motor vehicles not licensed for street use, and the like, is prohibited from the common elements.

5. Garbage: The garbage is picked up on Tuesday and Saturday mornings. Please put your garbage in plastic bags and then walk around to either side of the dumpster enclosure to put the garbage bag directly into the dumpster. Please **DO NOT** throw your garbage over the dumpster enclosure, instead please use the side doors. **NO FURNITURE/ APPLIANCES, BOXES NOT BROKEN DOWN, LARGE LUMBER SCRAPS AND OTHER BUILDING MATERIAL, ETC. ARE ALLOWED TO BE DUMPED IN THE DUMPSTER.** If the dumpster is full, please bring your garbage back to your unit and wait for the dumpster to be emptied. If this happens frequently, please notify the management company at 638-4603. Also, don't bring trash from home to this site; on site generated trash only. If you have tenants moving in an out, thus generating “moving trash” or if you generate “remodeling trash” you must take it to an off site trash option. If you plan to use our on site facility, you must first notify the Association Managers for permission in advance and for a fee schedule for that use. We cannot use this facility for non-day-to-day business generated trash with out permission. And, at no time, can our on site facility be used for any hazardous materials whatsoever. Any such use will be reported to Glynn County environmental authorities/health department for proper handling.

6. Nuisance: No person or persons, groups or parties may disturb or annoy any other residents by any obnoxious or offensive activity. When talking on a cell phone outside of your unit, please be considerate of your neighbors and walk away from the buildings so as not to disturb them. Loud noise and profanity will not be tolerated. The police will be called if necessary.

7. Balconies: Porches and decks must be kept clean and free of trash debris. If trash is removed, it will be at the owner's expense. Do not place towels and articles of clothing over the railings. No gas or charcoal grills are allowed. Only electric grills.

8. Front Entrance Signs – One sign only is allowed, front and back per unit. If a unit has two companies within one unit, they may have one company name on the front and the other company name on the back of the Island Cottage and business Center sign. The location on the sign is determined by the current openings at that time. If there is more than one opening per side of the master sign, then 1) Tenant(s) will use the opening(s) of their landlord. 2) New owner(s) will inherit the location of the previous owner. Our designated sign vendor is Design Effex. Dana is the contact person, number is 634-6377. All costs specifically associated with any sign and its installation shall be the responsibility of the Owner of the unit to which such sign or signs shall be placed.

9. Signs – Each unit owner, or owners tenant, may erect a sign identifying the business being conducted in a unit; provided, all signs shall be comparable in size and color. All signs shall be ordered through the Board of Directors (contact the Management Company), which shall, to the extent reasonably possible, obtain signs, which conform in size and color to the other signs erected on the property. Signs shall be hung from the cross support of entranceways at the front door of the unit, or at such other location as the Board of Directors may approve. No neon sign or lighting shall be permitted. No signs, advertising, or promotional material of any nature shall be placed in or on the windows to a unit, nor upon any exterior surface of a unit.

10. Restriction on Leasing – In no event shall any unit or a portion thereof, be leased for a term of less than one (1) year, except with the prior written consent of the Board of Directors.

11. Exterior of Unit – No unit owner shall repaint, resurface, or in any manner modify the exterior of a unit without the express written approval of the Board of Directors. Upon written application setting forth appropriate and specific information regarding any proposed painting resurfacing or modification of any exterior surface, the Board shall promptly review same, and respond in writing to such unit owner. If approval of any such request is not given, the response by the Board of Directors shall specify the objections and or reason(s) for such disapproval. No unit owner(s) shall erect or maintain on or attached to any unit or on any portion of the property, without the prior consent of the Board of Directors, any exterior antennae, satellite dish or other electrical apparatus or equipment of any nature.

12. Prohibited Changes: No unit owner shall paint or otherwise change in any respect the exterior appearance of his/her unit or any other portion of the Property including any of the Limited Common Elements assigned to his/her unit without having first obtained the written consent of the Board of Directors. Additionally, the design, type location, size, intensity in color of all exterior lights (including both those mounted as part of the original design of the property or otherwise in place at the time of the conveyance of the unit to a Unit Owner, and those mounted with the consent of the Board of Directors) shall be subject to the control of the Board of Directors.

13. Parking Lot Use: No owner is allowed to give authorization to others to use our parking lot at anytime, due to the liability issue and the high traffic use. If an owner is planning a big function that will limit the parking for the other owners, they need to give a notice to the management company a seven (7) day notice.

Any Seller of a unit in ICBC is request by the Association to furnish to the Purchaser prior to closing a copy of the Declarations, By-Laws, Amendments and the Rules and Regulations.