

JARVIS CREEK CLUB, POA

BOARD OF DIRECTORS

Peter Kristian, Chuck Lobaugh, Matthew Edmunds, Alan Carter, Hope Montag

DATE: January 18, 2021
TO: Jarvis Creek Club, POA Owners
FROM: Peter Kristian, President of Jarvis Creek Club, POA
RE: Jarvis Creek Club, POA Community Update

Dear Jarvis Creek Club Owners

- **Christmas and Hanukkah** – A big THANK YOU to everyone who decorated their homes for Christmas and Hanukkah. The community took on an ethereal look with the abundance of lights, blow-ups and other decorations! Many thanks for your gifts to the community and to all who visited our beautiful community.
- **A LARGE WELCOME TO ANY NEW PROPERTY OWNERS!**
- **2021 Annual Homeowners Meeting** – With COVID-19 still very much on our minds, the Annual Meeting was sparsely attended. However, even with the backdrop of the virus there was much good news to report besides the roll out of a vaccine. Treasurer, Alan Carter reported that the JCCPOA has in excess of \$100,000 in its Reserves. For such a young community, this is an excellent position given the age of our development. These reserves are not for new capital acquisitions, but will be used to repair and replace our existing assets, which include roadways, curbs, entrance feature, pool and bath house, curbs, mailbox shelters, street signs, aerators and to clean up after a major storm event, such as Hurricane Matthew. One item is absent from the previous non-inclusive list of elements, that is our Storm Water Management infrastructure. The JCCPOA is finally on the Town Council's agenda to have our Storm Water Management infrastructure turned over to the Town for major repairs. We have been advised that this measure will be on the Town Council's agenda in February 2021. Most residents don't realize the pipes, ditches, lagoons and outfalls belong to JCCPOA and, at the present, a failure of any one of these elements rests with us as members of the JCCPOA. The cost of replacement of all these elements could eventually run in the millions of dollars and that financial responsibility will be moved to the Town hopefully in February. ***This is a very large achievement.***

Board member, Matt Edmunds reported on the pool and the use of waivers and other measures that allowed the Board to open the pool with a degree of safety. It was noted the new landscaping at the mailbox shelters has received positive comments from residents.

Board Vice President, Chuck Lobaugh, who was elected to another term on the Board, reported on the activities of the ARB.

Board Treasurer, Alan Carter also reported that we ended the 2020 budget year with a positive variance to budget. These funds will be moved into our Reserve account. We also have a very small delinquency rate, with only one property in substantial delinquency. This account is now with our legal counsel for resolution. The Board discussed during the Q&A period topics related to landscaping, including the rocks that were placed on the corner as you enter JCC. These rocks

were installed to protect water lines that had been damaged several times by vehicles running over that area. The Board will discuss to see if there are aesthetic alternatives that protect the water lines while providing a less obtrusive look. The Board also discussed the use of JCCPOA funds for events run by property owners from a procedural, legal, insurance and budget perspective.

The Board invited any members of the community who were interested in volunteering for a post on a committee to provide their interest to our community manager Adam Hartzog at AdamH@IMCHHI.com. The Board will be making committee appointment at its January 28th meeting. A list of our committees and present members is noted below. If present members are interested in continuing their service, please shoot Adam Hartzog an email to note your willingness to serve for another year.

- **2020 Committee Chairs & Committee Appointments**

ARB COMMITTEE:

Chuck Lobaugh – Chair

Rob Knowles, Henry Guglielmi, Todd Lindstrom, Joe LaValley and Bill Wiltse – Members

LANDSCAPE COMMITTEE:

Hope Montag – Chair

Garrett Hamilton – Member

Eric Shroyer – Member

SECURITY, COVENANTS & BYLAWS COMMITTEE:

Chuck Lobaugh – Chair

POOL COMMITTEE:

Matt Edmunds – Chair

Rob Knowles & Alex Smith – Members

NOMINATING COMMITTEE:

Hope Montag – Chair

Frank Martin – Member

Anyone else interested in serving on one or more committees, please get in touch with our Community Manager, Adam Hartzog at AdamH@IMCHHI.com

- **Board Officers 2021** – The Board will be choosing Board Officers at its January 28th, 2021 meeting. The present Board officers are Peter Kristian, *President*; Chuck Lobaugh, *Vice-President*; Alan Carter, *Treasurer*; Matt Edmunds, *Secretary*; and Hope Montag, *Director*.
- **Board Meeting Dates** – The Board set the following meeting dates for 2021:

January 28th, March 25th, May 27th, July 22nd, September 23rd, and November 18th

All meetings are held at 3:30 p.m. at the Offices of IMC, 2 Corpus Christi #302, Hilton Head Island, SC 29928.

- **2021 Budget and Assessment** – The Board adopted the 2021 Budget with a very small increase of 1.2% (or \$15.00) in the annual assessment for 2021. The 2021 Assessment for the JCCPOA was set at \$1250.00. You should have received a bill for the 2021 assessment in late 2020 through early 2021. *Assessments are due without penalty by January 31, 2021.*
- **Work in the Wetland Buffer** – There is an area of POA owned property that is behind most every home in our community. The homes that back to the marsh have such a stretch of JCCPOA owned common property behind their homes. This area is also designated as a **Wetland Buffer**. The buffer area is designed to protect the banks from erosion, storm water runoff and pollutants from our lawn grasses. The marshes of Jarvis Creek are one of the many natural features that make JCC such a unique place. This feature deserves our utmost attention to help preserve.
- **Pets** – Pets should always be walked on a leash and please pick up after your pet. It was noted that the wooded area between the Cross-Island Expressway and Jarvis Creek Lane is being used for dog walking and some owners are not picking up after their pets, specifically in this area. This common area is used by a variety of JCC property owners and their guests and they should not be subject to stepping in “surprises” when using the area. ***Please pick up after your pets!***
- **Garage Exterior Lights** – Two items: First, as the days get shorter, please consider burning your exterior garage lights in the evening to help illuminate the neighborhood and assist with continuing to keep criminal activity very low. Second, the JCC ARB has identified acceptable replacement **Coach Lights** that flank our garages. The Builder installed Coach Lights are starting to show their age and many are in need of replacement. **Here is some information on replacement Coach Lights:**

EXTERIOR LIGHTING | FRONT OF GARAGES

PRE-APPROVED COACH LIGHTS:

ORIGINAL LIGHTS: Progress Lighting Andover Collection 2-Light Antique Bronze Wall Lantern
Model #P5688-20

(Home Depot and Other Locations).

NEW OPTION: Sea Gull Lighting Lancaster 20.5 in Black Candelabra Base Wall Light
Model 8032-12

(Home Depot \$130.31; Build.com \$140.18; Lowe's \$171.97; Normal list price \$214.96)

Otherwise, new lights must be approved by the ARB and should fall into these general guidelines when being selected to present for consideration:

- 1) Lights should be Charleston Lantern-style lights
 - 2) Dark Bronze or Black in color and with Clear Glass
 - 3) Dimensions of the lights should be as close to the original fixtures as possible, which were 7-1/2" W x 21-1/4" H in size
- **Neighbor Courtesy** – Remember, we all live in close proximity and noise travels across our lagoons quite efficiently. If you have an outdoor gathering, please be mindful of your neighbors when using your outdoor spaces, especially as the hour gets late. Folks and kids need to enjoy quiet time for sleep to take on the next day's activities.
 - **Slow Down!** We are a community that boasts many families with lots of young children that ride bikes, skateboards, scooters, etc., play, run and walk on the streets throughout our neighborhood. Please drive slowly and defensively as a youngster is often focused on chasing a ball rather than

oncoming traffic. *Slow Down!* Parents, be mindful of your children and provide appropriate supervision.

- **Large Moving Vans** – Community members and Board members have expressed concern that large tractor trailers could damage the security gate, curbing and entry kiosk. The Board currently strongly discourages the use of large tractor trailers for moving into the community and moving out, due to the difficulty getting such large vehicles through our narrow and tight-radius gates.
- **Use of Garages** – Just a reminder, a property owners' garage is to be used for the storage of at least two vehicles overnight. If there are more than two vehicles in a household the remaining vehicles can be parked in the driveway. Parking overnight in the street is prohibited.
- **Fishing** – Fishing is prohibited in our lagoons for safety. Also, if fishing line gets into one of the aerator motors it can be a very costly repair. Although fishing is prohibited in the two lagoons with fountains/aerators, there is good fishing in the third Jarvis Creek Club lagoon without an aerator fountain, and off the present Spanish Wells boardwalk over Jarvis Creek.
- **Alligators** – Please be mindful of our alligator population. Most alligators have a healthy fear of humans. If you suspect and can identify an alligator that is demonstrating aggression towards humans, please report it to our Community Manager so the proper authorities can investigate and make a determination if the alligator is indeed aggressive. If it is found to be aggressive, the alligator will be removed and euthanized. The Department of Natural Resources does not permit aggressive alligators to be relocated. Parents, please do not allow your children to fish or venture near a lagoon. Also, do not let your dogs venture near or swim in the lagoons. We have spotted several alligators within Jarvis Creek Club, and they were here long before humans arrived on the scene. *Please exercise caution and common sense.*

Do not harass or feed the alligators. If you feed an alligator, you are sentencing that alligator to death. We do not want alligators to associate humans with a food supply. Please pass this information to your visitors and guests. This time of year, especially, it is suggested that you close your garage door when you are not actively working in the area as alligators, and other critters for that matter, at times will find their way into an open garage.

- **The JCC Storm Water Management System** - The Jarvis Creek Club POA owns, among other assets, our lagoons and storm water management infrastructure. This includes all the pipes and storm drains located on the JCC POA property. Eventually this system will need to be repaired as pipes and storm drain basins have a useful life and, over time, will suffer damage. Our three lagoons are also part of our Storm Water Management System. These lagoons not only serve an aesthetic purpose, they control the release of storm water into the marsh and also filter storm water. At some future date these systems will require repairs and the lagoons dredging. All these expenses will be the collective responsibility of all of us as JCCPOA property owners.

With this eventual liability in mind, the JCCPOA Board approached the Town of Hilton Head and asked the Town to take over the maintenance responsibilities for our Storm Water Management infrastructure. The Town, after several years, has responded with a proposal, which the Board has reviewed and is now with our attorney for review and comments. Each of us pays a "Storm Water Utility Fee" on our Beaufort County Tax bill. These funds are transferred from the County to the Town of HHI. It is these funds that will pay for the needed repairs in the future. We will

accomplish this by entering into a maintenance agreement with the Town and granting them an easement to enter our property to make the necessary repairs when the time comes.

This agreement will also authorize the Town to clear our lagoons of debris after a natural disaster, such as a hurricane. We are still reviewing this agreement and once we have it finalized it will need to go the Town Council for ratification. ***This process is finally moving with surveyors and engineers from the Town making an assessment of our Storm Water Management infrastructure.*** Ultimately, when the agreement is completed, will be a big financial burden lifted off the shoulder of every JCCPOA property owner. We will keep you posted on our progress. We are hopeful that this turnover will occur later in 2020. The pandemic has put a damper on this process. We hope to get it moving forward once the Town fully reopens.

- **Share the Road** – The speed limit on all JCC streets is 20 mph. Vehicles share the road with pedestrians, cyclists and all manner of motorized kid vehicles. *Please exercise caution, drive the posted speed limit and share the road.* Parents please be mindful of your children's safety and provide appropriate supervision.
- **Recently Move In?** - If you have recently moved in, make sure you contact Adam Hartzog, AdamH@IMCHHI.com or Lyndsey Dorshimer Lyndsey@IMCHHI.com. They will be happy to assist you with getting a qualifying code gate into the system and provide you with other important community information.
- **The Street Light Poles** in our community are owned and serviced by Palmetto Electric. Each pole has a number on the shaft of the pole, which is the pole's Palmetto Electric reference number. If you notice that a street light is not coming on in the evening, please note the number on the pole then contact our Community Manager Adam Hartzog, AdamH@IMCHHI.com.
- **Lawn and Driveway Debris** – *Please* do not blow your lawn and driveway debris into the street. Besides being unsightly, this material will eventually be washed into our storm water system and then into our lagoons, which will contribute to algae blooms and the premature failure of these retention systems.
- **ARB** – The Board has incorporated a new software package called Smartwebs to assist the ARB with their decision making. Vice President Chuck Lobaugh spearheaded the adoption of this new software, which will centralize the data needed to make ARB decisions. Due to the adoption of this new system the Board has restructured the ARB to include the following property owners:

Chuck Lobaugh - Chair

Rob Knowles, Henry Guglielmi, Todd Lindstrom, Ashley Bratcher and Joe LaValley

- Please contact the ARB at jarviscreekarb@gmail.com regarding any exterior modifications to your home or POA Common Property, including large landscape modifications.

Rules and Regulations – The Board also adopted a formal set of Rules and Regulations, which is posted on the Jarvis Creek Club website and has been distributed via email to all property owners and residents. The Rules and Regulations are included below for your information. The rule-making authority of the Board and the JCCPOA are noted in two areas of our governing documents: Covenants- Article X section 10.1 Rules and Regulations and in the By-Laws Article XIV section 14.01.

- ***Please drive slowly and cautiously.*** We have lots of little ones and guests sharing our roads for play, biking and walking. Parents, please be mindful and monitor your children for safety while they are playing.
- **COMMERCIAL VEHICLES** – Commercial vehicles are *not* permitted to be parked overnight in driveways or on the street. Commercial vehicles can be parked in a property owners' garage.
- Reminder: Overnight street parking is prohibited.
- Please remember to walk your pets on a leash and to pick up after your pets.

Thank you.

JARVIS CREEK CLUB PROPERTY OWNERS ASSOCIATION

Property and Owner Guidelines, Rules and Regulations

Please read and share with all guests and long-term tenants:

- **ALLIGATORS AND OTHER WILDLIFE** – Alligators and other wildlife are not to be fed or disturbed.
- **ARB SUBMITTALS** – Any changes to the Lot or the exterior of an existing dwelling that will change its appearance in any way shall have prior approval from the ARB. Contact IMC Resort Services for ARB submittal forms.
- **BASKETBALL GOALS** – Must be pre-approved by the ARB. No permanent goals are allowed. Goals are for temporary use and must be stored in the garage when not in use. Please control noise levels to be considerate of neighbors.
- **COMMERCIAL BUSINESS FROM HOME** – Commercial activities are prohibited. Owners may have for-profit home offices located in the home as long as the business does not have visitors, nor involve sales and / or storage of inventory.
- **FIREARMS / FIREWORKS** – The display, use, carrying or discharge of any firearm or fireworks is prohibited. See detail in separate section below.
- **FISHING IN LAGOONS** – Fishing is prohibited in the two community lagoons.
- **GARAGE DOORS** – Garage doors are to be closed at all times except when in use.
- **GATE** - Please be sure your gate information is up to date. Guests can only contact you from the front gate if your name and correct telephone number(s) are entered in the gate computer. (Phone numbers do not appear on gate box screen, only your name). If you have not furnished this information on an IMC gate form, this information may be missing or incorrect in the computer.

Homeowners have the option of opening the gate for their guests by simply using their phone keypad and pressing the number '9.' Visitors must call directly from the gate box for this to take effect. This is the preferred method. For security reasons, please do not give out your own personal codes.

If you purchased your home and inherited the gate boxes and/or Personal PIN numbers from the previous owner, make sure you have notified IMC of the box numbers in your name and Personal PIN number you want to use (no repeating digits). *We remove the old homeowner's information when they leave.*

If you need new boxes, a new Personal PIN number or need your phone number in the system, please notify IMC.

If the gate is not working correctly, please contact the emergency number (to be determined). We can manually open the gates with a key to let you in/out if the gates malfunction or a power failure occurs.

NOTICE: Under no circumstances should you ever push the gates with your vehicle. This causes significant damage that you will be held fully responsible for the cost of the repairs.

- **GOLF CARTS** – May be driven on the streets of the Jarvis Cree Club by a licensed driver, must be insured and stored in the property owner's garage.
- **HOME MAINTENANCE** – It shall be the responsibility of the Owner to prevent the development of any unkempt conditions of the home or grounds which shall tend to decrease the beauty of the neighborhood (example, mildew growth on siding).
- **LANDSCAPING, LAWN, TREES** – Each Owner is requested to maintain the landscaping, lawn and trees in good condition and not allow for unsightly overgrowth. Planting beds should be periodically maintained with pine straw or mulch. Palm trees should be pruned annually. Dead plants and turf should be removed and / or replaced. Debris piles should be removed from the Lot within a reasonable amount of time after collection. The burning of leaves is prohibited. Landscape debris may not be dumped on common property.
- **LEASING** – Only long-term leasing of a property is allowed (minimum of 12-months). Sub-leasing is not allowed.
- **NOISE** – No offensive activity or loud noise (past 10:00 PM) shall be permitted that would cause annoyance or nuisance to the neighborhood. Local ordinances apply.
- **PARKING** – All vehicles shall be parked in garages and / or driveways. Parking is not permitted on any street, shoulder, lawn or landscaped area. No recreational vehicles, boats, trailers or vehicles larger than a standard pickup truck or van shall be allowed to park on any residential lot except in an enclosed garage. Commercial vehicles with logo advertising or ladders / ladder racks must be parked in the garage. If parked in the driveway logos must be covered with magnets. The exception to this regulation is as follows, "Owners may store a boat, trailer, camper or truck in the driveway for a period of 24-hours only after notifying the ARB or management, with 24-hour notice, that the item will be on-site and in the driveway and the pertinent dates and times are included in the request. Boat engines may not be run and no maintenance may be done (other than cleaning) while on site to the boat, trailer, camper or truck".
- **PETS** – Pets must be on leash when off of the Owner's Lot. Pets off leash on Owner's Lot must be under voice command. Always pick up after your pets. Dogs to be walked only on common property and not allowed on neighbor's property. Cats may not be allowed to roam the neighborhood freely. No Owner may maintain a pet that causes distress to others through barking, biting or damage to property. Please refer to Town of Hilton Head Municipal Code Section 17-1-114 (attached).

- **POOL RULES** – See the attached pool rules.
- **SIGNS** – No sign of any kind shall be displayed at any time without prior written permission from the ARB. This includes “for sale” and “for rent” signs. Flyers may not be distributed without the prior approval of the Board of Directors.
- **STORAGE** – Bicycles, toys, play equipment, coolers, etc. must be stored out of site when not in use. No trash, rubbish, or similar unsightly items shall be allowed to remain on any lot or dwelling outside an enclosed structure.
- **TOWELS, RUGS, CLOTHING, ETC.** shall not be hung on balconies or railings. Clotheslines are not permitted.
- **TRASH CANS** – Must be stored in the garage or your service areas (under front stairs) and may be placed in the front of your garage door the night before pickup. They must then be returned to the garage or service area by nightfall of the day the trash receptacle is emptied. At no time should trash cans or trash be placed at the curb.
- **TREE REMOVAL** – see ARB Guidelines.

JARVIS CREEK CLUB

PROPERTY OWNERS ASSOCIATION

Jarvis Creek Club HOA Pool Area Rules

1. Pool hours are from sunrise to sunset.
2. Only community members in good standing with the POA can enter the pool area. Owners in good standing and other full-time residents in good standing must accompany guests to the pool area.
3. Children or teenagers under **16** are not permitted in the pool area without an adult. If they are found to be unsupervised, they will be asked to leave.
4. Babies and children, who are not potty trained, must wear a swim diaper in the pool. If there are any sicknesses or (potty) accidents in the pool or pool area, please report this so it can be dealt with to prevent any spreading of diseases as required by the Department of Health.
5. Persons found at the pool unsupervised or destroying properties who are not residents of the community will be considered trespassing and the local police will be contacted to escort the trespassers out of JCC.
6. **ABSOLUTELY NO PETS IN THE POOL AREA. NO EXCEPTIONS.** If anyone has a Service Animal, please register that information with the management company so it may be an exception.
7. No bikes, skateboards, scooters or rollerblades are allowed in the pool area.
8. No grills are allowed in the pool area.
9. The pool area cannot be reserved for any occasion.
10. Please close all restroom doors after use so that only persons with a valid door code can enter them.
11. If you move furniture, please return them to their proper place upon leaving.
12. Please put down all umbrellas prior to the close of the pool. This will keep them from wind damage.
13. Glass is not permitted at the pool. No food and drink are to be consumed in the pool or on the pool edge.
14. Please do not leave items behind when you leave. Please make sure you take with you all towels, clothing, shoes, sandals, litter, pool toys, etc.
15. If you, as a resident, see any of the above violations, please try to get the violators contact information and let Adam Hartzog know of the incident by emailing AdamH@IMCHHI.com or calling 843-785-4775 ext. 132.

Please remember that this is your pool area and we appreciate your cooperation in caring for it.

Updated 06/30/17