

# HIGH TIDE

## ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

### ***Our Commitment:***

*High Tide Associates provides best in class service for our communities that is rooted in the philosophy of honesty, integrity and respect. We enable the Communities and the Board of Directors to achieve their goals through this approach. This earned trust leads to long-lasting relationships. In addition, our philosophy provides our employees with a challenging and rewarding environment in which to grow and succeed.*

Dear Bluffton Village 11 Owners,

Welcome to Bluffton Village 11. We are pleased to announce that High Tide Associates (HTA) is your property management company. We look forward to serving the Bluffton Village community with 25+ years of experience in regime property management.

Please take a moment to review the helpful and essential information provided. Be certain to visit our Website at <https://hightideassociates.com> for all Governing Documents (i.e., Master Deed, By-laws, Rules and Regulations, etc.) and carefully review all documents in full. If you have any questions, please do not hesitate to contact the Regime Management Company.

Ted Coords  
Property Manager  
Office: 843-686-2241, Ext. 104  
Cell Phone: 843-368-8663  
[Ted@hightideassociates.com](mailto:Ted@hightideassociates.com)

High Tide Associates  
P. O. Box 7665  
Hilton Head Is., SC 29938

55 New Orleans Rd., Suite 211  
Hilton Head Is., SC 29928  
Office: 843-686-2241  
Fax: 843-686-2204  
[www.htausa.com](http://www.htausa.com)

### **Resident Information:**

To assist in delivering the utmost service and to improve the quiet enjoyment of the community, Bluffton Village 11 requires that you please fill out and submit the enclosed Contact Information Form.

# HIGH TIDE

## ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

### **Unit Keys:**

Two (2) keys for your unit are required to be filed with High Tide Associates IN CASE OF A MAINTENANCE EMERGENCY and for providing pest control.

### **Pest Control:**

It is important that the pest control provider can gain access to provide this service. Arrow Exterminators services Bluffton Village 11.

### **Unit Leaks:**

Report all leaks to High Tide Associates IMMEDIATELY!

### **Rules & Regulations:**

Rules and Regulations are developed to assist in the upkeep of a safe and enjoyable community. It is imperative that Owners, tenants and/or guests read and understand the Rules and Regulations of the community. If you have any questions or concerns, please contact High Tide Associates.

### **Helpful Numbers:**

1. Public Service Dist. #1 (Water) 843—681-5525
2. Palmetto Electric (Electric) 843-681-5551
3. Time Warner (Spectrum) (Cable, telephone and Internet) 843-785-3070
4. Sparklight (Formerly Hargray) (Telephone and Internet) 843-686-5000
5. Beaufort County Sheriff's Dept. 843-255-3200
6. Hilton Head Hospital 843-681-6122
7. Beaufort Animal Control 843-846-3904
8. After-hours emergencies with your unit 843-686-2241

### **Hurricane Preparedness:**

Please visit the Town of Hilton Head website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) or Beaufort County website at [www.bcgov.net](http://www.bcgov.net).

# HIGH TIDE

## ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

### Bluffton Village Town Center

#### Rules & Regulations

Revised July 31, 2019

Owners/renters/guests/visitors are subject to these Rules and Regulations. Owners are responsible for the acts and omissions of their tenants, guests and visitors. It is the sole responsibility of owners to ensure that their tenants understand and follow all Rules and Regulations. In the event of any violation of the Rules and Regulations or any state or local ordinances, the owner may be fined.

#### Owner, Renter, Visitor, and Guest Conduct

1. **Occupancy limits:** A maximum number of two (2) people are allowed in a residential unit per bedroom. A fine of \$100.00 per person, per week may be assessed if maximum occupancy is exceeded.
2. **Noise:** Unreasonably noisy behavior or other disturbing or offensive activity, as determined by the Association, is not permitted.
3. **Fireworks:** Fireworks are prohibited anywhere on the property.
4. **Moving:** Moving in or out is restricted to 9 am to 7 pm. Trailers and trucks are not allowed overnight without permission from High Tide.
5. **Lagoons:** There is to be no fishing or swimming in the lagoons. Owners/Residents/Guests must not throw anything in the lagoons.
6. **Feeding Wildlife:** Do not feed the alligators, turtles, and any wildlife on the property.
7. **Firearms:** No discharging of firearms of any description is permitted on Bluffton Village property.
8. **Child Safety:** For their own protection, children cannot play in the main streets or near the lagoon. Additionally, balls are not to be bounced off walls, garages or cars.

#### Property Appearance

9. **Clotheslines:** No clotheslines are allowed on the exterior of the units.
10. **Grills:** Electric grills are permitted on balconies. Gas or charcoal grills are not permitted anywhere on the property.
11. **Personal Property:** Personal property must be placed in storage lockers.

12. **Balconies:** Only balcony furniture/objects designed for outdoor use are permitted on decks/patios/porches. Nothing may be placed on the porch/balcony railings including, but not limited to flower pots, planters, towels, swim suits and clothing.

13. **Trash:** All garbage and refuse from units shall be deposited with care in garbage dumpsters or separate containers intended for such purpose. Depending on your trash removal arrangement, refuse must be brought to either the front of your unit for removal or deposited in dumpsters and not left on the ground around the dumpsters.

14. **Signs/Posters:** No signs may be placed on the exterior of a unit, or on the interior of a window to be visible from the exterior of a unit. Exceptions are commercial units where signage must be approved by the architectural Review Board (ARB).

15. **Antennas:** Television antennas, satellite signal receivers or other similar devices may not be attached to exterior portion of a unit or set on common grounds. An antenna dish may be mounted in a bucket and set on the balcony. No roof installations are allowed. All installations must receive prior approval from High Tide Associates. If an antenna is installed without prior approval it will be removed at owner's expense.

16. **Common Property:** No playground or recreational equipment or other objects may be installed outside of a unit on common property. Sidewalks, stairways, hallways, breezeways and other common areas shall not be obstructed or used for storage. The Association has the right to impound and/or dispose of any items or personal belongings left in these areas.

17. **Exterior Alterations:** No exterior alterations may be made to any unit or building without the express written permission from the Association via High Tide Associates.

18. **Construction/Remodeling:** All construction and exterior remodeling plans and any interior plans involving moving walls must be approved the Architectural Review Board (ARB). They may also require approval by the Town of Bluffton. Please submit plans to High Tide Associates including an as-built plan, if appropriate. Colors must follow the Bluffton Village Color Palette and be approved by the ARB.

## **Pets**

19. **Non-Allowable Pets:** No livestock or Pit Bull or Rottweiler dog breeds are allowed within Bluffton Village.

20. **Pet Waste:** Solid pet waste must be removed from common areas by the pet owner and placed in a trash container.

21. **Leashes:** Pets are to be on a leash at all times in compliance with South Carolina State Law. Dogs shall not be tied up outside.

22. **Pet Damage:** Owners will be responsible for any damage caused to the common property by their animals and those of their tenants/guests/visitors.

23. **Dog Runs:** No dog runs are permitted.

24. **Cats:** Cats are not allowed outside the unit unattended by the pet owner.

25. **Food/Waste:** No pet food or water may be placed outside a unit.

## **Vehicles**

The Bluffton Village Owners Association is not responsible for vehicle security, regardless of cause, nor for any vehicular damage, regardless of cause.

26. **Valid Tags/Operational:** All vehicles must have a valid license plate. Vehicles not displaying a current license plate or that are not roadworthy can be towed from the Bluffton Village property without warning and at the vehicle owner's expense.

27. **Parking:** Parked vehicles shall not block the passage of a street, walkway, or a driveway. No parking is allowed in front of the dumpsters or blocking garages. Vehicles are to be parked in designated spaces only. Per Fire Marshall instructions, no parking is permitted within (15) fifteen feet of a fire hydrant or mailbox, or in any fire lane. CARS THAT ARE PARKED ON LANDSCAPE AREAS SUCH AS GRASS, PLANTING BEDS, ETC., ARE SUBJECT TO TOWING WITHOUT NOTICE. Any damage and/or repairs necessitated by the parking on grass or sidewalks will be billed to the owner of the unit responsible.

28. **Speed Limit:** All vehicles are required to observe a 10 mile-per-hour speed limit and all South Carolina traffic laws while on the property.

29. **Vehicle Maintenance:** Vehicle maintenance may not be performed on the property other than replacing a flat tire or changing a battery.

30. **Fluid Disposal:** It is against federal law to dispose of oil or antifreeze on the ground or in the trash, which will incur a \$250.00 fine for the first offense and minimum \$500.00 fine plus possible legal action for a second or subsequent offense. Local authorities will be notified.

31. **Non-Allowable Vehicles:** Boats, jet skis, motorcycles, trailers, RV's or other similar vehicles are not permitted to be parked or stored in the common areas. However, these items may be stored in the garages. No oversized vehicles (those that will not fit into a parking space) are permitted to be parked on Bluffton Village property. Vehicles parked inside garages must be of a size and parked so that garage doors can be fully closed.

### Construction and Remodeling

32. **Construction and Remodeling.** All construction and major remodeling must be done by licensed contractors in accordance with the Construction Guidelines (attached) found in the Design Guidelines including the payment of a \$5,000 cash bond to the association. Violations of the guidelines will be subject to a fine of \$500 for each occurrence.

---

Please report violations, damage to property, or concerns to:

Jordan Berliner  
Senior Property Manager  
High Tide Associates  
55 New Orleans Road Suite 211  
Hilton Head Island, SC 29928  
Jordan@hightideassociates.com  
P 843-681-6154

---

### Fines:

<u>Violation</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense and After</u>
<b>Occupancy Limits</b>	\$100 per person over limit		

	per week		
<b>Owner/Guest Conduct</b>	Warning	\$100	\$100
<b>Property Appearance</b>	Warning	\$100	\$100
<b>Pets</b>	Warning	\$100	\$100
<b>Vehicles</b>	Warning or Towing or as noted	\$100 or Towing or as noted*	\$100 or Towing or as noted*
<b>Construction and Remodeling</b>	\$500	\$500	\$500

\*Towing as noted in the Rule

# HIGH TIDE

## ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

### BLUFFTON TOWN VILLAGE 11

DEAR HOMEOWNER,

IN ORDER FOR US TO BE MORE EFFECTIVE IN MANAGING YOUR PROPERTY, THE FOLLOWING INFORMATION IS REQUIRED;

OWNER NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

UNIT #: \_\_\_\_\_  
PHONE #: (HOME) \_\_\_\_\_  
(CELL) \_\_\_\_\_  
(WORK) \_\_\_\_\_

E-MAIL: \_\_\_\_\_  
EMERGENCY CONTACT: (NAME) \_\_\_\_\_  
(PHONE) \_\_\_\_\_

1. DO YOU LIVE IN UNIT? Y N
2. DO YOU RENT OUT YOUR UNIT? Y N
3. IF YES, DO YOU MANAGE IT YOURSELF? Y N
4. IF NO, WHO IS YOUR AGENT? \_\_\_\_\_  
MANAGEMENT CO.? \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_

5. LIST VEHICLES AUTHORIZED TO PARK ON THE PROPERTY:

	YEAR	MAKE	COLOR	MODEL	PLATE#	STATE
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____

**PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS YOU CAN TO:**

**HIGH TIDE ASSOCIATES**

# HIGH TIDE ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

## THIS FORM IS FOR BLUFFTON VILLAGE LOT 11

### Association Dues

## AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

**ALL DIRECT DRAFT TRANSFERS WILL BE DRAWN ON OR AROUND THE 10TH OF THE MONTH OF WHICH IT IS DUE.**

I (we) hereby authorize High Tide Associates (HTA), hereinafter called **COMPANY**, to initiate debit entries to my (our) checking or savings account indicated below at the depository financial institution named below, hereafter called **DEPOSITORY**, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

### Your Banking Information:

Depository Name: \_\_\_\_\_  
(Bank Name)

Branch: \_\_\_\_\_  
(Location)

City: \_\_\_\_\_

State: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking Account \_\_\_\_\_

Savings Account \_\_\_\_\_

This authorization is to remain in full force and effect until **COMPANY** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford **COMPANY** and **DEPOSITORY** a reasonable opportunity to act on it.

If you wish to stop direct draft you must notify High Tide Associates in writing, including the date you would like the services to be discontinued.

### Your Personal Information: (Please Print)

Account Number (Example: BV11A): \_\_\_\_\_

Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ day \_\_\_\_\_ evening

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK TO THE BOTTOM OF THIS AUTHORIZATION FORM**