

Bristol Amenities and Expectations

Bristol Common Areas

The Bristol Common Areas are designated for the use, benefit and enjoyment of the residents. Please be respectful and considerate when using these areas.

Smoking and pets are not permitted in the common areas. Loud behavior or other behavior which may be disturbing to other residents is strongly discouraged.

Residents are expected to maintain the Bristol's common areas in acceptable condition and are responsible for cleaning up after themselves.

Bristol Room

The Bristol Room is for the enjoyment of all residents. The room is used for Bristol-sponsored social activities and Board meetings. The room is also used for personal entertaining and social activities. Use of the Bristol Room should not cause a disturbance to other residents.

The Bristol Room may be used by a resident or group of residents, at no charge. The maximum occupancy of the Bristol Room is 75 people per the Fire Code and the City of Charleston Fire Marshall.

To reserve the Bristol Room, contact the On-Site Property Manager. There is a \$100 security deposit to reserve the Bristol Room. The deposit will only be used to pay for damages caused by the resident or their guests, or to recover cleaning costs. The security deposit will be refunded after the On-Site Property Manager inspects and approves the condition of the Bristol Room and the catering kitchen.

The catering kitchen of the Bristol Room is also for the enjoyment of all residents. Residents are expected to leave the catering kitchen clean and empty the refrigerator of personal items after using.

Residents are welcome to use outside caterers. The caterer may wish to meet with the On-Site Property Manager prior to the event to go over access and set-up requirements. In the event of a large party, the resident is encouraged to coordinate access through the On-Site Property Manager. A special code can be issued for guests. This code is only good for the event. Additional parking in the garage may also be arranged for the event date.

Bristol Monthly Social Event

A casual social event is held in the Bristol Room on the first Thursday of the month from 5 PM to 7 PM. Come with your favorite "Happy Hour" beverage and bring a light appetizer for sharing if you wish. Notices of the social events will be e-mailed to you and posted on the bulletin board in the mailroom.

Bristol Pool

The Bristol Pool is for the enjoyment of residents and their guests. The Bristol Home Owners' Association is not responsible for accidents or injuries that may happen at the pool. There is no lifeguard on duty and residents/guests swim at their own risk. No children should be permitted in the pool area without supervision.

Expectations for use of the Bristol Pool include:

- No glass
- No animals allowed in the pool or deck
- No running or other dangerous horseplay
- No diving

Appropriate cover-ups should be worn going to and from the pool.

Residents are asked to be mindful when inviting guests that the pool area is rather small and all residents need to be able to enjoy it.

Bristol WiFi

Free secured wireless access is provided in the Bristol Room and in the area of the Bristol Pool. Please contact the On-Site Property Manager for the wireless password.

Bristol Exercise Room

The Bristol Exercise Room is open 24-hours a day for resident use. Residents are asked to be considerate of others and take turns using equipment if others are waiting. The Bristol Home Owners' Association is not responsible for accidents or injuries that may happen while an individual is using equipment in the Exercise Room.

Expectations for use of the Bristol Exercise Room include:

- Equipment should be wiped down after use. Supplies are available in the exercise room
- Weights should be re-racked and other accessories (mats, exercise balls, etc.) returned to their proper locations when finished
- Radios, CD players, and other portable speakers are not allowed unless they are personal devices such as I-Pods equipped with headphones
- Refrain from talking on your cell phone in the fitness area
- When leaving the exercise room, turn off the lights and television
- Thermostat is to be regulated by the On-Site Property Manager

Bristol Saunas:

Saunas for the use of Bristol residents are located in the male and female restrooms adjacent to the second floor common area. Lockers are available for your personal belongings. You should not remain in the sauna for longer than 30 minutes. The Bristol Home Owners' Association is not responsible for accidents or injuries that may happen while an individual is using the Bristol Saunas. Owners may receive a permanent locker

assignment for routine use if they choose. Please contact the On-Site Property Manager for a key and locker assignment.

Pets

The Bristol welcomes pets. Pets are not permitted in the common areas except to enter and leave the building through specified entrances and exits. Pets must be kept on a leash at all times when in the common areas. No animal may be left unattended, whether tethered or not, in any portion of the common areas.

Residents with pets are required to use the stairs or service elevator. If the service elevator is unavailable for any reason, owners may use the passenger elevator but are required to control or preferably hold their pets while using the elevator.

Residents are expected to clean up after their pets. There are several pet stations located on the Bristol property to assist in the clean up.

Any act of aggression by a pet should be reported to the On-Site Property Manager. Residents must compensate any person hurt or bitten by their pet whether while in their immediate care or the care of a designee, and will hold the Association harmless from any claim resulting from any action of the pet.

Parking

Covered parking is available to residents and their guests, contractors and service personnel. Ground level parking in front of the building is provided for short duration.

Residents are deeded two parking spaces. Additional spaces may be available from time to time. If you need additional parking, contact the On-Site Property Manager for availability. Golf carts are permitted based on space availability. Each electric golf cart that uses electricity will be charged \$10 per month.

Residents are asked to reserve parking outside of the gated garage for guests and contractors. If you have a long-term guest, please contact the On-Site Property Manager for a temporary secured parking space.

Construction equipment used in actual repair, construction or maintenance will be permitted in the garage on a limited basis.

Boats, large trucks, trailers, campers, and motor homes cannot be stored in the parking garage or anywhere on Bristol Property. A kayak rack located on the waterside of the first floor parking garage is available for resident use.

Please use caution in the garage, slow down and watch for pedestrians, pets and other vehicles. Mirrors are provided throughout the garage to help navigate around blind spots. Children are not allowed to play in the garage area.

Bicycles

Bicycle racks are located throughout the garage. Residents with bicycles are required to store their bicycles in these racks. We highly recommend residents lock their bikes. Please obtain a bicycle permit sticker from the On-Site Primary Manager for all bicycles. The Bristol Home Owners Association is not responsible for loss or damage to bicycles.

Vehicle Cleaning

An area on the first floor parking area by the pier gate is provided for washing your vehicles. The area is next to a drain and is equipped with a hose and shop vacuum.

Storage Areas

Residents have deeded storage areas based on their specific unit. Additional storage space is available at a monthly rate. Contact the On-Site Property Manager to determine the availability of additional storage space and the monthly cost.

Mail Delivery

Mail is delivered Monday through Saturday, typically before noon. Mail is delivered to the Bristol Mail Room on the first floor lobby. Medium size packages and letters can be retrieved from locked cubicles. Stamped mail can be posted through the mail slot.

Fed Ex and UPS Package Delivery

Fed Ex and UPS delivery services have codes for accessing the Bristol building. Packages will be delivered to resident doors. To accommodate residents that may be out of the building, packages remaining in the hall the following morning will be retrieved by the On-Site Property Manager for safe storage. Residents will be notified that a package is available in the Bristol Exercise Room storage closet.

Newspaper Delivery

The Post and Courier and Wall Street Journal can be delivered to your door typically by 7 AM.

Comcast

Comcast is the primary cable provider for the Bristol. A list of channels provided by the Bristol Home Owners' Association is provided on page 16. Premium channels, high definition, Internet access, and telephone service may be obtained by calling Comcast directly.

Trash/Recycling

Trash chutes and recycling bins are located on each floor of the Bristol. Charleston County recycles glass bottles and jars, aluminum and steel cans and aerosols, plastics, except plastic bags, plastic wrap and Styrofoam, and all paper including shredded, paperboard and cardboard.

Large bottles, coat hangers, boxes and /or other objects, which might cause an obstruction, are to be disposed of in the dumpster located at the garage entrance. The area around the trash chutes should be kept clean and full access maintained.

CFL bulbs are hazardous and need to be properly disposed. The On-Site Property Manager will collect all CFL bulbs in his office for disposal. Additional information about the disposal of materials and items is provided in Appendix G.

Move-In/Move-Out Process/Furniture Delivery

Residents are required to use the service elevator for the move in/move out process and furniture delivery. To schedule a move-in/move-out or furniture delivery, contact the On-Site Property Manager prior to the scheduled moving/delivery date.

All moving activities are restricted to the hours of 8:00 A.M. to 4:00 P.M. Monday through Friday. Saturdays 9:00 A.M. to 4:00 P.M. are allowed with prior permission from management.

Smaller moving vehicles (vans) must park at the north of the back down to the left side of the service elevator and unload there. Care must be taken not to block access to the garage gate. Large moving vehicles are not permitted in the garage. Please request assistance from the On-Site Property Manager for a parking location.

Residents are responsible for ensuring that moving and delivery personnel take the necessary precautions to avoid any damage to the Bristol property. If necessary, protective covering or other safe guards are to be installed and removed immediately by moving or delivery personnel. Clean-up is also the responsibility of the mover or delivery personnel.

Maintaining The Bristol

The goal of establishing guidelines for resident use of the Bristol grounds and common areas directly adjacent to resident units but visible to all is to ensure the attractive and consistent appearance of our community.

Bristol Grounds

The Home Owners Association will maintain the grounds. Grounds are not to be altered in any way. Flags, monuments, signs, ornamental items, tents, trash bags or any kind of storage are prohibited. Gardening, pruning of trees or shrubbery is also prohibited. Grounds will be used for casual recreational purposes only.

Bristol Halls and Resident Front Doors

Resident personal items in the hall areas should be restricted to door decorations. Floor mats, decorative pieces and other items placed on the floor in the hall areas are discouraged.

Bristol Unit Windows and Doors

No changes are permitted in the windows and balcony doors of the units without authorization of the Board of Directors.

Bristol Unit Balconies

Balconies should be clean and neat with furnishings limited to weather resistant outdoor furniture, accessories and potted plants. Outdoor furnishings and plants should be removed when high winds are expected.

Hanging flags, banners, signs, clothing, rugs, mats, towels, ornamental items and lights on walls, overhead, columns, posts and rails is not permitted. Potted plants should have container under them for collecting excess water.

Open flames are prohibited on the balconies.

Feeding wildlife from balconies is discouraged.

Architectural Modifications to Units

Exterior construction of any nature must be approved by the Board of Directors prior to beginning the project. Any change or modification or alteration to the design and appearance of any of the exterior surfaces, railings or exterior lights must receive prior approval from the Board of Directors.

Owners are not to perform interior construction in their unit without Board of Director approval except cosmetic interior modifications such as painting, wallpapering or carpet installation do not require Board approval.

Approval is needed when there will be:

- Penetration of or alterations to perimeter walls, floors, ceiling or structural supports
- Addition or deletion of walls
- Modification to gas piping
- Modification to windows or exterior doors such as tinting, obstructing, installation of screens, etc.
- Modification to ventilation or plumbing chases
- Modification to plumbing
- Modification to exhaust ventilation ductwork
- Relocating or deleting fire alarm or sprinkler system
- Relocating or deleting smoke alarm

All modifications that will cause loud noise generate fumes or dust must be specifically identified.

Approval of plans by the Board of Directors does not constitute compliance with applicable building codes. Owners are responsible for being compliant with building codes and to obtain the necessary construction permits.

Construction Contractor Personnel Requirements

Prior to accomplishing work at the Bristol, residents and contractor personnel should understand the following:

- Board approval must be obtained, permits issued and work scheduled with the On-Site Property Manager a minimum of 48 hours prior to start of any work.
- Work hours are 8:00 A.M. to 4:00 P.M. Monday through Friday. Work may be scheduled with On-Site Property Manager for Saturdays from 9:00 A.M. to 4:00 P.M.
- Each day before starting work, the supervisor or lead worker must check in at the On-Site Property Manager's office.
- Contractors must use the freight elevators
- Material or equipment is not to be stored in stairwells, halls, landings, or elevators. If a temporary short-term storage area is required, it must be arranged with the On-Site Property Manager.
- Any loud construction work must be specifically scheduled with the On-Site Property Manager.
- The fire alarms are very sensitive. Care must be taken to avoid setting off a false fire alarm. Spray painting, sanding, or similar work can cause the alarm to go off. Protective measures must be taken and the On-Site Property Manager must be notified prior to the start of any work that has the potential for creating an alarm.
- Smoking is not allowed anywhere in the buildings including the parking garage.
- Workers are not permitted to bring pets on the property.
- Owners are responsible for any damage that may be caused by the contractors they employ.
- All on-site work for a unit owner must be accomplished within the unit or in the designated workspace in the garage.
- Appropriate safeguards must be taken to protect common area carpeting, walls and other infrastructure and appliances.

The homeowner is responsible to submit contractor's certificate indicating a minimum of \$300,000 of liability and workman's compensation insurance.

It is highly recommended that entry codes not be given to any non-resident of our buildings as this practice impacts the security of The Bristol.

Leasing of Units

Any Bristol owner has the right to lease or rent his/her unit.

Section 9.4 of the Master Deed states: "Any owner will have the right to lease or rent his unit; provided, however, that all leases and rental contracts must be in writing, be for a lease term of 12 months or greater and will require the lessee to abide by all conditions and restrictions placed on the use and occupancy of the unit and the Common Area by the Regime Documents. The Board of Directors will have the right to approve the form of all leases and rental contracts at any time if it elects to do so. Occupancy by a Tenant or renter under any such approved form of lease or rental contract is subject to continuing approval of the Board hereunder, which may be removed at any time by the Board for any violation by any such Tenant or renter of the Rules and Expectations of the Association."

Prior to moving in, the owner must turn into management a copy of the lease agreement for approval and \$1,000 deposit. The tenant must also complete an orientation session with the On-Site Property Manager management and receive a copy of the "Rules and Expectations."

\$500 = non-refundable

The \$1,000 deposit is refundable provided the tenant remains for the duration of his/her twelve-month lease term. The deposit is also refundable should a tenant move out prior to twelve months and the condominium remains vacant for the remainder of the period.

Deposit refunds are subject to the owner being current on all association assessments at the end of the twelve-month term. Any deposit refund due will be issued after deduction of all outstanding balances due to the BPOA.

Please contact Property Management Services (PMS) for specific requirements of leasing Bristol units.