

**SANDS OCEAN CLUB HOMEOWNERS' ASSOCIATION, INC.
C/O RESORT ASSOCIATION MANAGEMENT, INC.**

**PO BOX1708
NORTH MYRTLE BEACH, SC 29598
(P) 843-449-2204 (F) 843-497-8577**

February 21, 2017

Dear Sands Ocean Club Homeowner:

Recently there have been a number of inquiries from homeowners requesting information regarding Sands Ocean Club's Policies, Rules, Regulations, and Violations of the same. Please find the following attachments for your review:

- Sands Ocean Club Homeowners Association's Condensed Rules and Fines for Violations and Damages, and
- Sands Ocean Club Homeowners Association's Policies, Rules, and Regulations
- Vendor Application
- Unit Remodeling Policy and Application

The first attachment is a one page recap of the fines associated with various violations of policy which have been established over time.

The second attachment is intended to provide further insight to the homeowner as to the Sands Ocean Club Association's adopted and promulgated Policies, Rules and Regulations. Since the Policies, Rules, and Regulations may change from time to time, the homeowner is advised to review the most up to date information on these topics on the Sands Ocean Club HOA, Inc., website located at www.ramresorts.com.

The Board of Directors authority to adopt these policies is outlined in Sections XVI and XXXV of the Sands Ocean Club HOA, Inc.'s Master Deed.

On behalf of the Sands Ocean Club HOA, Inc.'s Board of Directors,

Howard Anderson,

Sands Ocean Club Board President

SANDS OCEAN CLUB HOMEOWNERS ASSOCIATION, INC.
CONDENSED RULES AND FINES FOR VIOLATIONS AND DAMAGES

1. Violation of "Parking Rules" - \$25 each occurrence plus possible towing (Page 3-4)
2. Violation of "Balcony Rules" Minimum \$25 to \$100 each occurrence plus liability for damages (Page 4)
3. Violation of "Pools, Spas, or any other Water Feature" - \$25 each occurrence (Page 5)
4. Violation of "No grilling on balcony or in Condos" - \$100 each occurrence (Page 4)
5. Violation of "No fireworks possessed or ignited on property" - \$100 each occurrence (Page 4)
6. Violation of "Unauthorized alteration of common or limited common area" - \$100 first occurrence, \$200 each time thereafter (Page 5)
7. Violation of "No defacing, altering or destroying signs" - \$100 plus cost to replace (Page 5)
8. Violation of "Leaving garbage in hallway, stairwell or elevator lobby" - \$25 each occurrence (Page 5)
9. Violation of "No loud noise or disturbance after 11:00 p.m." - \$25 each occurrence (Page 6)
10. Violation of "No skateboards, hoverboards, bicycles or tricycles allowed in buildings" - \$50 each occurrence (Page 6)
11. Violation of "Vandalism and Potential Perils" - Varies \$25, \$100 to \$200 each occurrence (Page 5)
12. Violation of "No smoking in the buildings and outside within ten feet of an entry door" - \$25 each occurrence (Page 6)
13. Violation of "Vendors Policy" - \$100 first offence, \$200 each time thereafter and immediate suspension of work (Page 5)
14. Violation of "No dogs, cats or any other animals permitted in buildings" - \$25 first day, \$50 second day, \$100 each day thereafter (Page 6)
15. Removal of HOA provided locking mechanisms on condominium entry doors is strictly prohibited. This violation incurs a \$200 fine plus the cost of the installation and the HOA approved lock which is \$350. Total cost to the owner will be \$550 for each occurrence. (Page 6)
16. Collection of past due account balances and termination of utilities. All past due amounts are subject to collections and the termination of utilities. (Page 7)
17. Violation of "Unit Remodeling Policy" - \$200 each occurrence and immediate suspension of work (Page 14)

Sands Ocean Club Homeowners Association, Inc.

Policies, Rules and Regulations

This amended document supersedes all policy, rules, and regulations and is effective February 1st, 2017

Revised 2/1/2017

Sands Ocean Club Homeowners Association, Inc.

Table of Contents

Key Policy.....	Page 2 - 3
Rules and Regulations.....	Page 3 - 7
Vendor Application.....	Page 8- 13
Unit Remodeling Policy.....	Page 14
Unit Remodeling Application.....	Page 15

Sands Ocean Club Homeowners Association, Inc.

The Sands Ocean Club HOA, Inc.'s Board of Directors has adopted the following policy regarding the HOA required locks:

The following types of keys will be issued by the HOA to access the HOA locks on the Condo units and Parking decks:

Owner Key - This key will access the Owner's condo and both parking decks. Two keys will be issued to the Owner. These keys will be activated for the year in which they were issued.

Owner Guest Key - This key will only access the owner's condo. A maximum of ten (10) Keys will be issued to the owner to meet the owner's requirements. These keys will be activated for the year in which they were issued. Issuance to the owner of Owner Guest Keys will require a signed indemnification agreement from the Owner and a small charge for the making of the Keys.

Parking Key - This key will only access the HOA parking decks. All persons, with the exception of the owner of the condo (if the owner is parking a vehicle with their parking sticker attached), are required to obtain a Parking Key and Parking Pass from the HOA office during regular business hours or the Sands Resorts front desk when the HOA's office is closed. These keys will be activated for the period of time that the person will be on the HOA campus.

The following are responsible for the dissemination of Keys:

Owner's Keys-The HOA will issue these Keys only to the Owner, during normal HOA office business hours.

Owner's Guest Key - The HOA will issue these Keys only to the Owner. The HOA will not issue an Owner's Guest Key to the Owner's agent, guest, invitee, or any other person.

Parking Keys - HOA or Sands Resorts depending upon the time of the request.

Lost Owner's Key - Only available to the owner from the HOA office during normal HOA office business hours. Issuance and use of a replacement Owner's Key will prevent any previously issued Owners key from accessing the Owner's condo.

Lost Owner's Guest Key – Only available from the HOA office via written instructions from the owner during normal business hours. Issuance and use of a replacement Owner's Guest Key will prevent any previously issued key from accessing the Owner's condo.

Lost Parking Key - HOA or Sands Resorts depending upon the time of the request. Issuance and use of a replacement Parking Key will prevent any previously issued key from accessing the parking decks.

Sands Ocean Club Homeowners Association, Inc.

Fee schedule for HOA Keys:

Owner's Key issued annually - No charge

Replacement of Owner's Key - A setup fee of \$5.00 plus \$3.00 per key (two keys required)

Owner's Guest Key - A setup fee of \$5.00 plus \$3.00 per key ordered

Replacement Owner's Guest Key - A setup fee of \$5.00 plus \$3.00 per key ordered

Parking Key - No Charge

Replacement Parking Key - A setup fee of \$5.00 plus \$3.00 per key ordered

Rules, Regulations, Violations, and Fines

CHECK-IN PROCESS

Timeshare Check-in

Check-in begins any time after 4:00 p.m. on Saturday. HOA reserves the right to change assigned unit. Unit type will remain the same. Please present your confirmation upon arrival. All fees are due upon check-in with the Timeshare Office. There is a \$5 cash non-refundable registration fee due upon check-in. If you check in after hours, please come to the Timeshare Office the following business day to collect your receipt, pay the \$5 registration fee, and retrieve your Welcome Bag.

Rental Check-in's

The HOA does not monitor this process and each rental entity should provide their owners, guests, and invitees with the necessary information to check-in and out properly.

PARKING

All vehicles parked on HOA property must be in marked spaces, only occupying one space and displaying, at all times, an official HOA issued Sands Ocean Club Parking Pass. Parking in the driveway for loading and unloading only for a maximum time of 15 minutes (Towing enforced).

Sands Ocean Club Homeowners Association, Inc.

During the hours of 9:00 a.m. to 5:00 p.m. Monday - Friday or 11:00 a.m. to 7:00 p.m. on Saturdays, these passes can be obtained at the Resort Association Management (RAM) office. All other times the parking passes can be obtained from the front desk located in the main lobby. Vehicles parking in either garage or on property which do not correctly display the Proper Parking Passes or are improperly parked are subject to being towed at the owner's expense of \$160. Violation of parking rules by the owner will incur a fine of \$25 per occurrence which is billable to the owner.

Recreational vehicles and trailers must display a Proper Parking Pass and park in the overflow parking lot across the street from the Resort. Limited space is available and is on a first come basis.

Sands Ocean Club Resort and the Sands Ocean Club HOA are not responsible for any loss or damage, or the contents of any vehicle or trailer parked on property.

BALCONIES

All owners are subject to the statutes listed in Article XXV of the Master Deed. In addition, all owners are subject to the fines associated with the following...

No throwing of any items from the balconies (SC State Law), included but not limited to feeding the birds. Fine amount depends on what was thrown from the balcony and damage that may have been incurred. Minimum fine for this violation is \$25 each occurrence.

No towels, flags, personal items, clothing, or any similar item are to be hung from the balcony or its railing. Fine for this violation is \$25 each occurrence.

No fireworks are allowed to be in, around, or ignited from the building, balconies, or any other common or limited common area. Fine for this violation is \$100 each occurrence.

No gas, charcoal, or infrared grilling in the unit or on the balcony is permitted at any time. Fine for this violation is \$100 each occurrence.

Sands Ocean Club Homeowners Association, Inc.

POOLS, SPAS, or any other WATER FEATURE

These areas are open from 8:00 a.m. to 11:00 p.m. If violating these times you could be fined a minimum of \$25 per occurrence.

Children under the age of 14 must be accompanied by a parent or guardian over 18 years of age when using any pool, spa, or any other water feature.

Use of the pools, spas, and any other water feature is "at your own risk" as there is no lifeguard on duty. There is to be no running, horseplay, or loud noise in the pool areas.

No alcoholic beverages are permitted in the outdoor pool areas unless purchased from the ABC licensed vendor on this campus. (SC State Law) NO ALCOHOL is allowed on the beaches.

No beach toys, balls, or other related items are allowed in these pool areas. Do not remove any furniture from the pool deck areas. Chase Lounges may not be reserved.

Refer to pool rules which are located throughout the pool areas if you have any further question.

VANDALISM AND POTENTIAL PERILS

All vendors doing work on campus must be vetted and approved by the HOA before starting any work. Violating this offense has a first-time offense off \$100 and \$200 each time after that. The owner having the work done is subject to these fines. Vendors, barring emergencies, will be required to work between the times of 9:00 a.m. and 6:00 p.m. All vendors are required to sign in at the RAM office.

Unauthorized alteration of common areas or limited common areas carries a fine of \$100 for the first occurrence and \$200 each occurrence thereafter.

Vandalism or destruction to the property incurs a \$200 fine plus the cost of repairs and possible eviction.

Defacing, altering or destroying signage will be a \$100 fine plus the cost to replace the sign.

The owner's, guests, rental companies or vendors must remove the unit trash from the property by depositing the trash in the dumpster located on the North side of the campus. Leaving trash in the hallways, stairwells, elevators, or in the trash cans at the elevator landings is prohibited. Violators are subject to a \$25 per occurrence.

Sands Ocean Club Homeowners Association, Inc.

NOT PERMITTED

Loud noise, parties, or any other disturbance are not permitted at any time. Quiet hours are from 11 P.M. to 8 A.M. Any disturbance incurs a \$25 fine per occurrence.

Playing on any elevator is strictly prohibited.

There are no skateboards, hover boards, bicycles, mopeds, tricycles, scooters or any other mechanical, gas-powered, or battery powered vehicle allowed in the resort. There is a \$50 fine each occurrence for violating this rule. Wheel chairs and battery powered handicapped related devices are acceptable.

There is to be no removal of towels, linen, furnishings or furniture from any common area or limited common area.

Hazardous materials or flammable liquids are not permitted on property.

There is absolutely no smoking in the buildings and within ten feet from an entry door area within the campus. This carries a fine of \$25 per occurrence.

Removal of HOA provided locking mechanisms on condominium entry doors is strictly prohibited. This violation incurs a \$200 fine plus the cost of the installation and the HOA approved lock which is \$350. Total cost to the owner will be \$550 for each occurrence.

PET POLICY

Sorry, but there are no pets allowed on property at any time. This includes dogs, cats, birds, reptiles, or any other animal or insect. Violation of this rule is \$25 for the first day, \$50 the second day, and \$100 each day thereafter.

Sands Ocean Club Homeowners Association, Inc.

COLLECTION OF HOMEOWNER DELIQUENT ACCOUNTS

Dues and any other fees are due and payable in the month in which they are incurred and become past due if not payed within the month. Each month there is an unpaid balance, the account is assessed a \$25 late fee. Once any account becomes delinquent in an amount equal to two months or more of the condo unit's monthly dues, a demand letter is sent demanding the account be paid in full within ten days. If the account remains unpaid on the tenth day, a second demand letter will be sent explaining that the electrical utility will be turned off in ten days from the date of the second demand letter. Power will be terminated if payment in full has not been paid by that time. If the account remains unpaid for ninety days or more, the account will be turned over to an attorney for collection and will be subject to foreclosure after one hundred twenty days of delinquency. The unit owner is responsible for all collection costs.

Please review these rules, polices, and regulations.

Thank you for your cooperation.

Sands Ocean Club Homeowners Association

P.O. Box 1708

North Myrtle Beach, SC 29598

Tel: 843-449-2204 Fax: 843-497-8577

Dear Vendor,

We would love to have you as a vendor at Sands Ocean Club. We respectfully request your company completes the following forms and include ALL requested information. We will update this information yearly.

Once you have provided all of the paperwork and data and it has been approved, you will be notified by Resort Association Management personnel that you may pick up your name badges for all employees that will be on property and parking tags for all vehicles on property.

Please send ALL needed paperwork as it will not be approved by the Board of Directors otherwise.

Thank you,

Sands Ocean Club Board

Sands Ocean Club Homeowners Association, Inc.

CONTRACTOR/VENDOR POLICIES and REGULATIONS

The purpose and intent of the following policies and regulations is to protect the interest of all individual owners and the General Membership as a whole by:

- 1) *Protecting the function and integrity of the Common Elements and their intended use and purpose.*
- 2) *Protecting the safety, security, and behavioral environment of the resort.*
- 3) *Protecting individual owners and the General Membership as a whole from financial loss and/or the loss of functional use of any of its assets.*

All persons, corporations or other entities performing work, providing services, or otherwise engaging in a non-recreational activity, except those who are deeded owners and members of Sands Ocean Club Homeowners Association, Inc. shall be subject to the following regulations and requirements. Further, all members of Sands Ocean Club Homeowners Association, Inc. are requested to assist in the enforcement of such rules and regulations and report any related activity. These regulations are intended to protect our mutual interests and welfare.

Homeowners wishing to make changes, replacements or improvements inside their condominium using their own labor and skills are asked to obtain a **“Homeowner Unit Request Form”** from the Resort Association Management office. This form asks for details of the work to be done and allows management to determine if this work, or any part of this work, requires licensed contractors and/or a Horry County, SC Building Permit. Further, Management will determine if all proposed work is in compliance with the Master Deed and By-laws and will notify the owner (for your convenience, a copy is attached).

Approved Vendor Permits & Homeowner Unit Request Forms are available at Resort Association Management, Inc. office located at 9550 Shore Drive, Myrtle Beach, SC29572 between 10 a.m. and 4 p.m. Monday thru Friday or alternatively at www.ramresorts.com under the Sands Ocean Club Homeowners Association tab.

1] All contractors, service providers, rental agents, and others must obtain an **“Approved Vendor Permit”** from the Association’s management office (Resort Association Management) located on the ground floor of the South Tower of Sands Ocean Club. Required documents include:

- a) A valid Horry County Business License
- b) A valid South Carolina Sales Tax Permit
- c) Valid trade licenses required by law for any and all work or services being performed which by law require such license and/or all required Federal Licenses (example EPA card, etc.)

Sands Ocean Club Homeowners Association, Inc.

- d) Proof of current liability insurance coverage in the amount of One million dollars (\$1,000,000.00), naming the Sands Ocean Club Homeowners Association, Inc., Resort Association Management, Inc. and Island Resort Company, LLC as “additional insureds”.
- e) Proof of Workers Compensation Insurance coverage in the amount of one hundred thousand dollars (\$100,000.00) for ALL persons that will be performing any type of work on the property, naming the Sands Ocean Club Homeowners Association, Inc., Resort Association Management, Inc. and Island Resort Company, LLC as “additional insureds”.
- f) Proof of current registration and insurance for any vehicle they intend to park or utilize on the property.

2] Sands Ocean Club HOA Board of Directors reserves the right to deny or revoke an “Approved Vendor Permit” to any individual or entity known to have been involved with theft, misappropriation, illegal activity or other behavior which violates the Association’s Rules and Regulations and/or any local, State, or Federal law. Further, Sands Ocean Club HOA Board of Directors reserves the right to deny or revoke an “Approved Vendor Permit” to any individual or entity known to have performed faulty workmanship and/or caused damage to any portion of the “Common Elements” and failed to make prompt, proper, and full compensation or repair for such damage or deficiency.

3] It shall be the responsibility of Resort Association Management, Inc., the present managing agent of the Association, to perform and enforce the policies and regulations set forth herein above.

4] All homeowners are responsible for the actions of their guests, invitees, and contractors. This includes losses resulting from damage to Common Element and other condominiums, loss from theft, and wrongful behavior. Accordingly, homeowners may also be subject to associated labor and other costs related to, Resort Association Management, Sands Ocean Club HOA Management company and staff’s handling of such matters.

Sands Ocean Club Homeowners Association, Inc.

Applicants Signature: _____

Vendor Responsibilities While on Property

Due to the expectations of the Sands Ocean Club's visitors and guests as it relates to the Sands Ocean Club holiday experience certain behavioral protocols are not only expected but are also required. Please observe the following policies:

Vendors, their employees or agents, (Vendors), are required to display their Vendor name badges at all times above their left shirt pocket while on the Association's property.

Vendors are only allowed access to the Association's property necessary for the purposes of their business. All other areas of the Association's property which are not directly related to the vendor's reasons for being on property are strictly off limits.

Vendors are not to engage in dialogue with guests, employees of the Resort, or others unless it is directly related to the purpose of their business.

Vendors are expected to conduct themselves in a courteous and appropriate manner at all times while on property.

Vendor access to the Association's property is an accommodation, not a right, which is granted to the vendor for the purposes of conducting its business. Vendors are also responsible for the acts of any employee, subcontractor, entity or other person engaged to conduct the vendor's business while on the Association's property. As such, failure of a vendor, their employees, subcontractors, entities or other persons to comply with this policy will result in the immediate suspension of this accommodation and permission to access to the property will be withdrawn from the vendor. In accordance with this suspension, the vendor will be instructed to vacate the property immediately and not to re-enter the Association's property until the matter has been resolved by the Association's agents. Reviews of a vendor's suspension will only be conducted at the Association office between 10am and 4pm Monday thru Wednesday and is subject to the Association's agent's scheduling demands.

Vendors are also required to provide the Association with a listing of all employees, subcontractors, and any other entity or person who the vendor intends to or may utilize in conducting its business while on the Association's property. Vendors are liable for any all acts of employees, subcontractors, and any other entity or person who the vendor intends to utilize.

Vendor permits are nontransferable. A parking pass, if parking space is available, is also required if the Vendor intends to utilize parking space anywhere on Association's property. If parking space is unavailable, a parking pass will not be issued to the Vendor and they will not be allowed to park on the Association's property, but may use available public parking. Vendors are subject to the parking pass and gate key user fee policy. Vendors may only park an automobile or pickup truck in the overflow parking garage across the street. Vendors are not permitted to park in the drive thru between the main buildings and the near parking garage.

Sands Ocean Club Homeowners Association, Inc.

Vendor Permit Application Form

P.O. BOX 1708

North Myrtle Beach, SC 29598

Tel: 843-449-2204 Fax: 843-497-8577

Applicants Name: _____

Applicants Phone: _____

Applicants Email: _____

Schedule of Vendor's employees, sub-contractors, or others engaged:

Employees: _____

Sub-Contractors: _____

Others Engaged: _____

Sands Ocean Club Homeowners Association, Inc.

Vendor Permit Application Form (Continued)

Number of Vendor Permits Requested (Limit Four):

- Employees: _____
- Sub-Contractors: _____
- Others: _____

Number of Parking Passes: (Limit Two): _____

- Vendor Passes \$20.00 per pass
- Parking Passes \$20.00 per pass

Vendor permits are valid for each calendar quarter and must be renewed quarterly. Calendar quarters are January through March, April through June, July through September, and October through December.

The Association's office will only accept Vendor Applications between the hours of 10:00 a.m. and 4:00 p.m. Monday through Wednesday each week. Processing time for Vendor Permits and Parking Passes will be determined based upon the quality of the Vendor Application submitted.

Vendor's submitting this application expressly agrees to comply with the Association's Vendor Permit Policies contained in this document.

Sands Ocean Club Homeowners Association, Inc.

UNIT REMODELING POLICY:

Your Board of Directors both supports and encourages all owners' efforts to maintain, update, and remodel their condominiums, however complications can occur. During the past several years we have suffered flooding from plumbing work, electrical outages from electrical work and damages to our roof and common elements. Additionally, we have received many complaints from owners concerning the disruptions suffered from renovations to neighboring units.

As important as renovations and upgrades are, it is equally important that they be accomplished without the above damages, losses, and inconvenience to others. Please read and understand the below policies. Your acceptance and conformity is required.

IMPORTANT!! Failure to conform to these policies will now result in a \$200 fine posted to your account. Further, you will be financially responsible for any or all damages that result, including the loss of use of neighbouring units if they are affected. Many H0-6 policies will not cover you for such expenses.

ITEMS COVERED BY MASTER DEED COVANENTS:

1] NO alterations, additions, or changes may be made to balconies, exterior walls, entry doors, or locking systems.

2] NO removal or addition of interior walls, bathrooms, plumbing or electrical connections may be made without express written approval of the Board.

If you are planning a remodeling project, you will need to complete the enclosed form and submit it to the Board of Directors for approval. There will be no charge for this service and responses will be prompt. Replacement of furniture, bedding, drapes and wall decor does not require use of the form or Board approval. Replacement of appliances and thru-wall HVAC units does not require use of the form or Board approval UNLESS you will be making electrical or plumbing connections other than plugging into existing outlets.

Policies and rules similar to the above have long been in place at most area homeowner associations. They are designed to assist homeowners in making proper and conforming renovations and to protect all owners from damage to their common elements, disruption of crucial utility service, and interruption of their quiet enjoyment. With these actions will provide our members with the best of both worlds and eliminate the costly problems we have suffered in the past. Thank you for your kind cooperation.

The Board of Directors Sands Ocean Club HOA

Sands Ocean Club Homeowners Association, Inc.

HOMEOWNER UNIT REMODELING REQUEST FORM

NOTE: Replacement of furniture, bedding, drapes and wall décor does not require use of this form or Board approval. Replacement of appliances and thru-wall HVAC units does not require use of this form or Board approval UNLESS you will be making electrical. **IMPOTANT:** All vendors must be in compliance with the Vendor Policy to receive approval. Please note that remodeling work must be done only between the hours of 9:00 a.m. through 6:00 p.m., Monday through Friday.

Owners Name Telephone Number Unit Number

E-Mail Address Proposed Start Date Days to complete

Description of your project: (you may attach photos and drawing) _____

Will you be doing electrical work? _____ YES _____ NO

Name of the Licensed Electrician Telephone Number

Will you be doing plumbing work? _____ YES _____ NO

Name of the Licensed Plumber Telephone Number

Will you be using any power tools or creating excessive noise? _____ YES _____ NO

Will you be using hazardous or flammable chemicals? _____ YES _____ NO