

Richmond Place Homeowner's Association

P.O. Box 13310 Savannah, GA 31416 912-236-7575

rphoa.bod@gmail.com

Leasing Registration - Pursuant to Article IX Leasing

In accordance with the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Richmond Place Subdivision, Owner(s) must register their leased property within fifteen (15) days after entering into a lease by completing this form in its entirety with all applicable information.

Property address: _____

Owner(s) Name(s)	
Mailing address	
Phone number	
Email address	

Agent Name	
Agent company	
Agent address	
Agent phone and email	

The above referenced property has been leased in its entirety a minimum of 9 months to:

Lessee	
Additional Occupants - Names and DOB (of all minors)	
Phone number	
Email address	
Lease begin:	Lease end:

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It is understood by the owner(s) of the property commonly known as _____ that leasing within Richmond Place Subdivision is governed by the Amended and Restated Declaration of Covenants, Conditions, Restrictions, and Easements for Richmond Place Subdivision, recorded at Deed Book 1275, Page 0797, Bryan County, Georgia records (the "Declaration"). The Board of Directors must receive a copy of the Leasing Registration Form and the Amenity Access Card Registration within fifteen (15) days of lease signing date.

Owner and tenant acknowledge that both have read and agree to comply with the Declaration with the understanding that any violations of the Declaration, including but not limited to violations by the tenant(s), may result in deactivation of amenity card with associated fees and potential fines.

It is the responsibility of the property owner(s) and/or agent to inform the tenant(s) of any outstanding account balances or Covenant violations against the property that could negatively impact or impede the tenant(s) use of community amenities.

It is the responsibility of the property owner(s) and/or agent to inform the Board of Directors or its agent of any changes in lease terms or tenancy fifteen (15) days prior to effective change.

Agreed to this _____ day of _____, 20__ by the undersigned.

Owner/Agent : _____ Date: _____

Tenant(s): _____ Date: _____

_____ Date: _____

We encourage all residents of Richmond Place to register with our website www.richmondplacegahoa.com to stay informed.

The following information can be found on our website

- Covenants and Restrictions - Clubhouse Rental information - Social Events
- Resident Directory - Neighborhood Classifieds - Neighborhood news

Richmond Place is professionally managed by Premier Services and Management (PSM)

P.O. Box 13310

Savannah, GA 31416

912-236-7575

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AMENITY ACCESS REGISTRATION

All Richmond Place Homeowner Association Facilities are for the exclusive use and enjoyment of Richmond Place Homeowners Association (RPHOA) Members who are in good standing with the HOA, as well as residents of said Members' homes. RPHOA members may invite up to five (5) guests per property to use the pool and playground facilities and up to three (3) guests per property to use the tennis courts; however, a RPHOA Member/resident must be present at all times when their guests are present at any of the HOA facilities. RPHOA Members/residents are liable for any damage caused by themselves, household members, invitees, or guests during such use. All instances of damages, theft, or vandalism must be immediately reported to Premier Services & Management at 912-236-7575. Anyone observing such infractions is encouraged to make a report as soon as possible. (24 hour surveillance is used to aid in prosecution)

RPHOA Amenity Access Cards may only be presented / used by household members of a Richmond Place residence. Assigned access cards will be deactivated for any homeowner/resident not in good standing with the RPHOA and a \$25.00 deactivation/reactivation fee will be assessed to the respective homeowner's account. Sharing of cards is strictly prohibited. Lost, stolen, or damaged cards should be reported immediately to PSM and may be replaced for \$35.00. Only one card per residence will be issued.

Tenant Key Card will be activated for lease term specified.

The following information must be supplied prior to an access card being assigned to your home. Please print all information.

_____ Richmond Place Address

Owner's/Tenant Name: _____

Phone Number: _____ Email: _____

List names of all Occupants of above property as well as DOB of children:

NAME	DOB	NAME	DOB

By completing and signing this document, I hereby accept responsibility for all members of my household, invitees, and guests who access any of the RPHOA facilities. I have read/explained to all listed above the Richmond Place Rules and Pool Policies and those provided in this document. We understand that failure to comply as written may result in the suspension of all HOA privileges and the assessment of applicable fees & fines.

_____ Renter Signature & Date

_____ Agent Signature & Date

Eligibility verified Y/N Key Card # _____ Programmed on: _____

Received on: _____ Processed by: _____

QB: _____

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POOL POLICIES AND RULES

SWIM AT YOUR OWN RISK! NO LIFEGUARDS ARE ON DUTY

1. Hours of pool operation are from 9:00 am to 9:00 pm. The pool season will begin on or about May 1st and end on or about October 1st. Swimming any time before or after these hours and dates shall be deemed trespassing and shall be immediately reported to the Richmond Hill Police Department by calling 912-756-3712.
2. All Richmond Place Homeowner Association Facilities are for the exclusive use of Richmond Place Homeowners Association (RPHOA) Members who are in good standing with the HOA, as well as residents of said Members' homes. RPHOA members may invite up to five (5) guests per property to use the pool facilities; however, a RPHOA Member/resident must be present at all times when their guests are present at the pool facilities. RPHOA Members/residents are liable for any damage caused by themselves or their guests during such use. All instances of damages, theft, or vandalism must be immediately reported Premier Services & Management at 912-236-7575. Anyone observing such infractions is encouraged to make a report as soon as possible. (24 hour video surveillance used)
3. Each RPHOA Member/resident entering the pool facilities must swipe their assigned access card each time upon entering the gate. The gate must not be held open at any time to allow general public access due to safety concerns. Assigned access cards will be deactivated for any homeowner/resident not in good standing with the RPHOA and a \$25.00 deactivation/reactivation fee will be assessed. Sharing of cards is strictly prohibited. Lost, stolen, or damaged cards should be reported immediately to PSM and may be replaced for \$35.00.
4. Private parties of any kind are strictly prohibited; furthermore, no RPHOA Member/resident shall restrict or prohibit the use of the pool facilities or its amenities at any time. Tables and chairs may not be reserved by any RPHOA Member/resident or their guest, rather these and other amenities shall be treated on a "first come, first serve" basis.
5. Everyone MUST shower before entering the pool.
6. Alcohol use at the pool is strictly prohibited and no one under the influence of alcohol is allowed to use the pool.
7. NO SMOKING OR USE OF TOBACCO PRODUCTS INSIDE THE FENCED POOL AREA. Smoking is allowed outside of the fenced area and receptacles for smoking/tobacco debris have been provided.
8. No pets are allowed inside the fenced pool area and may not be tied or staked outside on common areas.
9. Bikes, skateboards, motorized children vehicles, roller blades, wagons, and the like are not permitted inside the fenced pool area.
10. No person who has open sores, any communicable disease or health problem that could endanger others may enter the pool.
11. Be considerate of other pool users; no loud music, no obnoxious behavior, no excessive affection, and no profanity.
12. Strollers or like devices may not be placed closer than ten feet (10') of the pool's edge.
13. The restrooms located under the clubhouse and may be accessed with the use of the key card. Please be considerate of others and practice cleanliness and good personal hygiene when using the pool and restroom. Cut off restroom lights and close the door behind you. When exiting, there is a green "EXIT" button adjacent to the door. Press the green "Exit" button to release the door.
14. All water toys, floats, eye goggles, towels, clothes, etc., must be removed from the pool area when finished swimming. Personal items shall not be stored or left at the pool facilities. Such items may be placed in the "lost and found" temporarily, but may later be discarded by cleaning staff/BOD/Pool Committee/or management.
15. Raft and inner tube style floats are not permitted. Water wings, noodles, and children's float rings are allowed.
16. Please clean up after yourself before leaving the pool area. All trash MUST be placed in the trash receptacle before leaving.

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17. Children shall not use pool without an adult in attendance.
18. Unattended or solo swimming/bathing is prohibited.
19. Children, three years old and younger, as well as any child not potty trained, must wear snug fitting plastic pants or a water resistant swim diaper. Any "accident" involving fecal contamination in the pool must be reported immediately to PSM to allow for mandated cleaning of the pool. They may be contacted at 912-236-7575.
20. **No glass items, food, drink, gum or wrappers shall be permitted inside the swimming pool fence.**
21. Running, horseplay, foul language, diving, pushing, causing undue disturbance, or any conduct that may endanger the welfare of self or other members are prohibited.
22. No spitting, spouting of water, or blowing of nose in pool allowed.
23. Proper swim attire is required! No cut offs, thongs, or see through attire is allowed.
24. No swimming allowed during heavy rain or when thunder and lightning can be seen or heard.
25. Contact the Richmond Hill Police Department 912-756-3712 or for an emergency 911 or notify Premier Services & Management of situations after contacting Richmond Hill PD and/or emergency first responders.

Any violation of the above rules may result in the temporary loss of privileges. Any repair or service costs associated with damages to RPHOA facilities, equipment, landscaping, etc., will be levied against the responsible RPHOA Member/resident. Posted rules and notices will be enforced.

The last person leaving the pool facilities, no matter the time of day, must make sure gate is closed.

Efforts to enforce usage by RPHOA Members/residents only requires routine checks of pool users, please be repaired to produce assigned pool access key card upon request. If an individual or group is unable to provide key card upon request, said individual or group will be asked to leave the pool. This check is may be performed by the pool monitor, Pool Committee Member, BOD, member of management team, or employee of pool company.

PLEASE REVIEW THESE POLICIES AND RULES WITH YOUR ENTIRE FAMILY AND ALL WHO RESIDE IN YOUR HOME. ALL RESIDENTS AND GUESTS ARE TO BE INFORMED OF THESE RULES PRIOR TO USING THE RPHOA POOL. Any violation of the above stated rules will result in suspension of pool/clubhouse/tennis court privileges, a \$25.00 fee for deactivation/reactivation of key card and payment for all damage assessments that occur.

These rules and policies are subject to change at any time by the Richmond Place HOA Board. Please report any violations of the above mentioned rules to Premier Services & Management P.O. Box 13310 Savannah, GA 31416 or via email to Janice Rossiter at jrossiter@psmofsannah.com.

Thank you for your help. Our neighborhood has great facilities and we all should strive to maintain it.

1. The first violation of stated rules will result in a suspension of amenity privileges for two weeks.
2. The second violation of stated rules will result in a suspension of amenity privileges for one month.
3. The third violation of stated rules will result in a suspension of amenity privileges for one year.
4. The fourth violation of stated rules will result in a permanent recession of amenity privileges.

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BALLFIELD POLICIES AND RULES

USE AT YOUR OWN RISK!

- ❖ Ballfield is for Residents and their guests only. Guests are the responsibility of the Resident.
- ❖ Team practices must be scheduled through the HOA Board of Directors
- ❖ Pets must be kept on a leash. Pet owners MUST pick up after their pets.
- ❖ No bicycles, motorized bicycles, golf carts, or other off-road vehicles allowed inside the fence.
- ❖ No climbing on the fence, and no kicking/hitting balls into the fence
- ❖ Any damages may be charges to Residents.

Field use limited to daylight hours only.

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COMMUNITY WIDE STANDARDS

The Richmond Place Community-wide standards apply to all landscaping and improvements that must be maintained by homeowners/property owners of Richmond Place. Per Article VIII Use Restrictions, Rules and Regulations Section 1 General and Article X Maintenance Section 2 Owner's Responsibility, these standards have been created to supplement the Covenants, Restrictions, and Conditions to be enforced with and in addition to.

DRAINAGE: Owner/Resident shall maintain, repair, replace and keep free of debris all drainage facilities, including, with limitation, ditches, swales, pipes, lines, ducts, conduits, or other apparatus that serve only the Lot located within the Lot's boundaries (to include easements). For any drainage located outside the Lot's boundaries, the owner is responsible for the portion of the pipe from the cutoff valve serving the Lot. In addition, ditches, swales, culverts, drains and other drainage features located within the Community, which serve as part of the storm drainage system for the Community, shall be kept clear of debris, refuse, trash, and personal belongings.

EXTERIOR MAINTENANCE: Owner/Resident shall maintain the exterior of all structures (privacy fences, driveways, sheds, etc.) located within the property lines. This includes pressure washing, stucco repairs, driveway repairs, shutter maintenance, mailbox repairs, windows / screens, vinyl siding / soffit, roof, eaves, etc.

IMPROVEMENTS: Owner/Resident shall maintain, make repairs, or replace all components needed to improve any structure within the property lines. This includes but is not limited to fencing, home exterior, sheds, driveways, landscaping improvements, and the like. Any maintenance that involves an exterior change, including, without limitation, landscaping and planting modifications in areas larger than 25 square feet and visible from the street, re-roofing or repainting the exterior of the home, removing or changing the color of doors or shutters require prior ARC approval from the Board or its designee pursuant to Article VII of the Declaration. Homeowners are responsible for verifying all permit requirements with the City of Richmond Hill. In addition to ARC forms, the Fence Guidelines may also be found on the website www.richmondplaceghoa.com.

MAILBOX: Owner/Resident must maintain their mailbox (including post) in good condition and comply with the ARC-approved design for the RP Community. The mailbox must be painted black, have a functioning door and flag, and be installed following United States Postal Service Standards for height and setbacks. The posts must be solid black, made of 3-4 inch circular metal or plastic, and have a "pine cone" or round ball on top of the post. Wood posts are strictly prohibited. Brackets under the mailbox must be a decorative scroll. All house numbers must be visible. All variations from the original installed mailbox post on any property must obtain ARC approval prior to replacing.

TREES: Trees along or approaching public walkways (sidewalks and streets) must be pruned as needed and shall be maintained with a canopy no lower than eight feet (8') from the ground. Dead or diseased trees should be removed or trimmed as soon as discovered. If a tree must be removed, the stump must be ground below the sod line, the hole filled and sod or seed installed or ground covering applied to match existing ground cover. No living tree having a diameter greater than eight inches (8") at the height of two feet (2') may be removed from any Lot without prior approval from the ARC. Homeowners are responsible for verifying all permit requirements with the City of Richmond Hill.

SHRUBS: Shrubs and ornamental trees must be regularly pruned to prevent overgrowth. Shrubs visible from the street shall not cover garage doors or reach the eaves of the home. Dead shrubs shall be removed and replaced with like plants. Artificial vegetation is not permitted to be used for any landscaping which is visible from the street. Any area larger than 25 square feet requires an ARC prior approval.

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GRASS: Owners and residents are responsible for keeping their lawn healthy and in good appearance. This includes seeding, watering (subject to government restrictions), removing weeds, edging, and other tasks. Grass/weeds must never exceed five inches (5") in height. This includes the grass between the sidewalk and street, along and behind fences or easements. Insect and disease control shall be performed as needed. Dead grass shall be removed and replaced. Weed prevention sprays are permitted to be used to prevent the growth of weeds. Watering and irrigation of the grass may be required; this is the sole responsibility of the owner/resident. All watering must comply with all governing restrictions.

EDGING AND WEEDING: All street curbs, beds, driveways, sidewalks, and borders shall be edged to prevent grass "runners" from growing. Weeds growing in beds, curbs, driveways, and expansion joints shall be removed. Chemical treatments are permitted.

PINE STRAW/MULCH/LANDSCAPE ROCKS: All flower beds visible from the street should use a material such as pine straw, mulch, or rock to enhance the finished landscape and to prevent the growth of weeds. These materials should be replenished as needed.

TRASH (YARD DEBRIS) REMOVAL: Dirt, trash, cuttings from plants and trees, and debris resulting from yard maintenance and projects shall be removed and all areas left in a clean condition. Landscaping debris must be placed in bags per City of Richmond requirements and placed by the curb for scheduled pick-up. Debris not picked up by the City shall be removed within 24 hours of the missed pick-up time.

TRASH CANS/FIREWOOD: Trash cans MUST be placed on the side of the house or at the rear of the dwelling and not visible from the street, on non-trash collecting days. Trash cans shall be removed from the road within 24 hours of trash pick-up. Firewood must be stacked within a fenced area or at the rear of the dwelling and not visible from the street.

SIGNS & ADVERTISEMENTS: Owners and residents are responsible for helping to maintain the "curb appeal" of the home for the benefit and welcoming appearance of the entire neighborhood. Commercial business advertising signs are permitted for three days from when the work begins on the property. Political advertising is prohibited on the home's exterior or in the yard where it is visible from the street. No signs, banners, flags, or other forms of exterior yard or house advertisement for any particular political party, issue, or candidate are permitted. Yard cards (such as Happy Birthday, Congratulations, Welcome Home) are permitted temporarily on the property for a period of no more than 48 hours. Small garden flags (measuring no larger than 13 inches by 20 inches) are permitted as long as otherwise compliant. One "For Sale" sign and one professional security sign may be displayed as long as compliant with Article VIII.

PORCHES: Outdoor furniture such as benches, chairs and rockers are permitted. Grills placed on the front porch, in the front yard, or in the driveway must be removed when not in use so that they are not visible from the street.

BASKETBALL GOALS: Basketball goals are permitted but must be kept on concrete area such as driveway or parking pad.

HOLIDAY DÉCOR: Décor for holidays other than Christmas must be taken down within 14 days of the end of the holiday. All Christmas and Hanukkah decorations must be removed from site from any road or neighboring property by January 31 of each year.

FAILURE TO COMPLY: Any residence not in compliance with the Maintenance Standards are subject to the Fine Policies -- Board Approved 9/28/2022 which may be found on the website, www.richmondplacegahoa.com. Per Article VIII Use, Rules and Regulations, Section 1. General the board may from time to time, without consent of the Owners, adopt, modify, or delete these rules and regulations applicable to the community. These rules and regulations shall be distributed to all Owners prior to the date that they are to become effective.

Board Approved 9/28/2022
Effective 11/01/2022

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FINE POLICIES

COMMUNITY WIDE STANDARDS AND USE RESTRICTIONS VIOLATIONS

In accordance with and in support of the Declaration of Covenants, Conditions, Restrictions, and Easements for the Richmond Place Subdivision, recorded in Bryan County Georgia on July 21, 2017, Book 1275, Page 0797, the following Fine Policy has been Board approved and adopted for all recurring covenant violations:

- **First violation**-Courtesy/Warning letter, the violation must be corrected within 14 days to avoid fines.
- **Second violation** (of same covenant/section within a 12-month period) A fine of \$25 and an amenity card deactivation fee of \$25 will be assessed on homeowner's account. Total fees assessed \$50.
- **Third violation** (of same covenant/section within a 12-month period) An additional \$50 fine will be assessed to the property.
- **Fourth and subsequent violations** (of same covenant/section within a 12-month period) Fourth and subsequent covenant violations may be turned over to the Association's attorney to take appropriate legal action, or a fine may be assessed in the amount of twice the rate of the previous fine assessed. All legal fees will be assessed to the homeowner's account. This applies to each subsequent violation.

Violations of same covenant/section within 12 months is a repeat violation. Ex: violation for a trailer in the driveway issued in March, violation for a trailer in the driveway the following June is considered a second violation.

ARCHITECTURAL REVIEW VIOLATIONS

Per Article VII Architectural Standards and Review, changes to the exterior of property must be pre-approved by submitting the Richmond Place ARC application form for review (and approval) by the ARC Committee. Application packages will be reviewed and approved or denied. Owner will be notified of approval (with stipulations if applicable), and notified of any denials with reason for disapproval. Any changes made without approval from the Architectural Review Committee carry an initial fine of \$50, followed by a \$5 per day fine until an ARC has been submitted. If the ARC is not then approved, owner will be notified in writing with a deadline to return the structure or lot to its original state (at owner's expense). Daily fines will begin starting on the date of the deadline in the letter of denial and continue until such time as the owner notifies the ARC in writing that the remediation has been completed and the ARC inspects and approves.

LEASE REGISTRATION VIOLATIONS

Per Article IX Leasing, owners' failure to submit all required documentation (completed registration lease or renewal form) after fifteen (15) days from entering into a lease or the renewal date will be fined an initial fee of \$50, which includes the amenity card deactivation fee of \$25 and a \$25 fine. Thereafter, the homeowner will be fined \$5 per day until the required leasing forms are received by the management company. All fines and fees will be assessed on the homeowner's account.

******Please note all fines assessed for violations will be charged on the homeowner's account and remain until paid. Any unpaid balances are subject to have a lien filed.***

Board Approved 09/28/2022
Effective 11/01/2022