

Encroachment Agreement Policy

Community Services Associates, Inc. Sea Pines Plantation

Purpose: To approve minor proposed construction into or temporary use of open space property by property owners. This policy acknowledges the usage of this property until the new construction is either destroyed or the usage is no longer viable. Community Services Associates, Inc., (hereinafter "CSA") adopts this program to make available an Encroachment Agreement to any existing property owner.

I. Administration

A. Encroachment Officer: The Executive Vice President shall either act or appoint an Encroachment officer who shall be a regular employee of CSA. This employee shall be the person responsible for carrying out the policies and procedures created herein, other duties assigned and shall report to the Executive Vice President.

B. Encroachment Agreement Request Form: The Encroachment Officer shall create and make available upon request a form which shall be completed by any one requesting an Encroachment Agreement. The request will be addressed during the next scheduled CSA Board of Directors meeting provided all required documentation is provided.

C. Fees: All signed encroachment applications shall be accompanied by a fee in the amount of one hundred fifty dollars (\$150.00). This fee shall be used to help defray the legal and administrative costs of filing the agreement with the property deed.

II. Procedure

A. Persons Authorized To Request an Encroachment Agreement: Any person who is the owner of real property or an interest in real property within Sea Pines Plantation may request an Encroachment Letter. Any agent, employee, attorney, sales

person or other person designated by a property owner in writing or a person who owns an interest in real estate may likewise request an Encroachment Agreement.

III. Required Action by Executive Vice President

A. Receipt of Request: Upon receipt of a request for an Encroachment Agreement and a survey depicting the encroachment, the Encroachment Officer shall review the application and survey. The Encroachment Officer shall clearly define the requested encroachment and submit it to the CSA Board for their review and approval or disapproval. The CSA Board will vote on whether or not to approve the Encroachment Agreement at their next regular meeting. The CSA Executive Vice President will then send a written decision notifying the person requesting the encroachment agreement within (15) fifteen days after that meeting.

B. Review of Approved Actions: Once the approved encroachment actions have been completed by the property owner, the Executive Vice President or Encroachment Officer will inspect the site to ensure it complies with the CSA Board approved plan. If it does, the Encroachment Agreement will be filed with the appropriate property deed. If the actions do not comply with the CSA Board approved plan, the Executive Vice President or Encroachment Officer will take appropriate action to correct the encroachment before the Encroachment Agreement is formally filed with the property deed.

IV. Afterward

This Policy may be amended, revoked or otherwise modified by the CSA Board without notice to anyone and upon such terms and conditions as it deems prudent.