

ASSOCIATION RULES  
FOR  
PORT ROYAL LANDING  
Port Royal, South Carolina

Approved by the Board of Directors  
of the  
Port Royal Landing Owners Association  
July 1, 2004  
Amended  
March 4, 2024  
(Changes are highlighted)

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## Association Rules

### Introduction

The Covenants state that the Association, from time to time and subject to the provisions of the Port Royal Landing documents, may adopt, amend and appeal rules and regulations, to be known as the "Association Rules." The Association Rules are designed to maintain a pleasing atmosphere in the Village that promotes an enjoyable quality of life. Additionally, compliance preserves the value of the Owner's property. The Board of Directors will provide a current copy of the Association Rules to each resident, property manager and Owner in the Association.

### Administrative Rules

1. Annual Assessment Owners are required to pay an annual assessment by January 31st of each year on all lots owned. Owners may request a staggered payment schedule. The Treasurer is authorized to approve a semi-annual schedule. The President or Board of Directors may approve a quarterly or monthly schedule.

2. All Rentals An owner has a right to enter into a Rental Agreement. All rental agreements should be in writing.

- a. All landlords are required by the Town of Port Royal to obtain an active business license from the Town of Port Royal and submit to Beaufort County the Affidavit for Business Personal Property Tax. Within 10 days of rental agreement the landlord will provide a copy of the occupational license to the Secretary of the Home Owners Association.
- b. A monitored fire alarm is required for all rentals. Existing homes not meeting this requirement must be brought into conformance within thirty (30) days of the date of the rental.
- c. The landlords shall be responsible for their tenants' actions and liable for any fines imposed, without prejudice to rent paid to the owner.
- d. Landlords will provide the Secretary in writing the names, mailing addresses, business phone numbers, personal phone numbers, and business addresses of the owner and local agent, if handled through an outside agency.

Long Term Rentals (Six months or more) Within 10 days of rental agreement the landlords will furnish the Secretary the renter's name, term of the lease and verification that the renter has received the Port Royal Landing documents, i.e. the Covenants, Bylaws, and Association Rules.

Short Term Rentals (Any term less than six months)

All short term rental properties are required to provide the Secretary with a Beaufort County Short-Term Rental Property (STRP) Permit from the Beaufort County and a copy of the Business License from the Town of Port Royal.

- a. The property must undergo an initial safety inspection by the Town of Port Royal. Landlords will provide a copy of the certificate of safety to the Secretary of the Home Owners Association.
- b. Each STRP must contain a Short-Term Rental Tenant notice posted in each room where Short-Term Rental Tenants may lodge. The notice must provide the following information:
  1. Contact information for the owner of the STRP;
  2. Short-Term Rental Property (STRP) Permit Number for the STRP use;
  3. Trash collection location and schedules;
  4. Fire and Emergency evacuation routes.
- c. Liability insurance providers have raised premiums on PRLOA's liability insurance due to Short Term Rentals. These increases in premiums will be passed on to Short Term Rental landlords on a pro rata basis.
- d. The maximum overnight occupancy of each rental unit shall not exceed two people per bedroom. A bedroom is defined as a room large enough for a bed and closet and two locations of ingress and egress (i.e. a door and a window).
- e. Onsite parking for tenants shall be provided. The maximum number of vehicles permitted at the home shall be based on the number of bedrooms and the design of the driveway. Parking is not permitted on the grass or side of the roads or the Marina parking lot.
- f. Boats, motorcycles, trailers, and RVs are not permitted in Port Royal Landing.
- g. Dogs and cats, if permitted by the landlord, are not to be left outside unattended. Pets must be on leash at all times. Pet owners are required to clean up and dispose of pet waste, including on the Marina property.
- h. Large gatherings such as weddings and reunions are prohibited.

3. House Sales Sellers should provide a complete set of Port Royal Landing documents to purchaser prior to closing. Owners are required to obtain a signed receipt for the Documents from a buyer and to file that receipt with the Secretary of the Board within 10 days of closing. Copies of the Documents may be obtained by request to the Secretary of the Board of Directors for a fee.

4. Nuisance and Noise No obnoxious or offensive activity shall be carried on within the Property, nor shall anything be done or permitted which shall constitute a public nuisance. No noise or other nuisance shall be permitted to exist or operate upon the Property so as to be offensive or detrimental to any other part of the Property or its occupants.

5. Violation Disputes Disputes between Owners and reports on the existence of nuisances or other violations of the Covenants should be brought to the attention of any member of the Board.

## Property Rules

6. Improvements Plans for any exterior improvements, modifications or additions must be submitted to the Design Review Committee for approval. Specific approval is required for design, quality and type of construction, materials, color, location, height, grade, finished ground elevation and other aesthetic considerations.

7. Property Maintenance All maintenance of lots and structures, landscaping, parking areas and any other improvements thereon shall be the sole responsibility of the Owner thereof, who shall maintain said lot in accordance with the standards of Port Royal Landing. Refer to the Covenants Section 9.2 and 9.3, Page 32, for details of failure to comply with this section.

8. Personal Property Storage All personal property of Owners shall be stored only within buildings that are screened from view or in areas under or next to buildings that are screened from view in a manner approved by the Design Review Committee. Articles not appropriate for storage in view include but are not limited to trash cans, recycling bins, grills, coolers, bicycles, firewood and construction materials. Decorative furniture is permitted on porches.

9. Parking The Fire Prevention Code (enforced by the Town of Port Royal) requires that all buildings be accessible to fire department apparatus by way of access roadways of not less than 20 feet of unobstructed width. It further states that the required width of access roadways shall not be obstructed in any manner, including parked vehicles. Thus within Port Royal Landing, automobiles or other vehicles must be parked in garages, driveways or designated parking areas. Parking is not allowed on Owners' property adjacent to driveways. Trucks may be parked briefly on the street adjacent to an Owner's property for the purpose of deliveries or service calls, but drivers must comply with the 20-foot rule.

The Marina lot is reserved for slip holders, Freedom Boat Club members and restaurant customers.

10. Vehicle and Boat Storage No large trucks, recreational vehicles, motorcycles, boats, personal watercraft or similar vehicles other than automobiles and pickup trucks (with a capacity of three-quarter ton or less) shall be parked or stored on an Owner's property. Exceptions include: Provisioning an RV the day before a trip and cleaning an RV the day after a trip; and after boating, unloading and cleaning the boat or personal watercraft – four hours maximum. On Marina property, certain specific exceptions to this paragraph may be made by the Marina management for limited periods.

11. Animals Household pets, such as dogs and cats, must be restrained or contained on their Owner's lot. Owners are responsible for cleanup and disposal of animal waste in Port Royal Landing, including the Marina property.

12. Trash No trash, ashes, garbage or other refuse shall be thrown or dumped anywhere in Port Royal Landing. Each Owner shall provide suitable receptacles for temporary storage of refuse. Receptacles must be kept out of sight of the street or adjacent neighbors. Dumpsters, either in the Marina parking lot or at a construction site, are under private contract and must not be used. Trash, in plastic bags, may not be placed at the roadside before 6 a.m. on pickup days.

Yard debris may be dumped in the northwest corner of the Marina parking lot. It should not be in bags, and commercial landscapers are not to use this area for dumping but should take their debris with them.

13. Fires No exterior fires are permitted, except in barbecue grills or enclosed patio fireplaces.

14. Garage Doors Garage doors will normally be kept closed so as to contribute to the attractiveness of Port Royal Landing.

15. Signs No signs are permitted except street, traffic control, directional signs and signs related to commercial property. Home signs no larger than 12 by 12 inches are permitted as follows: Security company signs (against the building), decorative garden signs and small homeowner name signs. For Rent and For Sale signs are not allowed. Additional signs must be approved by the Design Review Committee or the Board.

16. Outside Clotheslines No clothing, towels, rugs or laundry shall be hung on outside clotheslines or from any structure.

17. Antennae No exterior radio, television or other large antennae shall be permitted on Owners' property without prior approval by the Design Review Committee. 18-inch, grey satellite dishes are permitted on residence roofs.

18. Garage/Yard Sales No garage/yard sales will be held in Port Royal Landing except as organized by the PRLOA as a community event.

#### Enforcement Rule

19. Rule Enforcement Procedures When an Owner is in violation of the Covenants, Bylaws or the Association Rules, the following procedure will be implemented:

- a. When a Board member observes or learns of a violation, he or she will speak to the resident about the rule and necessary corrective action.

- b. If there is no corrective action or the violation occurs again, the Board will direct the Association Secretary to send a letter to the resident and to the Owner (and Property Manager if appropriate). The letter will refer to the first violation and will state that further noncompliance may result in a fine of \$25 per violation per day.
- c. If there still is no corrective action or if a third violation occurs, the Board of Directors may assess the above fine (default assessment) on the Owner per Section 4.1 of the Covenants. The Owner will be notified in writing of this decision of the Board at this point.
- d. Fines are payable by the Owner (whether there is a tenant or not) and are due within 30 days of notification.
- e. If fines are not paid within 60 days of notification, the Board may proceed by placing a lien on the property for the default assessment plus interest, legal fees and court costs. (See Section 4.7 of the Covenants.) An opportunity for a hearing must be offered to the Owner before legal action is instituted.
- f. Further procedures, effects or other remedies of the Association are covered by Section 4.8 of the Covenants. As determined by the Association, foreclosure of the statement of lien may occur in accordance with the statutes of South Carolina.