

HARBORTOWN CIRCLE - CONDOMINIUM ASSOCIATION		
<u>CHART OF RESPONSIBILITIES</u>		
March 26, 2024		
	Association Responsibilities	Unit Owner Responsibilities
Limited vs. Commons Elements	"Common Elements" means all portions of the property except the units, including limited common elements unless otherwise specified.  An element that is for the general use of all or more than one specific resident. (Driveway, Lawn, Trees)	"Limited Common Elements" means a portion of the common elements so designated in the declaration as being reserved for the use of a certain unit or units to the exclusion of other units, including but not limited to balconies, terraces, patios and parking spaces or facilities.  An element that is for the specific use of the unit owner. (Doors, Windows, Porches, Balconies, Interior items)
Declaration of Condominium Bylaws & Chart of Responsibilities	Maintain and update as necessary. Enforcement.	Know the bylaws and abide by them.
Association Fees & Assessments	Ensure fees and assessments are paid on time, apply late fees and additional measures as needed.	Payment of fees are due on the first of each month. Late fees of \$25.00 will apply on the 20th of each month for any balance owed.  Assessment payments due dates may vary and will be communicated by the board if applicable.
<b>Association Policies - Compliance</b>		
Businesses	Businesses such as childcare centers, pet care or breeding are not allowed.	Board approval is required if the business will have an effect on the normal residential living accommodations such as noise and personal traffic.
Meeting / Minutes of the board	Board meetings are held on a (quarterly, as needed). Minutes will be reviewed by the board and emailed to unit owners.	Read the minutes.
Part-time Residents and Vacant Units	Ensure units are maintained	Monthly inspections are to be done by the person of the owner's choice to prevent damage to the unit (i.e. furnace not working, water damage). Water to the unit must be shut off at the main shut valve to the unit. Heat must be set at a minimum of 65 degrees from September 15th to April 15th. Contact Information of the responsible party must be provided to the Property Manager and Board.
Renting or Family occupied Units.	Enforcement of Policy. Steep fines and action may occur for violation of this rule.	VRBO's or the like are not permitted. Family occupied units for immediate family members are permitted. Board Approval is required. Please fill out a board request form. Contact information must be provided to the Property Manager and Board. Ensure residents have and know the association's rules and regulations. <b>Short term renting Airbnb and similar renting services are not allowed, a fee of \$900 will be assigned to owners who rent the properties.</b>
Selling of Condo Unit	Provide documentation requested for the sale of the unit.	Must let the Board and Property Manager know it is for sale, who the realtor and attorney that is being used. The new owner's name and contact information must be provided to the board and property manager.
Vehicles	Enforce Policy	Any motorized vehicles must be registered with current licenses and insured. Vehicles must be in working condition. Failure to meet these may result in towing of the vehicle. Checking of the fluids to ensure leaks are not occurring.
Security Cameras	Enforce Policy	Cameras such as Ring or Nest may be installed for security reasons. Please see the policy on security cameras.
<b>Envelope of Units</b>		
Attics	Attic Structure - Trusses, Rafters, Floor Joists, Sheathing, Ventilation, Insulation	Items cannot be stored in the attic. Any items found will need to be removed and are the responsibility of the resident.
Crawl Spaces	Foundation, Sump Pumps.	Sump pumps need to be checked on a regular basis to ensure they are operating. Failure to do this and resulting damage is residents' responsibility. Items cannot be stored in crawl space.

Doors - (Entry and Garages)	Enforcement of Policy	Maintenance and replacement of garage door openers.  Door replacement. New installations or renovations need board approval.
Enclosed Porches, Decks, Balconies, Patios, Chimney Stacks and Garages	Maintenance of walls, siding and building elements attached to them.	Maintenance of patios, decks and balcony surfaces and integral to the walls.  State Law and City Ordinances Bans Open flame devices on these areas. These include gas and charcoal grills, fire pits and heat lamps. Grills must be 10 feet away from building structure when in use.  Any Improvements, additions and maintenance will need a Landscape Change Request form submitted for board approval. Items such as baby pools, wind chimes, clothes hangers etc are not allowed and such other items need board approval.
Exterior Building Appearance	Maintenance and repair	<b>Any homeowner improvement which affects the appearance in any way, i.e., windows, doors, shutters, garage and yard lights, driveways and sidewalks, yard decorations &amp; outdoor furniture, etc., must first have Board approval.</b>
Exterior Walls and Chimney siding. Chimney stack.	Building maintenance and repair of siding.	Chimney stack
Exterior Water Service	Repair and Maintain exterior spigots	Intention is for watering of flowers and resident use within reason. The association pays for the water used from these spigots. Individual use for watering landscaping by individual units is permitted. All other use is PROHIBITED.
Gutters and Downspouts	Cleaning, painting and repairs	None
Roofs, Rafters, Trusses, Joists and Exterior Walls	Association Responsibility	No lines or holes are to be cut or draped on the siding or roof. Cable lines are to be run inside the unit.
Windows	Enforcement of the policy	Maintenance of windows. Replacement of windows must be approved by the board. All windows must be appropriately covered with a curtain, drape, shades or blinds. No sheets, towels, paper or such items are allowed.
<b>Insurance</b>		
Insurance - Association	Buildings and liability coverage, exclusive of earthquake and flood damage.	Unit interior, personal property and personal liability
Insurance - Unit Owner	Maintain copies of each unit's current Insurance Declaration Pages showing insurance coverage.	Provide current Insurance Declaration Pages yearly showing insurance coverage for the unit.
<b>Landscape &amp; Appearance</b>		
Lawns	Mowing, trimming, fertilizing, leaf removal and repair	General upkeep with trash
Mailboxes	None – Owned by the Post Office	No Advertisements
Outdoor Lighting and Electrical service	Maintain and Repair up to and including the meter and streetlights. The association will replace light bulbs on the post lights and garage fixtures. Fixtures will also be the responsibility of the association.	Patio Lighting. Electrical service beyond the meter.
Personal Plantings	None	Personal plantings such as flowers and small shrubs next to buildings are permitted. Any other plantings need board approval.
Trees and Shrubs in the Commons Areas	Trees and pruning. Lawn maintenance waste	Repair and Replacement -- New installations or renovations need a Landscape Change Request form submitted for board approval.
<b>Owners &amp; Association Utilities and Services</b>		
Air Conditioning	None	Air Conditioning maintenance, repairs and replacement.
Cable and Dishes	Enforcement of the Policy	Board Decision Needed.
Carbon Monoxide, Smoke Detector & Fire Extinguisher	Enforcement policy as needed	Ensure there is a working Carbon Monoxide detector, Smoke Detector and preferably a fire extinguisher.  Batteries should be replaced each fall when the time changes for both items.
Dryer Vent Cleaning	Enforcement policy as needed	Proof every three years by sending a copy of an invoice from a licensed and insured contractor. A fine for noncompliance of \$20.00 per month will be added onto the units account until fulfillment.

Furnace Maintenance	Enforcement policy as needed	Proof by December 1st, by sending a copy of an invoice from a licensed and insured contractor. A fine for noncompliance of \$20.00 per month will be added onto the units account until fulfillment.
Garbage and Recycling Removal	Garbage and Recycling service is provided or Resident Responsibility	Household waste. Individual garbage service, yard waste, i.e., planting beds. Large items such as mattresses and excessive boxes need a separate pick up by an independent contractor.
Gas	Maintain and repair up to and including the meter.	Maintain and repair after the meter and owner caused issues.
Parking Lot and Driveways	Association Responsibility	Washing cars with detergents (affects the lake) Check cars regularly for fluid leaks Park cars in the designated parking areas. Not on the street. <b>Parking in front of the fire hydrants is prohibited at all times. A fine will be issued.</b>
Pest and Animal Control	Enforcement policy as needed	Pest and animal control and any damage resulting therefrom.
Radon	Enforcement policy as needed	Remediate excessive radon readings at condo owners' expense.
Sanitary Lines	Maintain and repair sewers from the cleanout to the main sewer if damaged by natural causes, i.e., tree roots, broken tile	Maintenance and repair of interior stoppages and homeowner caused exterior stoppages.
Snow Removal	Two inches or more of snow fall. Ice Melt is dependent on conditions of the storm. Each snow removal and ice treatment is treated uniquely depending on the weather conditions and predictions. Items that are cleared are driveways, entry sidewalks and access to mailboxes.	Contractors will shovel and apply ice melt after certain amounts of snow fall and / or ice. Residents are also asked to apply ice melt and remove snow on their sidewalks in between times when the contractor is servicing.
Solar and Wind Turbines	Enforcement policy as needed	No solar and turbines are allowed.
Water	Maintain and repair up to and including the meter	Maintain and repair after the meter and owner caused issues.
<b>Rules</b>		
Noise	Enforcement of Policy. Steep fines and action may occur for violation of this rule.	During normal resting hours please do not use laundry machines, limit vent fan activity to less than 10 minutes, and keep music and TV volume low. Your neighbors will do the same.
Pets	Enforcement of the Policy	Having a pet brings with it your responsibility to clean up after it, maintain control of barking inside and out, and restrain it from leaving the immediate area of your unit. When walking your pet, please use a lease. While your animal may be friendly, sudden movements or noises by others can result in an animal reacting violently. It is your charge to keep your pet under control. <b>DO NOT ALLOW CHILDREN YOU DO NOT KNOW TO APPROACH YOUR PET WITHOUT YOUR PERMISSION.</b>
Speed Limit	Enforcement of the Policy	THE SPEED LIMIT on the circle is 15 MPH, PLEASE COMPLY. We have several small children in the area who will dart into the street without notice. Limit vehicle noise, avoid revving the engine and other fast start noises at all times.
Wildlife	Enforcement of Policy. Steep fines and action may occur for violation of this rule.	Feeding of wildlife is prohibited.
* Note: Board approval means that the Board must be notified in writing and the condo owner receives written approval from the board. These responsibilities may be enforced by fines and / or legal action as deemed necessary. The Chart of Responsibilities and Fines may be adjusted by board approval.		
SUMMARY: We want to encourage everyone to be involved in the association. These responsibilities are put in place to maintain a consistency which the current board, past boards and input from residents have suggested so the community can maintain a standard appearance and improve upon. Thank you. The Board of Directors		