

Seabrook Island Property Owners Association

**GUIDE TO THE LAKE HOUSE, COMMUNITY
CENTER AND SIPOA AMENITIES**

General Information – Rules and Regulations



Version 1.9 – November, 2018

Table of Contents

Directory of SIPOA Amenities	3
The Lake House Mission Statement	5
Access to the Lake House & Oyster Catcher Community Center	6
Amenity Cards	6
General Information	
Hours of Operation	7
General Rules of the Lake House & SIPOA Amenities	7
Groups and Activities at the Lake House & Oyster Catcher Community Center	10
Events at the Lake House & Oyster Catcher Community Center	11
Room Descriptions/Occupancy	11
Room Rental & Deposit Quick Reference Guide	12
Event Guidelines	12

Welcome

This Guide contains General Information as well as Rules and Regulations for the Lake House, Oyster Catcher Community Center and other Seabrook Island Property Owners Association (SIPOA) amenities.

This Guide is a living document; the most current version is available on the SIPOA website, www.sipoa.org

If you have any questions, please speak with the Lake House Staff. Enjoy!

Directory of SIPOA Amenities

The Lake House

The Lake House is a 27,500 sq. ft. community facility overlooking Palmetto Lake. Completed in 2009, it is a true community gathering place. The SIPOA Board of Directors, several committees and many Seabrook Island special interest groups meet regularly at the Lake House. Property Owners and their guests can enjoy a top flight fitness facility with an indoor pool, wellness programs, an outdoor pool, basketball courts, a playground, WiFi, beautiful lawn areas and the SIPOA library. To learn about all this facility has to offer and take a tour, please visit our friendly staff at the Lake House.

Oyster Catcher Community Center and Pool

The Oyster Catcher Community Center is another facility that hosts Property Owner meetings and events. The Community Center pool is for the exclusive use of Property Owners and their accompanied guests. The parking lot adjacent to the Center is restricted to vehicles bearing Property Owner barcodes or those with Property Owner family passes.

Boat Ramp

A boat ramp is available for canoe, kayak and small boat launching. Situated near the Creek Watch Villas on Cap'n Sams Road, it is provided for Property Owner use only and is limited to boats 14 feet or smaller with engines no more than 15HP.

Crabbing Dock

A floating dock in Cap'n Sams Creek (beyond the Creek Watch Villas) is available to Property Owners and their accompanied guests for fishing and crabbing. There is also an adjacent viewing tower which offers wide vistas of marsh and ocean.

Sailboat Launching

Boat access for light sailboats and catamarans is available in the North Beach area. Please contact the Security gate at (843)768.6641 for more information.

Nature Trails

Trails are open to all Property Owners and their guests.

Hidden Oaks Nature Trail: located at Hidden Oaks Drive and St. Christopher Lane.

Guide to the Lake House, Community Center and SIPOA Amenities

Old Drake Nature Trail: located on Old Drake Drive between the southern entrance to Old Drake Drive and Old Drake Court.

Bobcat Dune Nature Walk (Boardwalk 1A): located on Oyster Catcher Court just past the entrance to the Ocean Pointe community. Parking is located on the right side of Oyster Catcher Court at the entrance to the walkway.

Six Ladies Nature Trail: located opposite the Bobcat Dune Nature Walk and parking area.

Lake House Nature Trail: located at the edge of the Lake House parking lot along the edge of the woods.

The Lake House Mission Statement

It is our Mission to provide Seabrook Island Property Owners and their guests a facility in which they can meet/satisfy their social, intellectual, recreational, fitness and wellness needs in a well maintained and safe environment.

In the pursuit of this mission, it is important that SIPOA and the Seabrook Island Club continue to work in concert to ensure that the best interest of all Property Owners are preserved and enhanced.

Social

Provide an atmosphere where people can communicate in a friendly manner, meet new neighbors and explore new avenues of interest.

Intellectual

Provide an atmosphere that allows for an exchange of ideas that will enable others to learn and benefit from new knowledge or expand their present level of knowledge.

Recreational

Provide activities that promote comradeship and enhance life on Seabrook Island.

Fitness and Wellness

Provide an atmosphere that will promote healthier lives and enable people to achieve a better quality of life.

Access to The Lake House

The Lake House Hours of Operation

Monday thru Saturday 8:00a.m. to 8:00p.m.

Sunday 10:00a.m. to 5:00p.m.

Property Owners *only* also have Amenity Card access from 5:00a.m. to 11:00p.m.

Special registration required at Amenity Office.

An Amenity Card is required to gain access to the Lake House.

Property Owners, Club Members, and Guests charging to an Owner's or Member's Account are not charged additional fees for use of the Fitness Center and Fitness (indoor) Pool.

Group exercise classes, personal training and other services require an additional fee. Class and Fee Schedules are published separately and are subject to change.

Guests, not charging to an Owner's or Member's Account, are referred to as SIPOA Guests and Club Guests; they have access to the Library and Outdoor Pool without an additional fee; there is an additional fee for access to the Fitness Center and Fitness Pool.

Obtaining an Amenity Card

Amenity Cards are issued at the Amenity Office, located outside the Security Gate, adjacent to the Seabrook Island Real Estate Office at 1002 Landfall Way. The Amenity Office phone # is: (843)768-3942. There is an \$11 deposit for an Amenity Card.

Amenity Card Office Hours

Early-Season (Easter to Memorial Day)

Monday - Friday	9:00a.m. to 5:00p.m.
Saturday	10:00a.m. to 6:00p.m.
Sunday	10:00a.m. to 2:00p.m.

In-Season (Memorial Day to Labor Day)

Monday - Friday	9:00a.m. to 5:00p.m.
Saturday	9:00a.m. to 6:00p.m.
Sunday	10:00a.m. to 4:00p.m.

Out-Of-Season (Labor Day to Easter)

Monday - Saturday	9:00a.m. to 5:00p.m.
-------------------	----------------------

Access to The Oyster Catcher Community Center

Use of the Community Center Pool is limited to Property Owners, their families and their guests. Guests must be accompanied by the Property Owner(s). Pool access is via amenity card.

Oyster Catcher Community Center Pool Hours of Operation

Daily 8:00a.m. to 8:00p.m.

Pool is not heated. Weather dependent, the comfortable swimming season is approximately April 15th – October 1st.

General Rules of The Lake House and SIPOA Amenities

- Please read and abide by all posted signage in and around the Lake House, Community Center and other SIPOA facilities.
- Please respect the reasonable requests you may receive from the Lake House staff members; their goal is to ensure safe, attractive, well-maintained facilities for the enjoyment of our Owners and Guests.
- Smoking is allowed in the parking areas only; all other public spaces are smoke-free.
- Children six (6) years of age and older must use gender specific restrooms/locker rooms. There is a single unisex restroom in the fitness center.
- The SIPOA is not responsible for any lost, stolen or damaged property.
- Persons causing damage to property or facilities are responsible for the repair/replacement expense.

Lake House Attire & Equipment

- Lockers are provided for daily use only. Bring your own lock and remove it daily.
- Only personal radios with headphones will be permitted except during group exercise.
- Shoes and shirts are required throughout the building.

Pools

- The Fitness Pool temperature is regulated between 83°F - 86°F year around.
- The outdoor pools are not heated.
- Except for lap swimming in the designated lane, pools are closed to others during group class times.
- Children, age fifteen (15) and under, must be supervised by a parent/guardian when in the pool areas. Children may also be supervised by a sibling, aged sixteen (16) years or older.
- Occasionally pools need to be closed while sanitary or other water quality issues are addressed.
- No glass bottles or beverage containers are permitted in the fitness or pool areas.
- No food or beverages are permitted in the indoor or outdoor pool water.
- Single-handled coolers may be brought to the outdoor pools.
- Beverages in sealable, plastic containers are permitted in the indoor pool area.

Guide to the Lake House, Community Center and SIPOA Amenities

- The Community Center Kiddie Pool is intended for babies and very small children. A parent or adult must be present and responsible for the child at all times.
- Waterproof pants/swim diapers are required for all babies and non-toilet-trained children in all pools.

Fitness Center

- Children **15 years and under** must be under the direct supervision of an adult.
- Use of fitness equipment is limited to people 14 years of age and older.
- All youth may use the stretching and group exercise rooms under the direct supervision of an adult.
- Physical exercise and use of the fitness equipment is done at your own risk. Consult your physician prior to initiating any workout routine.
- Please report any equipment problems to the Front Desk.
- Cubby holes are provided for personal items. Please don't place personal items around the workout area.
- Closed-toe athletic shoes are required.
- Please remove excess oils, and lotions prior to using the equipment.
- Food is not permitted in the Fitness Center. However, beverages in sealable plastic containers are permitted.
- Wipe down equipment after each use.
- Return weights to the racks provided. Do not drop or throw weights.
- Use of a spotter is recommended when lifting weights
- Allow circuit trainers to work-in between sets.
- Limit cardiovascular equipment use to 30 minutes when others are waiting.

Bicycle Parking

- Please use bike racks. Do not park bicycles on Lake House or Community Center Porches (front & back), or handicap access ramps. If improperly parked, your bicycle will be moved to the bike rack area; SIPOA is not responsible for any damage that might occur.

Library

- The Lending Library is open during staffed hours and works on the honor system. Borrow, return, donate, enjoy!

Basketball Court

- Open daily, dawn 'til dusk. Reservations not required.
- Basketballs may be checked out in the Fitness center, if not returned the same day a charge of \$25 will be added to your account.
- Dunk if you can, but don't hang on the rim.

Playground

- Open daily, dawn 'til dusk; no reservations, have fun!
- Supervise children at all times.
- Report any concerns to the Lake House Staff, or if after-hours to Security, **immediately**.

Palmetto Lake

- **ALLIGATORS ARE DANGEROUS. DO NOT FEED OR APPROACH. NEVER ALLOW CHILDREN OR PETS NEAR THE EDGE OF FRESHWATER PONDS.**
- Small boats may be carried to the Lake from the Lake house parking area.; there is no boat ramp. Only electric motors less than 15hp are allowed. **Be cautious of alligators.**
- Fishing, without a fishing license, is allowed in Palmetto Lake. Catch-and-release, do not eat the fish. Do not clean fish in public places, or dispose of fish parts in public trash receptacles. **Be cautious of the alligators**, fishing activity can create aggressive feeding behavior.

Beach Areas

- Littering, the use of glass containers and loud music are prohibited on the beach.
- Personal property such as chairs, tents and umbrellas must be removed from the beach each day after use.
- For habitat protection, please obey all beach signage. Human and pets must stay off the dunes.

Beach Bonfires

- Any person making a fire on the beach must have prior approval from Security. An application form may be obtained on the SIPOA website at www.sipoa.org or by contacting Security at (843)768-6641.

Dogs on the Beach

In keeping with the South Carolina Beachfront Management Act for the protection of nesting birds, turtles and other wildlife, there are rules governing dogs off lead on the beach.

Per Seabrook Island Town Ordinance 32-44, dogs are permitted on the beach as follows:

November 1 through April 30:

No person shall bring or allow any dog or other domestic household animal/pet on the beach that is not on a -lead except in the designated area on North Beach.

May 1 through October 31:

No person shall bring or allow any dog or other domestic household animal/pet on the beach that is not on a lead, except in the designated area on North Beach before 10:00a.m. and after 5:00p.m.

For purposes of this section, the terms “on lead” and “on a lead” shall mean that the domestic household animal/pet is restrained using a physical restraint made of cord, rope, strap, chain or other material effective for restraining the type and size of domestic household/animal/pet; the physical restraint being no more than sixteen (16) feet in length, secured to the domestic household animal’s/pet’s collar or harness and continuously held by a person physically capable of restraining the domestic household animal/pet. Domestic household animals/pets under voice control or under control of remotely operated devices such as electronic collars shall be considered to be “off lead.”

Conduct and Enforcement

- Conduct of a belligerent, hostile, harassing, threatening, or combative nature is a violation of the SIPOA Rules and Regulations.

- SIPOA Staff members have the authority to enforce all SIPOA Rules and Regulations, and make reasonable requests of persons in the facilities to ensure a safe, secure and professional environment is maintained. Violations of the Rules and Regulations or failure to respect a reasonable request of a staff member can result in sanctions and/or assessments, including, but not limited to loss of privileges. Concerns should be brought to the attention of the Director of the Lake House and/or the SIPOA Executive Director.
- Conduct that rises to a level of violating State or Federal laws will be referred to the Charleston County Sheriff's Office.

Groups and Activities at The Lake House & Oyster Catcher Community Center

The Lake House and Community Center are home to dozens of groups and activities. Artists, Photographers, Card-Players, Game Night, Fitness, Aerobics, Wellness, Weight Watchers, Book Clubs, Ping Pong, Basketball, and the list goes on.

There is a deposit requirement for groups and clubs that are formally organized to have regular meetings open to all Seabrookers, (space available). There is a charge for fitness classes that have a paid instructor/facilitator.

While SIPOA has no restrictions on the use of our facilities by organizations that are religiously or politically affiliated, the use of SIPOA facilities for the purpose of regular, recurring, religious services and rites is deemed inappropriate and is therefore prohibited.

A complete list of groups and activities is available at the Lake House reception desk, and the SIPOA website.

We are always excited about new groups wanting to organize. If you have a passion you would like to share with others, see the Lake House Manager (843-725-1581) about starting up a new group!

Room reservations are managed by the Lake House Manager (843-725-1581).

Events at the Lake House & Oyster Catcher Community Center

Rooms in the Lake House and Oyster Catcher Community Center may be rented for private events*. All room reservations and rentals are managed by the Lake House Manager. A room reservation form is available on the SIPOA website. For inquiries on room rental, please call (843)725-1581.

ROOM DESCRIPTIONS/OCCUPANCY

Room Name	Capacity (# of people including attending staff)	Room Dimensions	Furnishings
Osprey 1	30	24' x 26'	6 - 3' square tables/24 - upholstered chairs
Osprey 2	35	24' x 26'	6 - 3' square tables/24 - upholstered chairs
Bobcat 1	20	20' x 24'	Furnished with square or rectangular tables and upholstered chairs, upon request.
Bobcat 2	20	20' x 24'	Furnished with square or rectangular tables and upholstered chairs, upon request.
Eagles Nest Studio	30	22' x 27'	6-3' square tables/20-unupholstered chairs
Live Oak Galley	15	16' x 20'	Ovens, Refrigerator, Cook-top, Microwave, Dishwashers
Lake House Lawn	300	Big	None available - Private Rentals OK

Live Oak Hall

Stand-up social	175	32' x 65'	UP to 20-3' square tables and 10-6' rectangular tables and up to 140 Upholstered chairs
Theatre seating	155	32' x 65'	
Plated Dinner	130	32' x 65'	

Oyster Catcher Community Center

Stand-up social	100	27' x 53'	Up to 10-6' rectangular tables/up to 60 upholstered chairs
Plated Dinner	60	27' x 53'	

Room Deposit Quick Reference Guide

Space	Deposit**	Rental Fee***
Osprey 1	\$100.00	\$100.00
Osprey 2	\$100.00	\$100.00
Bobcat 1	\$75.00	\$75.00
Bobcat 2	\$75.00	\$75.00
Eagles Nest	\$100.00	\$100.00
Live Oak Galley (Kitchen)	\$100.00	\$100.00
Live Oak Hall	\$1000.00	\$400.00
Oyster Catcher	\$200.00	\$200.00
Lawn	\$1000.00	\$400.00

*Private events are those events not open to the Seabrook Island Public. A political event that includes any type of fund raising or solicitation for donations, even when advertised as an open event, will be considered a private event, with rental charges and deposits being applicable.

**Deposits are refundable when the space used for the event is left in its original condition.

***Rental Fee is based on 4 hour rentals and does not include A.V. support.

Please note that SC Sales Tax of 8.5 % will be added to all Rental Fees

Event Rules & Guidelines

SIPOA provides rooms for Property Owners to use for personal events. Property Owners and Guests that are sponsored by a Property Owner can rent rooms. All event materials including but not limited to, tables, cloths, utensils, flowers and decorations are not provided. SIPOA is not responsible for staffing the event, delivery, set up, teardown, lost and/or stolen items.

Vendors/Caterers

The Property Owner who is sponsoring the event is responsible to coordinate the delivery of their vendors' items to and from the building in the scheduled room's rental time. Special time for vendors to deliver and pick up their items is available but will need to be in writing from the Lake House Manager.

SIPOA policy requires that you provide, at least thirty (30) days in advance, a certificate of liability insurance naming SIPOA as an additional insured and showing the limits of your liability and workers' compensation coverage. Please submit this to the Lake House Manager.

Event Hours

Events are not permitted to start before 7:30a.m. and cannot extend past 11:00p.m. Pre- and post- event preparation sixty (60) minutes before or after those hours must have written permission from the Lake House Manager.

Music And Entertainment

Music and entertainment must be confined to the reserved room. All amplified music requires special approval.

Audio/Visual

Live Oak Hall offers an LCD Projector that will project a laptop display wirelessly as well as cable TV and a standard DVD player that will allow movies and DVDs to be presented on the pull down projection screen. There are also a wireless microphone and lapel microphone for speaking purposes. An audio/visual technician is available for an additional charge.

Decorations

All decorations must be confined to the specific room(s) reserved for your function. Additionally, all decorations must be limited to tabletops, or free standing displays, that do not require adherence to walls or furniture.

Lawn Events

All beverages served on the events lawn and adjacent porches must be served in plastic. Glass pouring bottles such as wine and liquor can be used at the bar but are confined to the bar.

Tents may be used for events, but must be set up on the day of event and removed no later than noon the following day. Tables, chairs and other party decorations are welcome on the lawn. Amplified music requires special approval. All use of open flame must be pre-approved by the Lake House Manager.

The Live Oak Hall must be reserved in advance if the event plans to use the room in case of inclement weather. We offer a discounted fee to reserve the Live Oak Room as weather back-up.

Overflow Parking

Any event of 75 people or more must pay an overflow parking fee of \$100. SIPOA will have additional security personnel on duty to assist with parking.

Set Up/ Clean Up

The Property Owner is responsible for the clean-up of the room and any part of the facility that their Guests have used. All areas will need to be returned to the pre-event form before receiving the events damage deposit. The Property Owner sponsoring the event is responsible for any damages exceeding the damage deposit amount.

Annual Art Show Guidelines

Each year, during the week of the Annual Meeting, SIPOA hosts an Annual Arts and Crafts Show. All Property Owners and long-term renters may register to be "Exhibitors." Space will be provided as available on a first-come-first-served basis. The timely delivery and removal of

Guide to the Lake House, Community Center and SIPOA Amenities

the Exhibitor's Arts and Crafts ("Wares") is critical to the success of the show, as is the assurance that Wares remain displayed throughout the show.

Experience has demonstrated that many of the Art Show Patrons are interested in purchasing, and the Exhibitors are interested in selling their Wares. SIPOA will not be involved in the financial transaction, nor in storing or transporting the Wares. Each Exhibitor shall be independently responsible for handling their transactions.. Exhibitors may sell and distribute their Wares at the SIPOA-sponsored Annual Meeting Arts and Crafts show in February provided the sold piece is immediately replaced by another piece for exhibit.

Any Exhibitor who materially fails to follow the published guidelines for the show will lose the opportunity to participate in the show the following year.