

HIGH TIDE

ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

Cordillo Courts

Welcome to Cordillo Courts. Please take a moment to relax and 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, Bylaws, 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.

Regime Management Company:

High Tide Associates

Drew Davis

Property Manager

Drew@hightideassociates.com

Phone: 843-686-2241, Ext. 111

HIGH TIDE ASSOCIATES

P.O Box 7665

Hilton Head Island, SC 29938

55 New Orleans Rd. Suite 211

Hilton Head Island, SC 29928

Office: 843-686-2241

Fax: 843-686-2204

www.htausa.com

FOR AFTER-HOURS EMERGENCIES CONCERNING YOUR UNIT, PLEASE CALL 683-0968

Revised 2022

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Cordillo Courts II

Rules & Regulations

Revised May 31, 2018

Cordillo Courts II is a privately owned condominium community, and property access and use of on-site common areas and amenities (swimming pool, laundry room, parking lot) is restricted to individual residents and their accompanied guests. The owner's association has placed in effect the following rules and regulations that are meant to govern all owners, residents, guests, and visitors while on the premises. The purpose is to insure all a pleasant and peaceful environment.

It is required that the owner to provide the rules and regulations to their tenants, have them sign the document, and make it part of their lease as it will be the owner who is ultimately responsible for paying fines if rules are broken by tenants or their guests. Owners are ultimately responsible for enforcement of these rules and regulations.

1. **Residential:** Each villa shall be used for residential purposes only and any non- residential use of any kind cannot be carried on therein.
2. **Occupancy/Leases:** A maximum of four people for a two-bedroom villa, including children under the age of 12, are permitted to occupy a villa. Every owner is required to provide a current lease, a list of occupants for each villa, and the completed registration form to management.
3. **Common Area Safety, Repair, and Cost Reduction:** Owners are required to make repairs or replacements on any portion of their villas, fixtures, or appliances that may impact the building or common area's safety, repair, integrity, or be the cause of unusual operating cost to the regime. The regime will make periodic inspections of villas and notify owners of needed repairs or replacements. Should the owner not comply in a reasonable time period, the regime will make the repair or replacement and charge back the cost to the owner.
4. **Balconies:** Balconies shall at all times be kept free of debris and accumulation of storage and personal property. The only items permitted on balconies are patio style furniture and a maximum of (2) bikes. A limit of 2 hanging plants and any number of floor pots is permissible. Floor pots must be placed on a platter so water does not go onto the balcony floor. At no time are plants or any other articles allowed to be displayed on railings or in walkways. No flags, satellite dishes, banners, sign, towels, rugs or other articles of any kind can be placed on balconies or railings.
5. **Satellite dish/ antennae/ cable TV:** Cordillo Courts villa owners are responsible for all costs and maintenance of Cable, Dish or Direct Network installation & removal, including any maintenance of the roof, and or building maintenance necessitated by dish and or cable. Failure to comply will result in the Regime removing the dish and or cable, including the restoration of the roof and or building at the villa owner's expense.

- Prior to installation of Cable / Dish / Direct Network, all Cordillo Courts villa owners are responsible for obtaining written approval from the Cordillo Courts property management. Request by owners for the written approval must include the service provider, date of installation, and location.
 - Installation can only be done between the hours of 9 AM and 5 pm, Monday – Friday.
 - All requests for approval must be submitted in writing to the property management company.
 - A qualified licensed & insured Contractor must perform installation.
 - Dish installation must be on the flat part of the roof of the building. All wiring must be through the approved chases. Any other wires are prohibited and will be removed.
 - Dishes shall not be larger than eighteen inches (18”) diameter.
 - No more than one dish per unit and all dishes shall be marked with the unit number.
 - Exterior alterations including but not limited to drilling holes through outside walls, door jams, windowsills, etc. is prohibited.
 - Owners are responsible for the removal of all installation, including the restoration of the building and the roof.
 - Owners are responsible for ensuring that their rental agents, renters, and occupants are apprised of these guidelines.
6. **Plumbing/electrical repairs:** Anyone who accesses the building from underneath for any type of villa repair is required to get permission from management. Any unauthorized breach to the hardware cloth will result in a fine.
 7. **Barbecues:** Barbecue grills, hibachis, fire pits or other outside cooking equipment are strictly prohibited on balconies, hallways, entrances, stairs, paved surfaces, and within 15 feet of the building.
 8. **Public passages:** Entrances to buildings, hallways, and stairways must not be obstructed by any items.
 9. **Trash/garbage:** Trash and garbage must be enclosed in plastic tie bags and disposed in the dumpsters in the parking areas. The dumpsters on the property are only for the use of residents. At no time shall the trash be left in the hallways, stairwells, parking area, etc. Furniture, mattresses, and appliances may not be left in or around the dumpsters at any time. These items must be taken to the public dump at your own expense. The dump is located at 26 Summit Dr, Hilton Head Island. The hours are 7:30 AM to 7 pm every day except Wednesday.
 10. **Windows and Balcony Doors:** All windows and sliding glass doors must be clear, colorless glass and the glass must be intact, transparent, and free of anything in or on the window or door that would restrict viewing through the window such as clouding. All windows and sliding glass doors must be in good repair.* All windows must have white mini blinds in good repair. No colored draperies, colored blinds, window guards, storm windows, signs, advertising posters, flags, fans, portable a/c units, or anything else are permitted within any window, door, or on any frame. The frames of all windows, sliding glass doors, and screens must match the building colors.
 11. **Pets:** Cats, dogs, and other animals are strictly prohibited in Cordillo Courts. Pets are not allowed either on the property or in the villas whether it will be there permanent or temporary. If you feel there are circumstances that warrant having a pet, before having any pet on the property, you must to contact the property manager for instructions on how to request authorization from the Board. Only if and after the Board has authorized the pet will it be allowed on the property. If the pet is brought on to the property prior to Board approval you will be subject to a fine.
 12. **Parking:** Parking is limited to two (2) vehicles per villa and is allowed by an annual decal only. Failure to obtain and display a proper parking decal will result in the vehicle owner being warned and then the vehicle will be towed from the premises at the owner’s expense. Decals may be obtained from High tide Associates located at: 55 New Orleans Road, Suite 211. Guests must obtain and display a temporary pass from High Tide Associates, 55 New Orleans Road, suite 211, Hilton Head Island.

13. **Vehicles:** Vehicle maintenance of any kind is strictly prohibited on the property. Automobiles or other vehicles that are inoperable and/or not currently licensed and left in a parking space will be towed at the owner's expense. Parking of boats, campers, commercial vehicles, trailers (trucks, vans, etc.) or recreational vehicles are strictly prohibited. Commercial vehicles, boats, and trailers are not permitted on the property. Vehicles parked in fire lanes, handicap spaces (unless a valid handicap license plate or mirror hanger is displayed), and other "No Parking" zones will be warned and then towed. Unloading zones are not to be used for extended parking. Unauthorized and unregistered vehicles and vehicles that are inoperable will be towed at owner's expense.
14. **Vehicle decal registration form:** Vehicle registration decals are required for vehicles belonging to residents. Residents vehicle decals will be issued by High Tide Associates, 55 New Orleans Road, Suite 211, Hilton Head Island. A copy of the lease with the vehicle owner's name on it, vehicle registration in the name of the tenant on it, proof of current insurance in the name of the tenant, a valid driver's license, and a check or money order for \$25.00 made out to Cordillo Courts II is required in order to obtain a decal. Owners may obtain an owner decal from High Tide Associates at no charge. A copy of the vehicle registration and driver's license is required. Parking and decals is limited to two (2) registered vehicles per villa. The owner's regime fee must be current in order for a decal to be given out.
15. **Bicycle/Moped/Scooter:** All bicycles, Mopeds, and Motor Scooters left outside at Cordillo Courts at any time are required to have decals on the handlebars identifying the vehicle as belonging to a Cordillo Courts resident. No more than three decals are allowed for any villa at Cordillo Courts. Failure to obtain and display a proper decal will result in the bicycle, Moped, or Motor Scooter being tagged with a warning and, if a decal is not obtained, removed from the property. Bicycles may only be stored in bicycle racks, or inside villas and may not be left or chained in any other location. Mopeds and Motor Scooters may be parked in open spaces under the J, N, or O buildings, but may not occupy regular parking spaces. Decals may be obtained at no cost from High Tide Associates located at: 55 New Orleans Road, Suite 211, Hilton Head Island.
16. **Speed limit:** Roadways have a speed limit of 10 miles per hour.
17. **Tennis Courts:** The tennis courts are the property of the Island Recreation Center. Reservations for playing time may be made by call (843)681-7273. Proper shoes and conduct are required.
18. **Security:** Security is the responsibility of each resident. Residents are urged to close and lock all doors and windows when leaving their villa or automobile. Residents are also urged to call the Sheriff Department at 911 to report any known crime on the property.
19. **Keys:** Two (2) working keys to each villa must be provided to High Tide Associates for emergency maintenance and pest control servicing entry. Any villas with non-working keys, additional interior/exterior locks, deadbolts, or other devices that prevent villa access will be fined \$100 on the first and each subsequent offense.
20. **Pest Control:** Pest control technicians treat villas monthly. We encourage all tenants/owners to report problems with bugs and pest control to management.
21. **Refusal of entry:** As stated in the Master Deed and By-laws for Cordillo Courts II, the management and pest control technicians must periodically enter villas for emergency maintenance and pest control services. Any tenant refusing services will be fined \$100 per event.
22. **Long term tenant paperwork:** Owners may rent or lease their units to others. Absolutely no subleasing will be permitted. All owners renting long-term are required to provide High tide Associates with a current signed and completed copy of the lease and signed Rules and Regulations including the names of all occupants residing in the villa. All incomplete or inaccurate paperwork will result in fines. Owners are also required to provide High Tide Associates with the name and contact information of the owner's rental agent/management company and the name of an alternate contact person to the owner for emergency contact. Owners are responsible for giving a copy of these rules and regulations to their tenants and to include it as a part of the lease.
23. **Disturbance/noise:** Residents shall exercise care to avoid noise that could disturb others, including radios, televisions, stereos, loud parties, etc. Those causing such disturbances will be fined \$100 per occurrence.

Excessive noise is that which can be heard beyond the perimeter of the villa itself. The use of the common area shall be quiet and peaceful so as not to disturb others.

24. **Alcohol/drugs/vandalism:** Consumption or sale of drugs is prohibited anywhere on the premises. Consumption of alcoholic beverages outside the occupant's living quarters is prohibited. Vandalism and drug use or sale will be fined and prosecuted to the full extent of the law. The fine for these violations is \$100 per person per occurrence and drug and alcohol consumption. Discharge of a weapon is prohibited inside or outside of villas or anywhere on the property, and will be fined and prosecuted to the full extent of the law.
25. **Posting** of any notices anywhere on the property is prohibited.
26. **Violence/Assault:** Violence or assault against others including domestic violence is prohibited on the common area or inside a villa. Anyone arrested for violence or assault is subject to an immediate fine.

***** Any owner, tenant or guest who repeats any offense within a six month period is subject to paying double the fine for any such offense *****

Hargray Information and Procedures

Every villa in Cordillo courts comes supplied with high-speed internet and cable TV service. This is paid for by the regime. If you want additional channels or Hargray telephone service, please contact Hargray Customer Service at 843-706-1800. **There are three set-top boxes in your villa. They are the property of Cordillo Courts and are not to be removed. Removal will result in a charge to you of \$100 for each box removed.**

IF You Need Service...

Do not call your villa owner, rental agent or property manager. They cannot help you.

If you have a service problem, call Hargray Technical Support at 843-686-1138

If you have a billing problem, call Hargray Customer Service at 843-706-1800

Pool Rules and Regulations

Please read carefully. Failure to comply with the following rules and regulations will result in fines applied to the unit owner's account and loss of pool privileges. Authorities will be contacted for trespassing.

No lifeguard is provided. Swim at your own risk. In addition to the posted rules, please observe the following:

1. Proof of Cordillo Courts residency may be required to use the pool.
2. Pool hours Daylight Hours / dawn to dusk only!
3. Guests Limit: 4 per unit.
4. Unit resident must be with guests.
5. No children under 12 years old are allowed in the pool area unless accompanied and supervised by an adult of 18 years of age or older. Supervising adult must be inside the pool fenced area.
6. Food, beverages, and any glass object are prohibited inside the pool areas – subject to \$100 fine.
7. Alcoholic beverages and drugs are prohibited inside the pool area– no warning: automatic \$100 fine.
8. Pool parties are prohibited.
9. Bathing suits will be the only authorized attire: (no cut-offs)
10. Diaper wearing infants and toddlers must wear swim diapers or protective and sealed swimsuits.
11. Diving equipment and floats are strictly prohibited.
12. Running, ball playing, and noisy or hazardous activity, loud behavior is not permitted in the pool area. Pushing, dunking, and dangerous games are not permitted.
13. No sliding down, hanging from or jumping off pool railings and ladders.

14. Snorkeling equipment, other than a mask, may not be used in the pool area
15. Only radios/CD/MP3/tape players equipped with earphones are permitted at the pool areas. No boom boxes or use of a portable radio or other electronic device using a speaker.
16. Pool furniture is not to be moved from the pool area. No standing on, jumping from or using the pool furniture in a way other than intended.
17. All persons using the pool area must cooperate in keeping the area clean by properly disposing of cigarettes, trash, etc.
18. Use of pool bathrooms – bathrooms must be kept clean and clean at all times.

Violations of Rules of Conduct May Result in Fines Levied against the Owner Account and/or loss of pool area privileges for all residents of the unit.

Fine Schedule

<u>Rule Number</u>	<u>Rule</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offense/Each Week</u>
1	Non-Residential use	\$500 + \$25/day		
2	Failure to Provide a Lease	\$100	\$500/month	
3	Common Area Safety	Warning	\$100	\$100
4	Balcony Debris	Warning	\$100	\$100
5	Cable TV/Satellite	\$500	\$500	\$500
6	Plumbing/Electrical Repairs – Breach of Building	\$500	\$500	\$500
7	Barbecues	Warning	\$100	\$100
8	Blocking entrance	Warning	\$100	\$100
9	Trash	Warning	\$100	\$100
10	Windows, Sliding Doors	Warning	\$100	\$100
11	Pets	Warning	\$100	\$100
12	Parking	Warning	Towing	Towing
13	Vehicles	Warning	Towing	Towing
19	Keys	\$100	\$100	\$100
21	Refusal of entry	\$100	\$100	\$100
22	Lease	\$100	\$500/month	
23	Noise	Warning	\$100	\$100
24	Alcohol/drugs/vandalism/weapon discharge	\$100	\$250	eviction
25	Posting Notices	Warning	\$100	\$100
26	Violence/Assault	\$500	\$1000	\$1000
	Pool rules	Warning	\$100	\$100

I have read the above Rules & Regulations and understand that if I am found in violation of any of these rules that I will be given the appropriate warning or fine listed above.

Resident #1 _____ Resident #2 _____
 Resident #3 _____ Resident #4 _____
 Unit # _____ Rental Agent (if applicable) _____ Date _____

Cordillo Courts

104 Cordillo Parkway, Hilton Head, SC 29928

P.O. Box 7665 • Hilton Head Island, SC 29938 • Phone 843-686-2241 • Fax 843-686-2204 •
www.htausa.com

Registration Form

Villa Number: _____

Date: _____

Owner: _____

Owner Emergency Contact:

Name: _____

Phone Number: _____

Email _____

Property Manager: (If applicable) _____

Property Manager Phone _____

Property Manager email _____

Tenant Emergency Contact:

Name: _____

Phone Number: _____

Email _____

Lease Agreement on file: (Y) ___ (N) ___ Terms: _____

Tenant signed copy of Rules and Regulations: (Y) ___ (N) ___

Keys submitted to High Tide for all locking doors outside and inside villa: (Y) ___ (N) ___

Name of all persons living in the villa: (Max of 4 allowed in a 2 bedroom villa):

Name: _____

Name: _____

Name: _____

Name: _____

Completed by: _____, Title: _____

******* ONLY ONE REGISTRATION FORM PER VILLA*******

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THIS FORM IS FOR CORDILLO COURTS

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.

U.S. Banking Information:

U.S. Depository Name: _____ Branch: _____
(Bank Name) (Location)

City: _____ State: _____

Bank Routing Number: _____ Bank 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)

CC Account Number (Example: **CC1234**): _____

Your Name(s): _____

Phone Number: _____ day _____ evening

Signature: _____ Date: _____

Signature: _____ Date: _____

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

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Contact Information Sheet

Please take a few moments and fill out the information requested below. This information is for regime business and should we need to reach you in the event of an emergency. Please return by mail, fax or email.

Cordillo Courts Unit #: _____

Owner Name: _____

Mail address: _____

City: _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

E-mail: _____

Emergency contact name: _____

Emergency contact number: _____

Rental Company & Contact Name _____

Phone number: _____ Email: _____

Renter Name: _____ Renter Phone Number: _____

Drew Davis

Property Manager / Cordillo Courts

Drew@hightideassociates.com