

HARBORVIEW

RULES AND REGULATIONS

Additions & Clarifications

Concerning Rules & Regulations: It seems to date there has been little to no enforcement for breach of Harborview Rules and Regulations. Therefore, the Board of Harborview, together with the attorney, have reviewed the manner in which they are enforced and have established the enforcement to be structured in the following ways:

- 1) For the first infraction of a rule, there will be one formal warning in writing (with a copy sent to the Board);
- 2) if it is found that this warning was not complied with, a fee (subject to the amount listed on the attached page) will be assessed, with a time limit of 30 days to be paid to Harbor Homeowners Association, Inc.;
- 3) if this fee is not paid within the 30 day time limit, the fee will continue to double each 30 days thereafter that it is not paid;
- 4) after a period of 6 months where the fee has not been paid, a lien will be placed on the owner's unit, in the case where it is a rented unit, the unit owner is responsible and will be sent a copy of all correspondence sent to the person living in the unit.

Pool: The pool hours are from 9am to 10pm on Weekdays and Sundays and 9am to midnight on Fridays and Saturdays. Exercise swimming outside of pool hours is allowed, as long as there is no noise disturbance. NO diving is allowed at any time. All parties must be coordinated in advance through the manager's office if the pool area is to be used. Parties of more than (4) guests are to be limited to four (4) hours per party during the hours of 1pm to 8pm, with one party per day. All residents who invite guests, whether in parties or not, assume legal liability for any injury to guests or any damage caused by guests and financial responsibility for any infraction by their guests and must accompany their guests in the pool area. The maximum number of guests allowed is fifteen (15) guests per unit. Cooking is restricted to the pit area. If seafood is to be boiled, you must notify the manager in advance, whether or not a party is involved. Reserving parties with the manager should be done seven (7) days in advance of the party. However, at the manager's discretion, a party can be reserved with less notice. All children under the age of sixteen must be accompanied by an adult. There is absolutely No Running in the pool area and No Glass of any kind allowed in pool area. Residents using the pool at any time must clean up after themselves and dispose of any trash, food, etc. taken into the area (by using the dumpsters in the rear). Smokers must use an unbreakable ashtray to dispose of cigarette butts. Please do not leave any personal items or pool toys in the pool area and remember to shower before entering the pool to remove excess suntan oils, etc. as these tend to cause problems with the filtration system. No eating while in the pool or seated with any part of the body in the water. No children still in diapers are allowed in the water. As a security measure, no one may prop the front door or entry point open at any time for any reason.

Pets: No snakes are allowed at Harborview at any time. No animals or reptiles of any kind shall be raised or bred for any commercial purposes in any unit or in the common elements. Dogs, cats and other household pets owned by the unit owner are allowed, but are restricted by a weight limit of 25 pounds and limited in numbers to two (2) per unit, unless otherwise approved by the Board of Directors. Owners are responsible for their pets. Any pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property upon three (3) days written notice from the Board of Directors. In no event shall any pet be permitted in any portion of the common elements unless on a leash. **Additionally, pet owners are responsible for cleaning tip after their pets and infractions will be fined accordingly.**

Parking: Parking is in your assigned space only, or in the unassigned area numbered spaces 119 thru 146 on the west side of the building. Your guests should park in the designated areas in the front of the building. The six parking spaces in front by the building and the five parking spaces across from the entrance door of Harborview are designated for guest parking. The unassigned spaces are on a first-come basis, and are not to be blocked under any circumstances. Vehicles that are not in running order cannot be parked in the unassigned area. Such cars will have one written warning issued and 3 days later, if not removed, will be towed at owner's expense. No boats or other water vehicles are allowed. Even though the parking area is reasonably secure, the association is NOT liable for anything stolen or removed from vehicles or for any damage to vehicles. When using ALL spaces in the garage, please pull in all the way, so that you do not block the driveway and make it difficult for cars parked behind you to get out of spaces. All traffic in the garage must proceed SLOWLY and yield to pedestrians.

Trash: All trash is to be deposited in the compactor chute. Large items that will not fit in the chute should not be forced, nor should building materials or paint cans be deposited in the chute. Trash deposited in the chute must be in CLOSED containers (plastic garbage bags that are tied closed or other closed containers). Do not deposit ANY loose garbage in the chute (including cigarette butts)! Do not put garbage from your unit on walkways or in any of the trash cans in any common areas, including the laundry rooms, pool area, lobby, entrance to stairways and lobby door. Do not put trash in ashtrays, these are meant exclusively for cigarette butts. Renovation debris, such as sheet rock, carpet, appliances, etc. must be removed from the premises by the owner or his designee. Harborview does not have a recycle program, therefore, please do not stack papers, etc. on the stairwells.

Grocery Carts: Carts are found in the rear stairwell next to the back elevator for your use in hauling groceries to your unit. Do not leave carts in the garage, as they may roll into cars. No carts are to be taken into the front lobby at any time. Return carts to the back stairwell by the back elevator after use.

Elevators: The front elevator is for PASSENGERS ONLY ! It is not to be used to move furniture, boxes, building materials, or bicycles. The back elevator is to be used for these purposes. Do not allow children to play with emergency phones in elevator, as we have installed a new system that allows for a person from the company to automatically come to Harborview if the phone in the elevator is activated. If it is a false alarm, they will charge us a fee and this fee will be passed on to the person falsely setting the alarm. It is imperative that you do not let children play in the elevator, especially for their own safety. Do not enter the elevator while wet from using the pool. Pets are to use the rear elevator, and all "accidents" must be cleaned up by the pet owner. Remember: it is the law that there is "NO SMOKING" in the elevators.

Car Washing: Car washing and cleaning is allowed only in the back parking area by the meter room as designated by management. After using the car washing facilities, clean up after yourself and turn the water off. Do not empty your ashtrays in the garage area - put them in the trash.

Moving: All moves in or out must be scheduled with the manager in advance. We cannot accommodate two parties moving at the same time. Moving cannot be done early in the morning, late at night or on Sundays. Moving can be performed using only the back elevator, clean up after yourself; e.g. remove all boxes and debris from the premises.

Air Conditioners: Your air conditioner filters should be changed once a month. Also, it is important that you pour a cap full of bleach in the air conditioning drain line each month to keep the line clean, if your drain line becomes clogged, it will flood your unit and the one below you. You will be responsible for any damages caused. All units should be checked and cleaned professionally on an annual basis. If you do not know where to pour the bleach, please contact the manager and she will have someone assist you. If your air conditioning unit causes a noise burden to those people living below it, you must immediately have the unit serviced to eliminate the noise.

Barbecue Pits: Personal pits or smokers are not allowed at Harborview. Two (2) gas grills are available for your use. Never leave common pits unattended. After using the grills, turn them off clean the grills using a wire brush, close the tops and leave the area clean for the next person to use. All food trash must be placed in the dumpster, not in the trash cans by the pool.

Noise: Music or TV is not to be turned on loud enough in your unit so it can be heard by the pool. Portable radios are allowed in the pool area, but are not to be played loud enough to disturb others. When playing music inside your unit, it is too loud if it can be heard in other units around you.

Alterations: Nothing shall be altered or constructed in or removed from the common elements except upon the written consent of the Board of Directors. No structural changes may be made to any unit without the submission of an Engineer's review to the Board and the approval of the Board of Directors.

Plants: Keep plants outside of doors neat. Outside plants are limited to (2) at each unit (no more than 4 feet high), with one being placed on each side of the door. Please put trays under the plants to catch water, even if they are on your balcony (water runs through the concrete and rots the wood beneath). Window boxes, hanging brackets and plant stands are not allowed. No empty pots, pots with dead plants, or garden equipment are allowed on the walkways. Due to upgraded fire codes, there can be no chairs or seating of any kind on the walkways.

Laundry Rooms: See instructions on the wall in the laundry rooms if you have a problem with any of the washers or dryers. The machines will not operate properly if they are overloaded with clothes or detergent. Remove your laundry promptly when finished. Clean up after yourself

Exercise Room: The exercise room is for the use of current residents and accompanied guests. Please turn off lights, fans, a/c or heat when you leave the room as a safety precaution. Children (under 16 years of age) are not allowed in the exercise room. Notify the manager of any problems with the equipment. If using a radio or tape player or watching the TV, please keep it at a reasonable volume. Carry out everything you bring in with you, do not leave anything behind (e.g. newspapers, cups or empty water bottles). Weight room hours will be restricted to the hours posted.

Entry Gate: Do not attempt to follow another car through the gate, re-activate the timer by using your remote. Once your car passes the eye, the gate will begin to close; this is to insure that no other car can follow one through the gate. You must have a remote to get into the gate and activate the eye. Anyone hitting the gate will be held responsible for the cost of repairs in all instances.

Appearance of Building: Please keep your balconies neat. Nothing should be left hanging on the balconies or walkway railings. Window curtains or blinds must be a neutral color (white or off-white). Nothing should be placed in the windows and for on the windows,

Decorum: Shirts must be worn in all common areas, except the pool. No owner or tenant is allowed to be rude to the Harborview Personnel.

Maintenance Personnel: Maintenance personnel employed by Harborview are to keep the building clean and do some exterior maintenance. They are not to enter individual units to do repairs, perform maintenance, or personal services. Please do not ask them to do so. If you have a problem that you feel we may be able to assist you with, notify the manager. They are not allowed to wash cars between the hours of 8:00am and 4:30pm.

Manager's Office: No repair or delivery people will be allowed access to your unit unless you have notified the manager in advance. Packages delivered by delivery services or items from the post office that are too large to fit into mailboxes may be picked up in the office during regular office hours (8am-5pm Monday through Thursday, 8am-12noon Friday; 8am-12noon on Saturday, if Charles is available). In the event of an after-hours **emergency**, (danger to person(s) or property) the manager can be beeped @ 773-0040. This beeper is strictly for emergencies; please call the office phone (283-3661) to speak to the manager or leave a message. The Property Manager is not a real estate agent and is not permitted to give real estate advice. Each tenant must provide the manager with a data sheet listing all contact numbers in case of an emergency. Also, owners are responsible for giving the necessary information regarding their renters, in case the manager needs to get in touch with a renter.

No Parking Zones: There is to be absolutely NO Parking in "NO Parking zones" at any time.

Hurricane Preparation: Window taping during hurricanes is not effective to prevent damage and therefore, windows in the units are not to be taped or boarded up. In the case of heavy rains, the gate in the rear of the building will be opened for easier access in and out of the garage. If the entire building loses electricity during bad weather, it is not necessary for everyone to call Entergy. The manager will call in behalf of the entire building.

These rules and regulations were established to provide reasonable guidelines to ensure your safety and prevent others from causing unnecessary disturbance. Violations of these rules will result in fining, as set forth above. Fines will be assessed to the owner's condo fee account. Owners are responsible for their tenant's actions.

HARBOR HOME OWNERS ASSOCIATION

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FINES

| VIOLATION | FEE | DUE DATE |
|---|------------|-----------------|
| Unscheduled party in pool area | \$50.00 | |
| Pool area not cleaned after party + any cost of damage | \$75.00 | |
| Glass in pool area | \$200.00 | |
| Children not accompanied by adults in the pool area | \$100.00 | |
| Blocking exterior doors open | \$200.00 | |
| Depositing household trash in containers in laundry room, pool area, lobby or garage | \$50.00 | |
| Pet not on lease or not being carried | \$50.00 | |
| Not cleaning up after pet accident | \$50.00 | |
| Parking Violations | \$100.00 | |
| Not returning grocery basket to back stairwell | \$50.00 | |
| Moving furniture or building materials in front elevator | \$100.00 | |
| Bicycle in front elevator | \$50.00 | |
| Dog in front elevator | \$50.00 | |
| Leaving trash outside front door in walkway | \$50.00 | |
| Placing non-household trash in dumpster or compactor, (large boxes must be <u>cut up</u> and placed in dumpster - <u>not</u> in compactor chute) | \$100.00 | |
| All other violations in conjunction with the "Rules & Regulations" | \$50.00 | |