

REVERIE ON THE ASHLEY

Homeowner Guide



Board Members

The Developer currently serves at your Board of Directors.

ACCOUNT INFO/ONLINE PAYMENTS

Please visit

<https://cmg.cincweb.com/>

Click the "Account Login/Payments" button and enter your information. Once your information is verified, you will receive your password by email.

Association Email

reverieontheashley.sc@fsresidential.com

Assessment Fee Information

Monthly assessments due
1st of each month

Send ALL Payments To

*Reverie on the Ashley
P.O Box 1207
Commerce, GA 30529*

Payment must be received and processed by the 10th to avoid late fees

What does the assessment pay for:

Maintenance of

- Common area Landscape maintenance
- pool/amenity
- dock and pavilion

Utilities:

- water & sewer,
- Street lights,
- Cable/Internet:
- Blast internet (150ps), 1 DVR, Digital starter (approx. 150 channels)
- insurance on common elements
- property tax on common elements
- state/federal taxes
- irrigation, sign/entrance maintenance
- street signs
- insurance
- administrative costs, postage, invoicing, accounting, reserves for future projects, etc.

FREQUENTLY ASKED QUESTIONS

REVERIE ON THE ASHLEY

Key Information: \$50 for replacement. New sales get free fob. Resales must be passed to next owner. You may order a replacement key at <http://fsresidentialcharleston.com/lostkeys/>

How many keys are allowed per household? One fob per household.

Pool Information

Hours: Dawn to Dusk

How do I rent the pool area? The pool area cannot be reserved.

The Pool/Concession is available for reservations. See additional information regarding pavilion/concession area noted below.

Pool Rules:

A few things to Remember:

- There is an emergency phone located in the concession area
- Never swim alone
- Refrain from bringing glass into the pool area
- Children should always be accompanied by an adult
- No diving
- No jumping
- No pets
- No smoking
- No food or drink allowed in the pool

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PAVILION RENTALS:

OWNERS— Please visit <http://fsresidentialcharleston.com/reverie-on-the-ashley/> to view the community calendar.

[Renters may book facility, but the homeowner must co-sign application.]

FEES: There is cleaning fee of \$125 add \$25 for a Friday or Saturday event , add \$75 for Wedding Receptions. A security Deposit of \$250 is required. Payment may be made via check/money order made payable to Reverie on the Ashley. Cleaning fee and deposit due in advance with application.

RESERVATION AGREEMENT: Download at <http://www.fsresidentialcharleston.com/Reverie%20Docs/Reverie%20Boat%20Slip%20Info%20Form.pdf>

Completed application must be received by management 7 days in advance. Cancellation of rental agreement must be submitted in writing to management at least 7 days before the scheduled event.

Mail to: Reverie on the Ashley

201 Sigma Dr. Ste 400

Summerville, SC 29486

Email to: reverieontheashley.sc@fsresidential.com

ACCESS INSTRUCTIONS: Pool fob is required for access to pool area..

TIME CONSTRAINTS: Dawn to Dusk.

GARBAGE: All garbage must be removed from the premises.

CLEANING REGULATIONS: Facility must be returned back to original condition.

FACILITY INFO:

DEPOSITS: The security deposit will be returned within 2 weeks if the center is in the same condition as it was when rented, in the opinion of the Manager.

ALCOHOL: Alcohol may not be SOLD on premises. If alcohol is served, a uniformed off-duty police officer must be present AT ALL TIMES.

LIABILITIES: Minors must be supervised. Homeowners must be present at event at all times and are responsible for the behavior of guests. NO Fireworks.

NON-OWNERS—Pavilion only available for rental to homeowners, unless the homeowner co-signs the tenant's application.

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Parking

Please provide Association management with make, model and color of all vehicles you plan to park onsite at Reverie so decals can be issued for all vehicles. Please place the decal on the driver's side windshield. The parking spaces in the garage are numbered with each individual unit number. Unless a second parking space was purchased, all other homeowners vehicles and guests must park in front of each building in the provided spaces: NOTE: No boats, trailers, motorcycles, or personal belongings may be stored in the parking garage.

Front Security Gate

Please contact Association management to program a 4 digit security code (of your choice) and your telephone number into the system. To open the gate, enter the # sign followed by your four digit code on the gate monitor located at the gate entrance. When a guest arrives at the property, they may find and choose the owner's name on the screen. The monitor will then dial the telephone number provided. The monitor will allow you to speak to the guest. To allow them access, press the number "9" on your telephone and hang up. The gate will then open. If you do not wish to allow them access, simply hang up the phone. Please be aware there are security cameras monitoring the front entrance at the gate. Gate transmitters are also available for your convenience. You may purchase one for \$50 by contacting the Association office.

Electricity

Owners are responsible for the electricity bill to their individual condo. Therefore, please remember to call SC#&G at 843-554-7234 to have the account to your condo put in your name and sent to your address.

Pest Control

Palmetto Pest Control specializes in the aggressive treatment of pests on the exterior of buildings. There is no regular interior pest control scheduled. Should an issue arise that would require interior treatment, please contact Palmetto Pest Control at 843-766-9701 to schedule service.

Newspaper

The Post & Courier will deliver newspapers to your front door. If you have any questions regarding this service or need assistance please contact Larry at 843-607-0902.

Deliveries

For all Federal Express or UPS drop offs, Reverie on the Ashley follows standard delivery procedures. The Reverie Sales Office will not accept any type of packages for homeowners. If you plan to leave your home for extended periods of time, please remember to contact the local postal branch to have your mail held. The local branch is Pine Haven at 843-744-7810.

Trash Service

Carolina Waste services all of the large green trash bins. The scheduled day of the week for pick-up at this time are Monday and Thursday. Please do not throw cardboard down the trash chute or into the trash bins. You may cut down the boxes and sit them next to the trash bins. For pick up. We encourage all residents to participate in recycling. The blue recycle bins are located in the trash rooms within the parking garage. If you have larger items, such as appliances, furniture, etc., please contact the Association Management to arrange for these larger items to be picked up.

Janitorial

The janitorial team is responsible for maintaining cleanliness around the dock, the parking garages, breezeways, elevators, amenities centers, and around the common areas. The scheduled days of the week for janitorial service are Monday, Wednesday, and Friday.

Elevator/Move-In Procedure

If you plan to use the elevator to move furniture or any other large items into your unit, please contact the Association Management as soon as possible with the dates of your move-in schedule. Management will need to coordinate with you and/or your movers to provide guidance on the correct operating procedures for the elevator. Improper operation of the elevator during your move-in could result in damage to the elevator control system and could incur significant repair costs.

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Marina

Dock Boxes

All dock boxes must correspond with one of the three following criteria:

1. Taylor (available at Boaters World)
2. Seafit (available at West Marine)
3. A similar box that is approved BEFORE installation by the Developer

In addition, all dock boxes must be:

Anchored to the Marina decking

Placed adjacent to power the power pedestal

No more than one foot (1') from the edge of the walkway decking

Renting/Leasing

Please be advised that the Master Deed & By-Laws for Reverie on the Ashley state the following regarding renting/leasing of units:

1. All units that are being rented/leased must be for a minimum of six (6) month term.
2. Homeowners who wish to rent/lease their unit must submit a copy of the rental/lease agreement to the Association Management or their representatives, the name of the tenants who will occupy the rented/lease unit.
3. Homeowner is responsible to ensure their tenant is aware and follows the rules and regulations of the Association. The homeowner will be the responsible party for any violations of the rules and regulations by their tenants.

Thus, if you lease your condo, you are required to provide management your tenant's information and a copy of the lease agreement. You may send this information to reverieontheashley.sc@fsresidential.com.

Important Links

Community Page:

<http://fsresidentialcharleston.com/reverie-on-the-ashley/>

Declaration of Covenants and By-Laws:

<http://www.fsresidentialcharleston.com/Reverie%20Docs/Reverie%20Master%20Deed%20OCR%20revised.pdf>

Contact Information (please keep your contact information up-to-date so we can keep you informed!):

<http://fsresidentialcharleston.com/contacts/>

Dates to Remember

Annual Meeting Date: The annual meeting is typically held in March. All members will be notified at least 15 days prior to the meeting.



FREQUENT CONTACTS

REVERIE ON THE ASHLEY

Insurance Information

Policy is held by Brown & Brown Insurance at 843-266-4583

Utilities Information

Electric Company Contact: SCE&G 800-251-7234

Water Department Contact: Charleston CPW - 843-727-6800

Garbage Collection Contact: Carolina Waste & Recycling 843-576-1100

Recycling Collection Contact: Charleston County Recycling 843-720-7111

Cable: Comcast Xfinity TV & Internet contact Krystyn Parker Syffus at krystyn_parker@cable.comcast.com, provide service address of **4250 Faber Place Dr, Apt MSTR**

Other Information

Landscaper— The Greenery

Irrigation— The Greenery

Pool/Fountains— Lowcountry Aquatic Services of Charleston, LLC

Entrance/Pool Gate—Carolina Time

Janitorial—Asset Preservation

Signs down/Trees down — Management

843-795-8484

Pest Control—Palmetto Pest Control 843-766-9701

Post & Courier—Larry 843-607-0902

US Postal Service—Pine Haven 843-744-7810

FirstService

Residential

Street address:

201 Sigma Dr

Suite 400

Summerville, SC 29486

Phone: (843)795-8484

<http://fsresidentialcharleston.com/>

Email address:

reverieontheashley.sc@fsresidential.com

VIOLATION POLICY

FirstService Residential is contracted by your Association to perform weekly inspections and to note anything that is in noncompliance to the Governing Documents and Enforcement Policy in place. Once a violation has been noted a courtesy notice is sent, if the same violation occurs a second time a second courtesy notice is sent. After the third occurrence fines begin to incur beginning at \$25 and doubling every 10 days thereafter until resolved.

<http://fsresidentialcharleston.com/reverie-on-the-ashley/>