

HARBOR LIGHTS RULES APPLYING TO CONTRACTORS, SERVICE PERSONNEL AND HANDYMEN.

The Board and Management hope that this will serve as a guide for you when you are on our property.

WORKERS SERVICING A UNIT MUST CHECK IN WITH THE OFFICE BEFORE WORK IS STARTED. IF AFTER HOURS, CALL 871-8602 AND SECURITY WILL MAKE NECESSARY ARRANGEMENTS FOR ACCESS. (WATER OR ELECTRIC MAY HAVE TO BE TURNED OFF, WHICH INVOLVES OTHER UNITS)

C. BUILDING MODIFICATIONS

1. Prior To The Beginning Of Work:

Please consult with the Manager to receive Board approval for any modification to a unit.

- a) Some modifications may require consultation with the Board to receive approval for the installation, prior to the beginning of work. Please submit your proposed plan to the Board of Directors in writing.
- b) All building contractors/vendors/plumbers/electricians servicing units **MUST** report to the office before starting any work. (Water or electric may have to be turned off, which involves other units). If weekend work is planned, please notify the office in advance. Licensed contractor's must present license to the office before starting work.
- c) Construction or repair work (such as allowed within rules set forth in the Declaration of Condominium Ownership) which might cause disturbing noises must be carried on between the normal working hours of Monday – Friday: 8:00 a.m. - 6:00 p.m.

2. Licensed Contractors

Our insurance requires that licensed electricians, and plumbers, etc. be used to avoid hazards and problems.

3. Guide to Modifications

- a) No awning, air conditioning units, or other projections shall be attached to the outside walls or windows of any building or to the exterior of any door.
- b) No personal radio, television or other antennae will be erected or installed on, or anywhere within the property.
- c) No structural alteration or addition to any unit which is visible from the exterior of the unit, nor any alteration or addition to the common elements may be made without the prior written approval of the Board.
- d) Interior structural modifications to the unit, which include electrical or plumbing modifications, must receive board approval **prior to the work commencing**. The Board of Directors reserves the right to retain the services of a qualified contractor to inspect the work to be assured that there has been no damage to the structural integrity of the building

or systems, and that all work is in compliance with local codes and ordinances. The cost of the inspection shall be the responsibility of the unit owner.

- e) No removal or cutting into any bearing wall will be permitted. No modifications to electrical or plumbing systems can be made without prior Board approval. Requests must be in writing. Only Licensed electricians and plumbers can perform these modifications.
- f) A certificate of insurance from each company working on the Harbor Lights property must be registered with the office, showing the amount of liability coverage.
- g) Owners wishing to replace their louvered windows with sliders should contact the manager for the correct specifications of board approved windows. The window replacement policy is available from the Harbor Lights Office. Any new windows to be installed must conform on the exterior with either almond vinyl or aluminum framing . **Consult with the Board to receive approval for the installation, prior to the beginning of work.**

Note: If you intend to do any kind of construction in your unit, it would be courteous to inform your nearest neighbors, each side, below and above before work commences.

Rubbish

It is not acceptable for Contractor's waste to be disposed of in the dumpsters. Contractors should make arrangements to have their own dumpster brought in, or take the waste directly to the dump.

One-way System

For greater safety and security of our residents, Harbor Lights has a one way system for vehicles entering and leaving the property. All vehicles enter through the main gate, turn left and continue driving clockwise around the property to their parking stall. All guests and delivery companies are expected to follow these rules.

There is an exception for vehicles parked on the south side of the "D" building. These vehicles must observe the one-way system to park, but may exit by driving in the direction of the college to the exit gate. Care must be taken when turning right into the flow of traffic to leave by the exit gate.

Speed Limit

The maximum speed limit on Harbor Lights property is: **10 M. P. H.**

Large Vehicles

- b) Boats and/or large trailers, large buses, or over-sized trucks(semi's) shall not be parked permanently anywhere on the property or the Annex Parking Lot. Large vehicles may temporarily enter the property for not more than two (2) hours to assist with moving in and out of units or other maintenance tasks.

Traffic Control Spikes

- a) **TRAFFIC CONTROL SPIKES ARE INSTALLED TO PREVENT ILLEGAL ENTRY THROUGH THE EXIT GATE. HARBOR LIGHTS MANAGEMENT, BOARD OF DIRECTORS AND AOA ARE NOT RESPONSIBLE FOR ANY DAMAGES SUSTAINED TO A VEHICLE THAT ENTERS THE EXIT GATE OR FOR ANY DAMAGE CAUSED TO TIRES BY ENTERING OR STOPPING ON THE SPIKES.**

b) INJURY CAUSED TO PEDESTRIANS ENTERING THE PROPERTY THROUGH THE VEHICLE ENTRY AND EXIT GATES IS NOT THE RESPONSIBILITY OF HARBOR LIGHTS MANAGEMENT, BOARD OF DIRECTORS OR AOA.

8 Tow Away Zones

Please familiarize yourself with the “No Parking “, “Active Loading Zone”, “Tow Away Zone”, and “Fire Zone” areas designated by signs or red or yellow paint. Residents and vendors must have a written temporary sticker from the office authorizing the vehicle to be left unattended in the loading zone. Leaving your car unattended or failure to get a temporary parking permit will result in your car being towed. Cars are never permitted to be parked in the “Tow Away Zone” . This is cause for the immediate towing of the vehicle. Loading zones are for active loading and unloading ONLY. Flashers must be on if your are loading or unloading to indicate you are actively loading/unloading.

Thank you for your attention to these rules.

MANAGEMENT AND BOARD OF HARBOR LIGHTS