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# Harleston Place

## Basic Rules and Regulations

January 2019

### **PARKING**

Each home is allowed **two parking** passes. However, there are not enough spaces to accommodate two cars for every home and every effort should be made to use garages and driveways first. Cars are allowed to be parked in the designated parking areas on our street and the blue Harleston Place pass **MUST** be displayed from the rearview mirror. Commercial vehicles, boats, buses, trailers, and recreational vehicles must be parked in garages out of view. For those owners who have tenants, it is your responsibility to give them the parking passes and to get them back before they leave. Parking passes can be obtained from Read & Read at (843) 577-5400 at a cost of \$50 each. For additional parking on the streets outside of our neighborhood, Homeowners or Renters can apply for a maximum of two Residential Parking Decals from the City of Charleston by calling 843-724-7375.

**= Cars without Harleston Place passes will be towed at the owner's expense. =**

### **Garbage / Recycling Containers**

Please keep garbage and recycling containers **OUT OF SITE** in your garage or storage room. Put out for pick up **NO EARLIER** than 5 PM the night before and put out of site within 24 hours. Garbage pick up is every Monday and Recycling is every other Tuesday. New containers may be obtained from the City of Charleston; contact 843-723-2278. For pick up schedule, see latest Curbside Recycling Schedule.

### **Street Trash**

Yard debris and large items should be put out only on the other side of Beaufain St, close to the south west corner near Lockwood Blvd. Put yard debris in brown paper yard bags. Pick up is on Monday, so put out Sunday night or Monday morning. Watch for holidays, which tend to move the pick up, one day forward.

### **Landscaping**

Our landscape company is responsible for maintaining the existing landscaping and irrigation system in the commons area to include mowing, fertilizing, edging, pruning, insect control, mulching, and over seeding. Please help to make the areas around your unit as attractive as possible. It is the responsibility of the homeowner to maintain their own courtyard area and any planters in pots or boxes by the front stairs. Contact the current Board President with any concerns or special requests.

### **Trimming of HOA Trees**

Trimming of any trees located on HPHOA common property (anything outside of your courtyard) **must be approved** with the HPHOA Board.

### **Irrigation Problems**

Report any malfunctioning sprinklers to the current Board President.

### **Pest Control/Termite Bond**

Monthly pest control treatment is the responsibility of each owner and as such everyone is encouraged to have this treatment done.

Your regime fee covers an annual termite inspection and termite control. You will be notified of the date of inspection. If the date is not suitable, you can schedule a different time by calling the pest control company: Atlantic Pest Mgt, 843-795-4010. **Important:** Atlantic Pest must be notified before any construction to your house.

### **Dogs:**

Dogs must be on leashes, while out. Please pick up after your dogs.

### **Mailbox Lights**

**Please leave your lights above your mailboxes on at night.** This provides for a safer environment. An inexpensive sensor, found at Lowes, that fits between the socket and bulb will allow your light to come on automatically when the switch is left in the on position.

### **Exterior Painting**

As long as you are painting your residence the same color, no prior approval is needed from the Harleston Place Board. The City of Charleston Board of Architectural Review requires a building permit even if you plan to do the work yourself. If you are changing the color, you will need approval from both the BAR and the Harleston Place Board before beginning work. Please allow two weeks for the Board to approve any changes. Poor exterior condition not only affects the value of one unit but also the rest of the units in the complex.

### **Contractors**

Contractors are responsible for removing debris from any work on your home and may not put it out on the street. If there is any work that requires multiple vehicles and/or cranes, NEIGHBORS MUST BE NOTIFIED ONE WEEK IN ADVANCE.

### **Outdoor Clothes Drying**

Outdoor drying of clothing, bedding, beach towels, etc. is permitted as long as it's within the property owner's own courtyard and not visible to the neighbors.

### **Loud Noise**

No loud noise or offensive activity that may become an annoyance or nuisance to the neighbors is permitted. Common courtesy should be observed in respect for your neighbors. The City of Charleston has a very effective ordinance that is strictly enforced.



### Move-in / Move-out

NEIGHBORS MUST BE NOTIFIED & please be considerate; Large moving trucks should be coordinated with neighbors and no trash left out.

### Signage

No advertising signs are permitted on any part of the townhouses except for one "For Sale", "For Rent" or "For Lease" sign in front of the unit inside Harleston Place and/or one outside of the unit on the bordering public street. Small political signage is permitted no more than **30 days before** an election and must be removed within 24 hours after the election. In the case of a run-off, the same 30-day rule applies.

### Unit Sales

In the event of a sale of a unit, it is the responsibility of the seller(s) to provide buyer(s) with copies of the Covenants & Restrictions, the General Rules, two parking passes (\$50 replacement fee per pass payable by seller to Harleston Place HOA) and notification to listing realtor of \$50 transfer fee payable by buyer to Read & Read at closing (listing realtor should have this in MLS Remarks). In the event there is a regime fee increase/decrease, it is the responsibility of the seller(s) to notify their listing agent. Copies of the Covenants & Restrictions and General Rules are obtainable from Read & Read.

### Phone Numbers

Please provide your **phone number and email address** to the President of Harleston Place and Pat Moran at Read Realty. We don't publish this number or spam you. It's to let you know **in case of emergencies**, such as the recent floods, street closures, neighborhood thefts, and related police reports, as well as the occasional house gathering.

### Annual Meeting

Notice of the annual meeting will be sent at least thirty days before the meeting. Residents are encouraged to attend.

### Property Management

Read & Read, Inc., Realtors (843) 577-5400, 37 Broad Street, Charleston, SC 29401

Signed and witnessed this 9<sup>th</sup> of January, 2019

Patricia T. Moran  
Witness

PC Coker  
Cooper Coker, President  
Harleston Place HOA