



Dear New Owner,

Welcome to the Harts Cove Homeowners' Association (HOA). We are glad that you have chosen Harts Cove as a home base, vacation, or rental property. This packet contains basic information regarding ownership and maintenance for your new property, but we are never more than a phone call away, (864) 654-3333, to answer questions or address concerns that you may have. A copy of the Rules and Regulations have been incorporated which was approved and adopted in March 2019.

Management

The HOA is managed by Advantage Property Management, LLC dba APM Clemson (APM). Their office is located at 391 College Avenue, Suite 103, Clemson, SC 29631. They can be reached at (864) 654-3333 twenty-four hours a day, seven days a week (24/7).

Monthly HOA Fees

Regime fees are due on the 1st of each month and are considered late if payment is not received by the 30th day. Interest on past due fees will accumulate at a rate of 10% per month for the first sixty (60) days beginning on the 31st day after the billing date. Beginning on day 91 past due, interest will accrue at a rate of 14% per month. There is also a \$36 NSF (Not Sufficient Funds) fee for any returned check.

Access to Units at Harts Cove

The HOA must always have access to your unit for emergencies, pest control, water testing, etc. So, it is important that you provide keys and/or codes for interior and exterior doors to the HOA to ensure access to your unit in a timely manner when necessary.

Monthly and Quarterly Pest Control

The HOA performs quarterly pest control for each unit in the complex in the months of March, June, September, and December all of which are subject to change pending the availability of the extermination company. Spraying is alternated between interior and exterior each time. Notices will be posted at each building with the date of the extermination for all residents to see. The chemical is not harmful to pets or humans.

Owner Maintenance Program (owner expense)

The Harts Cove Board of Directors has implemented an Owner Maintenance program that will help in reducing the number of leaks from upper units into lower units which creates unnecessary expense for owners involved. The outline of the program is below:

- a. Supply lines - replace on ice maker, toilets, sinks
- b. HVAC - replace filters and coolant, maybe HVAC units
- c. Water heater - replace/maintenance pop-off/relief valves, switches, unit, condensation drains
- d. Dryer vent pipe – clean out
- e. Install dehumidifiers in terrace units to help with moisture issues

Parking

There are specially marked visitor parking spaces marked with “V 🍁” so residents can have guests while living at Harts Cove. Please follow the parking rules in the General Information section of the Rules and Regulations included in this correspondence.

Amenities

Harts Cove has amenities available to property owners as well as tenants that include a clubhouse, basketball court, volleyball court, gas grills, fitness equipment, swimming pool, boat dock, swim dock, and water access. The best way to ensure future availability of these amenities is for owners, tenants, and property managers to work together. Timely communication is vital in providing a welcoming, usable, safe environment for all those who enter. Suggestions are always welcome throughout the year and at the annual meeting which will be scheduled sometime mid-fall (barring any unforeseen situations). Amenities are available everyday (with a couple exceptions), however, some require scheduling and fees – clubhouse and boat slips/parking.

Clubhouse

Clubhouse amenities include a fitness center, entertainment area, and game room for owners, tenants, and their guests. All guests must always be accompanied by the owner or tenant. The Clubhouse may also be reserved for owners, residents, and/or tenants for special occasions such as parties, showers, meetings, etc. Reservations require a completed application and refundable deposit (restrictions may apply) of \$150 to cover expenses when necessary.



Harts Cove Homeowner's Association
391 College Avenue, Suite 103 ♦ Clemson, SC 29631



Please call APM to verify availability on your date; as soon as we receive the completed application and fee, your event will be placed on the HOA calendar. Signs will be posted to alert everyone entering, but it does not, however, bar entrance by anyone authorized to use the amenities held inside.

Boat Slips and Boat Parking

Harts Cove has access to the water and shoreline attached to the property. There is a boat dock and a swim dock for use by owners, residents, and tenants as well as their guests when accompanied by the authorized person. There are 14 boat slips and 15 boat parking spaces available to rent for \$75/\$50 per month for owners or tenants. Simply contact the management office of Advantage Property Management, LLC to receive an application and to verify availability. Once your application, first month's rent check, and all other required documentation has been received and posted, you may begin using your assigned slip. *Please note that if you use the boat dock for an extended period without following this application process, watercraft will be towed at the owner's expense.*

Please feel free to contact our office at any time with questions or concerns.

Respectfully,

Wallace Martell
APM Clemson



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Owner Information Sheet

To ensure effective communication with our homeowners, we ask that you please take a moment to complete the form below and return it to APM Clemson, 391 College Avenue, Suite 103, Clemson, SC 29631. You may also fax the form to (864) 654-3379 or email to darlene@apmclemson.com.

Thank you!

Harts Cove Address _____

Owner's Name _____

Mailing Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

Use of property Owner residence Owner 2nd residence Rental-mng'd by _____

Tenant Name(s), if applicable

Additional Information / Special Instructions for unit _____

Suggestion for special projects of capital expenditures _____



RULES AND REGULATIONS

To create the most desirable atmosphere possible, the Harts Cove Homeowners' Association (HCHOA) has adopted amended rules and regulations for the guidance of all owners, guests, and tenants. Please note that violators will be fined for infractions as indicated below.

FINES

1. **PETS:** All pets must be registered with the Owner/Management Company of your unit. Restricted breeds include Pit Bull, Doberman Pinscher, and Rottweiler. Fines issued:
 - a. **FINE \$50.00** Unleashed pets
 - b. **FINE \$50.00** Pets unattended on balconies or patios
 - c. **FINE \$50.00** Failure to cleanup pet waste from the grounds
2. **TRASH:** All trash bags must be tied and placed in the dumpster. **UNDER NO CIRCUMSTANCES** may trash be left on the stairs, landing, decks and patios, or on the dumpster pad. **FINE \$25.00**
3. **BEER KEGS:** Beer kegs (empty or full) are not allowed on the premises. **FINE \$200.00**
4. **BALCONIES:** No clothing, trash, or any other items shall be hung from the decks or porches. No hammocks shall be mounted to walls or rafters...**ONLY** patio furniture will be allowed. Objects in violation may be removed with notice. **FINE \$25.00**
5. **NOISE:** Noise from televisions, stereo equipment, musical instruments, and talking should be kept at a minimum always and **MUST NOT DISTURB OTHERS**. No Unit Owner, Owner's family, guests, invitees or tenants, shall make or permit any disturbing noises in the building nor permit any conduct by such person(s) that will interfere with the right to quiet enjoyment of other units' residents. **FINE \$50.00**
6. **RECREATIONAL FACILITIES:** Owner or tenant shall permit family members and invited guests, to use the recreational facilities, **ONLY** if accompanied by owner or tenant. Failing to comply with or allowing family or guests to disregard posted rules for the swimming pool, swim dock, clubhouse, fitness center, game room, computer lab, or parking areas will **NOT** be permitted. **FINE \$100.00**
7. **GRILLS:** Grills are not allowed. According to the International Fire Code Section 308.3.3, "charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within ten (10) feet of combustible construction." **FINE \$50.00**
8. **FIREWORKS:** No fireworks allowed on HC property, U.S. Army Corps of Engineers property, or docks. **FINE \$250.00**
9. **SPEEDING:** Reckless driving (i.e. speeding, tire squealing, etc.) and/or driving over landscaped areas will not be tolerated. **FINE \$100.00**
10. **BICYCLES/MOTORCYCLES/MOPEDS:** Bicycles are not to be chained to the stairs. Motorcycle owners must protect pavement from kickstand puncture marks during warm weather. Under no circumstances are bicycles, motorcycles, or mopeds to be parked in hallways, on balconies or stairways. Vehicles in violation will be removed at the Owner's expense. **FINE \$50.00**
11. **CIGARETTE BUTTS:** All levels will be given a 24-hour notice to clean out flowerbeds and lower levels. If not cleaned, **ALL LEVELS WILL BE FINED. FINE \$25.00**



GENERAL INFORMATION

1. **PETS:** All pets must be registered with the Owner/Management Company of your unit. Restricted breeds include Pit Bull, Doberman Pinscher, and Rottweiler. Limit of 2 pets per unit. See Pet Policy.
2. **PARKING AND VEHICLES:** Parking in the fire lanes, No Parking Zones, and landscaping is prohibited.
 - Boats and trailers are **ALLOWED** in the designated areas and must have a decal from Death Valley Towing.
 - Mobile homes, vans, and commercial vehicles are **NOT PERMITTED**.
 - Vehicles which cannot operate on their own power or unlicensed vehicles shall not be permitted at the condominium.
 - Repairing or washing of vehicles is prohibited.
 - ALL residents must properly display a parking decal obtained from Death Valley Towing.
 - ALL visitors must park in spaces marked with "V 🚗".
The lot is randomly patrolled by Valley Services (864) 654-4544. Vehicles violating this paragraph shall be removed at owners' expense, without notice.
3. **SOLICITATION:** There shall be no solicitation by any person anywhere in the complex for any cause or charity.
4. **COMPLIANCE:** Every unit owner and occupant shall comply with these Rules and Regulations and revisions hereto, which from time to time may be adopted. Failure of unit owner or occupant to comply shall be placed on notice of grounds for action that may include without limitation, an action to recover sums for damages, injunction relief, and/or any combination thereof.
5. **POOL RULES:** No swimming after dusk. No glass at pool. Only invited guests are allowed. No alcohol allowed in or around swimming pool. Do not leave trash on the pool property, place ALL trash in cans.
6. **SECURITY:** Promptly notify HCHOA at (864)654-3333 of any suspicious people or unusual activity on the premises. After hours, notify the Oconee County Sheriff's Department at (864)638-4111.
7. **FIRE PROCEDURES:** If you discover a fire in your unit or on Harts Cove property, please do the following:
 - Immediately call the fire department (9-1-1) and tell the dispatcher the floor and unit number, or other location, as well as your name and address.
 - Without delay, leave the building, or proximity, and be sure to close the door behind you, leaving it unlocked. Alert other occupants in the building or area immediately.
 - Notify Advantage Property Management (864)654-3333 and your landlord if time permits.

THESE RULES AND REGULATIONS WERE ADOPTED FOR THE GOOD OF ALL IN HOPES THAT LIFE AT HARTS COVE IS BOTH PLEASANT AND COMFORTABLE FOR YOU AND YOUR NEIGHBORS. YOUR COOPERATION AND REGARD TO THE AFORESTATED ITEMS IS APPRECIATED. THESE RULES WERE ADOPTED BY THE BOARD OF DIRECTORS OF HCHOA.

We, the undersigned, state that we have received these Rules and Regulations, that we have had a chance to read them, and that we understand them. We understand that these Rules are a part of our Lease Agreement, and we agree to comply fully with all the requirements of our Lease Agreement including these Rules and Regulations.

Resident: _____

Date: _____

Property Manager: _____

Date: _____



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Boat Slip/Parking Rental Agreement

Boat Slip & Parking Rental Fee \$75* Slip/Space Number: _____

Boat Parking Only \$50* Parking Space #: _____

*Boat slip/parking rental fee is due on the 1st of each month.

Make checks payable to: **Harts Cove HOA.**

Renter's Name _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-mail Address _____

Owner's Mailing Address _____

Harts Cove Address(es) _____

Description of watercraft _____

Checklist

Copy of boat registration Proof of insurance Copy of driver's license

Photo of watercraft Parking decal from Death Valley Towing

Approved by _____

Date _____

**Decal required for boat and boat trailer – available from Death Valley Towing – 864-654-4544.*

***Please contact APM) if you no longer wish to rent the boat slip.*



Clubhouse Rental Agreement

This Agreement is between _____ and Harts Cove Homeowner's Association (HCHOA) for usage of the Clubhouse on _____, 20____, between the hours of _____ and _____ with actual event hours from _____ and _____.

We agree to the following terms:

- a. A **refundable deposit of \$150** is due with this Agreement upon completed reservation.
- b. Security Guard requirement waived for this event.
- c. All trash, debris, decorations, etc. must be cleaned up and removed and placed in the on-site compactor.
- d. All furniture must be returned to its original position.
- e. Trash bags are not provided. You must bring your own. Trash cans are limited so you may want to bring additional containers.
- f. Facility, including Restrooms, should be in the same condition as when you arrive on-site.
- g. Inspection will be completed and deposit returned within 15 days after your event.

Contact Signature

Date

Contact Printed Name

Contact Email Address

Contact Phone

APM Representative Signature

Date