

## Harbor Cove Phase I Condominium Association Rules and Regulations

**Revised June 2025**

These community rules and regulations are adopted by the Board of Directors (Board) of Harbor Cove Phase I Association and may be amended at any time and from time to time by the Board.

Rules and Regulations regarding the use of Community Property (e.g. beach areas, pools and tennis courts) are determined by the Harbor Cove Community Property Board of Directors and are attached. It is the responsibility of the unit owner to ensure that their family, guests and/or renters are informed of these Rules and Regulations.

1. All walkways in front of the condominium units (units) shall be used for pedestrian traffic only and not utilized for bicycling, rollerblading, skateboarding, etc. At no time are walkways to be blocked by any item.
2. The exterior of any unit shall not be decorated by any owner, guest or renter in any manner (other than potted plants or holiday decorations) without the prior written approval of the Board.
3. No unit owner, guest or renter shall make or permit any noises that will unreasonably disturb or annoy the occupants of any other unit or permit anything to be done which will unreasonably interfere with the rights, comfort or convenience of the other unit owners, guests or renters.
4. No awnings, window boxes, ventilators, or air conditioning devices shall be used in or about the units except such as has been approved, in writing, by the Board.
5. No sign, notice, advertisement or the like shall be inscribed, exposed or projected from any window or other part of any unit, except such as shall have been approved, in writing, by the Board.
6. All refuse, garbage and trash shall be disposed of in the garbage dumpsters located throughout the Phase I Community and not disposed of in any other parts of the property. No construction material is allowed to be placed in the dumpsters. Burning trash or refuse is prohibited.
7. No private grills are allowed on decks or Phase I grounds. The Association provides two gas grills for the exclusive use of Phase I occupants.
8. Pet ownership at Harbor Cove is a privilege, not a right. There is a maximum of two domestic pets at one time in a unit. These can be dogs, cats, or 1 of each. There is no weight limit for dogs. Only owners and their immediate family can bring or board their pets in Phase I. Immediate family members include spouses, parents, sons or daughters, only. **RENTERS ARE NOT PERMITTED TO BRING PETS ONTO THE PROPERTY.** Also, no time share owners or renters may have pets in Phase I. Any illegal pets can be fined at least twice the daily local boarding fees and will be required to be removed from the premises immediately. It is the responsibility of the unit owner to ensure that; (1) the pet is on a leash at all times when outside the unit, (2) the pet is never left unattended and (3) all pet droppings are picked up promptly. Pets must be registered and approved by the Board and all HCCP rules regarding pets at the tennis courts,

beach, and pool area apply as well. The Board may request that obnoxious pets (noisy or behavioral problems) be removed from the premises. Failure to follow the rules may also result in the loss of pet ownership privileges.

9. No radio or television aerial or satellite dish shall be attached to or hung from the exterior of any unit without prior approval, in writing, by the Board.
10. The agents of the Association, Property Manager or any contractor or workman authorized by the Board or Property Manager may enter any unit or storage area at any reasonable hour for an official purpose (e.g. crawl space inspections). In cases of an emergency, the Property Manager will attempt to contact the unit owner prior to entry.
11. The Property Manager will retain a key to each unit. No unit owner shall alter or change the lock(s) on any door leading into the unit without the written consent of the Board. If such consent is provided the unit owner will provide the Property Manager with a copy of the key for the Associations use.
12. Each unit is slotted for two (2) parking spaces. Additional vehicles must be parked at the Community Center. Vehicles shall be parked only in paved areas provided for that purpose. The unit owners, guests and renters will obey parking and traffic regulations promulgated for the safety, comfort and convenience of all.
13. All cars staying at a Harbor Cove Phase I unit must have a visible owner's sticker affixed to the lower left corner of the windshield or a Community Properties guest pass hanging on the rear-view mirror with unit information facing forward.
14. The charging of electric vehicles is strictly prohibited in Harbor Cove Phase I.
15. The parking of commercial vehicles, trailers, boats, boat trailers, recreation vehicles, campers, snowmobiles, and snowmobile trailers is not permitted in or on Phase I property.
16. No flammable materials (gas or similar petroleum products) or explosive materials such as propane shall be kept in any unit.
17. Any modification to the interior of a unit impacting common elements per Article VI Section 3 of the Condominium Bylaws requires prior approval of the Association (request forms available from the Property Manager). No contractor or workman employed by a unit owner shall be permitted to do any work in any unit (except for emergency repairs) between the hours of 6:00pm and 8:00am, or on Saturdays, Sundays or holidays if such work is likely to disturb the occupants of any other unit, without the prior consent of the Board. Construction, demolition, repairs or renovations of any unit, including owner initiated or conducted interior renovations and the use of construction machinery and tools in or around any units, are prohibited from June 15 until after Labor Day weekend. "Construction machinery" includes but is not limited to electric saws, power nailers and similar equipment. This prohibition is also in effect Memorial Day weekend, Labor Day weekend, Thanksgiving weekend and December 22 to January 2<sup>nd</sup>. Contractor vehicles and trailers are allowed onsite during the times stated above. Exceptions may be made for Association sponsored construction or repairs, particularly if of an emergency nature.

18. Unit owners shall be held responsible for the actions of their guests, renters and family members for any damage to any portion of the Common Property or other units. The financial responsibility for repairs rests with the unit owner.
19. No unit owner whose unit benefits from or has the exclusive use of a deck shall place or maintain any personal property on the deck that will create an unsightly appearance from outside that particular unit.
20. Unit owners must inform the Property Manager as to the owner's Rental Agent and/or Property Management Companies and provide contact information. Owners are responsible for ensuring that Rental Agents/Property Managers are informed of Association and Community Properties Rules & Regulations and that the Rental Agents/Property Managers and any of their renters comply with said Rules & Regulations. Owners are ultimately financially responsible for any damage to their own units, common elements of Phase I and any community elements and amenities caused by the renter. Owners who rent directly to a tenant are responsible for:
  - a) Financial liability for any damage to their own unit, common elements of Phase I and any community properties elements and amenities caused by renters.
  - b) Providing renters with copies of the Phase I Rules and Regulations and include in the rental agreement a provision that the renters have been given copies, have read and agree to abide by these documents as a condition of occupying a unit.
  - c) Providing renters with copies of the Community Properties Rules and Regulations.
  - d) Providing renters with parking passes and ensuring they are displayed visibly on their cars.
  - e) Providing renters with keycards for entry into the Community Building.
  - f) Ensuring renters utilize Harbor Cove amenity badges.
  - g) Ensuring renters are aware of the "no pets" rule.
  - h) Ensuring the Association Manager is informed when the unit is renter occupied and provided the name(s), and phone number of the renters and the dates of occupancy.
  - i) Ensuring that renters know that in the event of any complaints or issues the renters are to communicate only to the renting Owner who is solely responsible for the resolution thereof.
21. Complaints regarding the management of Harbor Cove Phase I or regarding the actions of other unit owners will be made in writing to the Board.
22. Owners leaving for extended periods of time must turn off the water supply. When leaving for the winter months, the thermostat must be set on the heat setting and the temperature set at a minimum of 55°F. All units must have a freeze alarm system installed and operating between November 1<sup>st</sup> and March 31<sup>st</sup> each year. At present the only approved freeze alarm systems are the Protected Home Freeze Alarm (provided by the Association, requires owner provided battery backed up phone line) or the MarCell system from Sensored Life (unit owner provided no phone line required). Freeze warning systems are to be set 10°F below the furnace thermostat.

23. The feeding of birds and other wildlife is prohibited in Phase I. This practice attracts unwanted wildlife such as mice, rats, chipmunks, squirrels, and raccoons, which can cause damage to the buildings.
24. The foregoing rules and regulations, along with the Harbor Cove Phase I Master Deed and Bylaws shall be strictly enforced. Upon email notification of a violation a unit owner may be assessed a fine not to exceed \$100.00. The fine shall be at the discretion of the Board of Directors. It shall be the responsibility of the unit owner to make certain that guests, family members and renters are aware of and abide by the rules and regulations. Further, the unit owner is responsible to be familiar with Article VI (Restrictions) of the Harbor Cove Phase I Condominium bylaws and also with the Harbor Cove Community Properties Rules & Regulations. These rules and regulations shall be applied equally to all unit owners.
25. These Rules and Regulations are effective as of June 18, 2025. As noted elsewhere, they complement the HCCP Rules & Regulations.