

The 3 Chisolm Homeowners Association, Inc.

Residents Guide

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Welcome to 3 Chisolm Street.

We look forward to having you as new neighbors and invite you to get in touch with any member of our Board of Directors with any questions that you may have. Our names and contact information are listed on the following page. Our property manager, Tommy Knisley, is available to help with any and all operational questions and to help make your move into the property as smooth as possible.

Please look through this folder and keep it for future reference. It contains helpful information about the location of various amenities on the property, a guide to our service providers and various local services, and a list of our current rules and regulations. All homeowners and tenants should be familiar with our Master Deed and By-Laws, which were provided either at closing or at the signing of the lease agreement and are also available on the 3 Chisolm website— 3chisolm.org.

3 Chisolm is a unique residential community located in three buildings that are listed in The National Register of Historic Places and have an interesting history. We hope that you will join us in maintaining the buildings and grounds in a manner that enhances 3 Chisolm's value, promotes the safety and wellbeing of our residents, and supports our common interest in ensuring that 3 Chisolm remains a source of pride and enjoyment for all.

With best wishes.

Pam Simons
President

Board of Directors
3 Chisolm Street Homeowners Association

Pamela Simons President	(508) 956-4536	pesimons@aol.com
Greg Van Schaak Secretary/Treasurer	(845) 642-2673	gvs@hedgealternatives.com
XXXXXXXXXX Director at Large	(xxx) xxx-xxxx	xxx@xxxx.com
Jim Hollingsworth Director at Large	(443) 480-6720	jimrh777@gmail.com
Terry Savage Director at Large	(781) 690-4427	tw2041@me.com

Useful Numbers

3 Chisolm's Building Manager

Tommy Knisley (843) 224-1822 knisleyt@aol.com

Emergency Number 911

Charleston emergency responders, police, and fire departments have the access codes for the main entrances. Be certain to give them your unit number and let them know which building you are in.

Non-Emergency Numbers

Police Department	(843) 743-7200	Fire Department
(843) 720-1981	Roper Hospital	(843) 724-2000
MUSC Hospital	(843) 792-2300 or 792-1414	

Utilities

Dominion Energy	(800) 251-7234 (customer service)	
24/7 Emergency	Power Outage	(888) 333-4465
Gas Leaks	(810) 815-0083	

Comcast Xfinity Cable	(800) 934-6489
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Contractors familiar with and successful in our old building

Following is a list of contractors who are familiar with the buildings of 3 Chisolm and whom residents have found helpful. Inclusion on the list does not constitute an endorsement by the Association. It is offered as a starting point in looking for professional services in the area.

HVAC repair/cleaning

Terrace Heating and Air 843-762-3639

Remodeling Contractors

Chastain Construction 843-722-4555

Hernandez Renovation 843-412-5618

Magee Ratcliff Construction 843-607-1873

Renew Urban Charleston 843-639-4731

Simons Restoration & Construction
(Architect and Restorer) 843-822-3166

Simons Young and Associates
(Architects) 843-277-0996

Southeastern Construction
(Construction Defects) 843-478-4179

Structural Engineer

Edward Porcher, Senior Associate
Stantec Structural Engineers 843-740-7706

Entry to the Buildings

Residents of 3 Chisolm may enter and exit through seven doors in the main building and three in the gym building.

The three entrances that face Chisolm Street itself, two doors at ground level in the main building and the front door of the gym building, are operated by electronic panels that allow access either by entering a four-digit code or by scrolling through the directory to contact a specific resident by telephone. Each resident is asked to choose his or her own four digit code for this purpose. Guests should be advised to contact their host's telephone via the directory. The host then presses '9' on the telephone to open the door.

The entrances at the north and south side of the main building, the two doors that enter from its courtyard, and the garage entrance to the gym building are accessed via independent electronic keypads. Each resident will be given a contactless key fob which activates the pad and asked as well to choose a four digit code which can be keyed in. For the sake of security residents are advised not to share the fobs or codes with guests or delivery or service personnel.

There is one 'manual' door on the second level of each building. The gym door, located on the north side of the building, is for general and emergency use. The main building's manual door faces Chisolm Street and is reached via the series of steps marked 'Not an Entrance.' *This door is to be used in emergency situations only.* All residents will be given keys to their respective manual doors. Please familiarize yourselves with the procedures that our property manager will undertake in the event of a hurricane evacuation and hurricane damage described on page 9.

Moving In and Moving Out

The Association's manager must be notified in writing no less than five calendar days prior to any move in or out by an owner or tenant. The date and time must be approved prior to the actual move.

Residents are responsible for moving and delivery personnel taking the necessary precautions to avoid any damage to the general common elements of 3 Chisolm. Protective coverings or other safeguards are to be installed and removed immediately by moving or delivery personnel, who are also responsible for the clean-up and removal of all packing and shipping material. Any material from subsequent unpacking is the responsibility of the resident, who may arrange for the removal of that material for a nominal fee by contacting the property manager.

The Board recommends that owners require that their tenants use licensed, reputable movers. This is for the protection of both 3 Chisolm's' general common area and the

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owners own unit.

A \$1,000.00 deposit payable to 3 Chisolm Street HOA is required from the owner or tenant prior to moving in or moving out. The deposit is to cover any damage to the common areas during the move, and after inspection by the manager will be refunded within two weeks with the cost of any such damage deducted.

In addition to the move in/move out deposit, all *tenants* are required to make a \$2,000.00 security and damage deposit to the Association which will be held for the duration of their tenancy and applied as described in detail in the Application for Rental Agreement.

Amenities

Trash and Recycling

Trash dumpsters and recycling bins are located in two enclosed outdoor areas--one in the parking lot at the Tradd Street end of the main building and the other at the Broad Street end of the Gym Building adjacent to the entrance to the garage. In addition, there are trash rooms with chutes located on each floor of the main building and on the second floor of the gym building. There are several extra blue recycling bins in the room off of the gym parking designated 'Trash and Recycling Room' and in the trash room on the first floor of the main building. Please see additional rules regarding trash on page 13.

Charleston County operates a single stream recycling service, which means that recyclables do not need to be sorted. They should be placed in the blue recycling bins loose and not in plastic or paper bags. Recyclables include plastic bottles and containers, aluminum and steel cans, glass bottles and jars, milk, juice, and soup cartons, and all paper except shredded paper. Note that all cardboard boxes should be broken down and placed in the recycling bins.

For a complete list of what cannot be recycled, please see www.recycle.charlestoncounty.org or call 843-720-7111.

Storage

Small storage units are available for rent at 3 Chisolm on a 'first come, first served' basis. Please see the property manager to inquire about availability.

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Bicycles

Bicycles may be kept at the covered bike rack located at the rear of the gym building on the North (Broad Street) side. Residents are required to register all bicycles with the property manager upon arrival and each following January and to display a current 3 Chisolm bicycle sticker.

Mail and Package Delivery

Mail is delivered Monday through Saturday, usually by mid-afternoon.

UPS, FedEx, and Amazon have access to the door codes and will deliver either to the lobbies of the main and gym buildings or to the resident's door. Please be aware that because all of the buildings are designated as 3 Chisolm, packages may inadvertently be left in the wrong building so if an expected delivery does not arrive, please check the lobby of the other building.

Emergency Procedures for Hurricanes and Tropical Storms

Our property manager, Tommy Knisley, monitors tropical storms and hurricanes that might threaten Charleston and the Lowcountry area during the Hurricane Season—June 1-November 30. If Charleston is threatened, he will email all owners to make sure they have secured their balcony or roof furniture. If they have not, he will access their units to provide that service.

Three days out from a projected landfall, Mr. Knisley will secure the Courtyard Area furniture. Two days out Mr. Knisley and anyone who can volunteer will secure all entry doors with flood gates and cover all exterior grates on the property. **This will require all remaining residents to enter and exit the main building from the Grand Staircase on the 2nd floor. Gym residents will have to enter and exit from the fire escape staircase on the 2nd floor.** Mr. Knisley will make certain that all residents have keys to these doors.

The fountains in the courtyard will be turned off and the elevator will be left on the 3rd floor and in locked position until after the hurricane passes.

The day after the storm, Mr. Knisley will be on the property to assess damage, remove flood gates and covers, restore fountain, courtyard furniture, etc. In addition he will have a contractor on standby to put plywood over any broken windows or doors.

IF WE LOSE POWER the Sonitrol security system will go down and all doors will be *unlocked* until power is restored. If power is not restored by the end of the day, Mr. Knisley or a designated volunteer will lock all doors manually. **Again, the only access to and egress from the building at that point will be by the grand staircase door and the gym building's fire escape door, both of which will lock after each use.**

Each unit should prepare for hurricanes by putting away/securing all porch furniture and having at least a battery powered light and flashlight handy. Any residents who intend to 'ride a hurricane out' in their units must contact Mr. Knisley so that he knows who is in the buildings in case of emergency.

There is a battery-powered emergency light on each floor of each building, provided by our fire mitigation system, but it does not last more than a few hours.