

**HARBOUR TOWNE OWNERS
ASSOCIATION, INC.**

**HANDBOOK RULES AND
REGULATIONS**

**REVISED
MAY 31, 2008**

Approved
5/31/08

HARBOUR TOWNE OWNER'S ASSOCIATION, INC.
RULES AND REGULATIONS

General

1. Quiet hours are from 10:00 p.m. until 8:00 a.m. on weekdays; from 12:00 midnight until 8:00 a.m. on weekends and Holidays.
2. Each owner should help to keep the complex clean by placing trash in the proper receptacles. Please put garbage in the dumpsters at the condominium trash enclosure. Trash or garbage shall not be left on decks, balconies, walkways or docks. Batteries, appliances, mattresses, furniture or any other items not accepted by our trash company must not be discarded in the dumpsters or left in the trash enclosure.
3. Fireworks and firearms are not to be discharged on the property at any time. (This is also not allowed by Lake Ozark city ordinances).
4. Bicycles, scooters, skateboards, and roller blades are allowed only in the parking lot with parental or adult supervision.
5. Trailers, campers, recreational vehicles, etc. shall not be parked or stored on paved parking lots. Campers, recreational vehicles, trailers (Boat, PWC, Cargo) may be parked in the temporary trailer lot for up to seven (7) days at no charge. The long-term trailer lot is for Boat & PWC trailers ONLY and requires the payment of appropriate storage fee. All trailers, etc. parked in the temporary or long-term trailer lots MUST be registered with the Managing Agent.
6. Pets must be kept under control at all times, so as not to become a nuisance. They may not be confined or tied within any Common Element or Limited Common Element (decks, balconies, etc.) in the owners absence. Unit owners and their guests are responsible for cleaning-up after and disposing of their pet's wastes. A designated Pet walking area is located along the walking trail near the mailboxes on Lighthouse Road.
7. Only gas or electric grills are to be used. Charcoal grills are not allowed on the property.
8. "For Sale" signs by brokers are not to be posted anywhere on the complex, except during Open Houses. A unit owner may place one 18" x 24" sign with a telephone number only inside the unit if the unit is For Sale by Owner.

9. Towels, Clothing, Lifejackets, Water Toys, etc. shall not be hung, dried, or aired on balconies and deck railings in such a manner as to be visible to other owners.
10. Alterations or additions to the Common Elements or Limited Common Elements or any unit interior modifications to walls, plumbing, electrical or flooring, other than carpeting, must have prior written consent of the Executive Board.
11. All noise-producing construction activities by owners and contractors must cease by 6:00 p.m., unless an emergency.
12. Parking: Unit owners, guests and renters occupying a unit must park in the appropriate reserved space for their unit or any unreserved spaces. Anyone parking in another owner's reserved space without their permission is subject to fine and/or towing.
13. The main water shut-off valve must be turned off anytime the unit will be unoccupied for any period longer than 48 hours. Water heaters, Ice Makers, Water Softeners, etc. must be turned off anytime the water is shut off in the unit.
14. Units shall not be left unattended anytime Dishwashers, Clothes Washers or Dryers, or similar appliances are in use. All water-supply lines (i.e. toilets, sinks, appliances, etc.) shall be copper or braided stainless steel.
15. Minors (anyone 17 and under) may not occupy a unit overnight without adult supervision.
16. Any accidents resulting in personal injury or property damage, that occur on the Harbour Towne complex, must be promptly reported to the Managing Agent and/or Executive Board within 24 hours of their occurrence. Any observed rule violations must be reported at the time of occurrence.
17. Unit Owners must provide Managing Agent and/or Executive Board with a key to their unit, mailing address, phone number(s) and emergency contact information.
18. To maintain a uniform appearance throughout the complex, all window blinds, sun shades, deck ceiling soffits, deck ceiling fans, deck screening frames, storm doors, etc., that are visible from the exterior of the buildings, must be white or other color(s) as approved by the Executive Board and/or Architectural Review Committee.
19. All Owners, Guests and Renters must observe a 10 MPH speed limit within the Harbour Towne complex.

20. Common and Limited-Common Elements must be kept free and clear of rubbish, debris, unsightly materials or any other unacceptable items. Acceptable items include plants, patio type furniture, seasonal decorations, and grills. Cigarette butts must be properly discarded and must never be thrown off decks or balconies due to fire hazard associated with wooden decks, mulch, etc.

Pools

1. The pool and adjoining areas are private. Unit owners and guests only. Any guest unaccompanied by a homeowner must have access (key) to a unit to use the pool.
2. Children under the age of 10 years are not allowed in the pool or clubhouse without adult supervision.
3. Glass containers are not allowed in the pool area. (If a pool has to be drained and cleaned due to glass, the owner of the unit responsible for the glass will be assessed all costs associated with draining, cleaning, refilling and reheating the pool.)
4. Pets are not allowed in the pool or on the pool deck area.
5. Pool furniture may not be removed from the pool area for any reason.
6. Bicycles, scooters, skateboards, and roller blades are not allowed in the pool area.
7. Please do not feed the ducks in the pool area or throw any objects from the pool deck.
8. Pool hours are from 9:00 a.m. until 10:00 pm daily.
9. NO DIVING. Running and “horseplay” is prohibited in the pool areas.
10. NO Lifeguards on Duty – Swim at your own risk.
11. Appropriate attire must be worn in and around the pools at all times.

Docks

1. Docks are private, Unit owners and guests only. Any guest unaccompanied by a homeowner must have access (key) to a unit to use the dock.
2. Children, ages 10 years and under **MUST BE** accompanied by an adult and must wear an appropriate flotation device while on the docks or sea walk.

3. Boat slips are private. Do not trespass or use a slip without permission.
4. Owners must advise the Management Company if they allow someone else to use their boat slip for a period longer than one day.
5. No running, horseplay, bicycles, scooters, skateboards, or roller blades are allowed on the docks or sea walk.
6. No diving or jumping from the roofs of the docks or the seawall.
7. Deposit all trash in appropriate trash receptacles or in the dumpsters at the top of the hill in the condominium trash enclosure. DO NOT discard glass in lakeside or pool area trash receptacles. Fish cleaning stands are provided on the docks – do not discard fish remains in trash receptacles.
8. Keep the center walkway clear; boats may not encroach onto the center walkway or extend beyond the roof drip-line, unless previously grandfathered by Executive Board.
9. ABSOLUTELY NO FLAMMABLE MATERIALS are to be stored on the docks at any time.
10. Any boat or PWC hoist to be installed on the docks must meet the approval of the Executive Board. All hoists must be in good condition and properly maintained at all times. Board approval must be received prior to installation of any hoist.
11. All powered watercraft must be operated at idle speed when within 100 feet of any dock. This is not only a rule of the Condominium, but is a STATE LAW.
12. Harbour Towne Owner's Association, its Managing Agent or the Executive Board will not be responsible for any damage or loss associated with boats, PWC's, hoists or other personal property on the docks.
13. Owners leasing a boat or PWC slip are responsible for repairing any damage to their slip. This includes replacing band boards and rub rails that are cut and/or removed to install lifts, damaged encapsulated foam, etc.
14. Modifications to the docks may not be made without prior written approval of the Executive Board.
15. Swimming around the docks is discouraged due to all of the boat & PWC traffic. There are no lifeguards on duty. Swimming in the lake is at your own risk. Ladders have been added to each dock as a safety precaution and are not meant to condone swimming in the lake.

16. Owners wishing to transfer a lease for a boat slip, PWC slip or garage to another owner must not be in arrears in their assessments. All assessments, late fees and penalties must be paid in full before the Association will transfer the lease to another owner. In addition, owners in arrears will not be allowed to purchase additional dock slips or garages until their assessments are current.

Tennis Court & Playground

1. The Tennis court and playground are private. Unit owners and guests only.
2. Children, ages 10 and under MUST BE accompanied by an adult.
3. Glass containers are not allowed.
4. Pets are not allowed.
5. The tennis court gate must be kept locked at all times when the tennis court is not in use.
6. Bicycles, scooters, skateboards, and roller blades are not allowed.
7. Tennis court and playground hours are from 8:00 a.m. until dark daily.

Renters, Guests & Owners

1. The number of people renting a unit will be limited by the number of bedrooms in the unit: Two people per bedroom, plus two people for a sofa bed. i.e., a two-bedroom unit will be limited to six people; a three-bedroom unit will be limited to eight people, and; a four-bedroom unit will be limited to ten people. This includes children.
2. Rental Units: The managing agent of the owners association must have a copy of your lease agreement on file, name of the rental agent if one is involved, and proof of insurance verifying that you are carrying appropriate insurance.
3. Renters, guests and owners must follow the Rules & Regulations, Condominium Declaration and Bylaws of Harbour Towne Owners Association at all times. Failure to do so may result in a fine being levied against the unit owner and/or immediate eviction of the renters (eviction applies to short-term rentals only). Unit owners are responsible for making sure all guests and/or renters staying in their unit are aware of the requirements in the Rules & Regulations. Rules & Regulations must be available to renters prior to arrival and/or prominently displayed in the unit.

4. The name and number of people occupying a rental unit, other than the homeowner, must be registered with the management company.
5. Unit owners are responsible for repairing any damage to Common or Limited-Common Elements caused by them or any guests or renters staying in their unit.
6. No Pets allowed by renters. Guests may have pets only with unit owner's permission.
7. Boats may not be moored overnight in a boat slip without owner's permission.
8. Courtesy and good judgment must be used in controlling excessive noise and inappropriate behavior. Anyone witnessing violations of the Rules & Regulations should contact the Association's managing agent @(573) 365-2077. Contact the Lake Ozark Police Department at (573) 365-5371 [Non-emergency] or 911 [emergency] for situations requiring law enforcement (i.e. property damage, domestic disturbance, disturbing the peace, etc.).

Winter Precautions

1. The heat must be left on and the thermostat set at 55 degrees in your unit.
2. The breaker in the main electrical control panel for the furnace must be left at the ON position and the furnace filters must be kept clean. Electrical service **MUST** be maintained to the unit at all times.
3. Kitchen and bathroom cabinet doors should be left open at the sinks to help maximize the flow of warm air to the exposed pipes and drains, Bedroom doors should also be left open to maximize warm air flow throughout your unit.
4. You are further reminded that there is to be no alterations of any thermostats, electrical wiring, water filtration systems, or varying of the existing plumbing without first submitting a written request for any change to the Executive Board, who, in turn, will evaluate the request and possibly require an inspection of the performed change by a licensed professional vendor. If required, unit owner is responsible for obtaining necessary permits from the City of Lake Ozark, Lake Ozark Fire Protection District, etc. for work done in their unit.

The Management Company will perform periodic heat checks in your unit to ensure that a breaker has not been tripped or that the thermostat has not malfunctioned. But, it is still the responsibility of each unit owner (or their guest) to leave the heat on and set at 55 degrees upon every departure.

Also, if you plan to visit the complex during inclement weather, please contact the Management Company, as soon as possible, so they can remove snow and ice from your individual entry way.

Fine Schedule

The above Rules & Regulations, the Condominium Declaration and Bylaws for Harbour Towne Owners Association must be followed at all times. Violations of any of these requirements by an owner, their guests or renters may result in a fine being levied against the unit owner. The following schedule will be used as a guide when determining the appropriate fine for an offense.

1 st OFFENSE	Warning or up to \$100 fine
2 nd OFFENSE	\$100 - \$250 fine
3 rd OFFENSE	\$200 - \$350 fine
4 th OFFENSE	\$300 - \$500 fine
THEREAFTER	\$500+ fine

Offenses will be based on a calendar-year basis starting on January 1st each year. The Executive Board reserves the right to adjust the fines as necessary for violations of a serious nature and/or persistent offenders. Prior to levying a fine against a unit owner, the owner will be given an opportunity to be heard by the Executive Board. In addition to the above fines, renters or guests that violate the Rules & Regulations may be evicted from the premises at the sole discretion of the Executive Board and/or Managing Agent.