

Eastport Homeowner Association Rules, Regulations and Policy

The intent of the rules and regulations is to protect the value and desirability of the property and to create a safe environment for owners and residents of Eastport. They are based on the Declaration of Covenants, Conditions and Restrictions of Eastport and are applicable to all owners, tenants and guests within the Eastport community. **Homeowners are responsible for ensuring their adherence and are held accountable for violations by their tenants and guests as well.**

General Provisions

- Association dues shall be paid by the first day of the month. Payments not received by the 15th day shall be considered delinquent with penalties as described in the delinquency policy.
- Homeowners who rent their property are required 1) to furnish the association management company with their tenant's contact information 2) to update as pertinent.
- Twenty mile per hour speed limit applies to ALL vehicles.
- Dumping, including lawn debris, is **NOT** allowed in open spaces or common areas. **NO burning allowed.**
- Neither residents nor their guests should enter the holding pond, climb on the rocks or feed the wildlife.
- Owners are responsible for preventing the development of any unclean, unsightly or unkempt conditions of homes or grounds.
- Community walls and gates should be kept clear of climbing plants.
- Homeowners/pet guardians are required to clean up after their pets. Pets must be properly leashed and escorted at all times.
- Trash containers shall be kept out of view except when brought to curb for pickup.
- Patios and driveways should be clear of debris.
- Residents should be mindful that our streets are owned by the city and are subject to city regulations. Streets may not be blocked or have any obstructions on them. Residents are responsible for keeping recreational items; e.g. toys, basketball goals, bicycles, etc. out of streets.
- **NO** solicitation is allowed without permission of the HOA.
- Excessive noise is not permitted.
- Yard/garage sales are prohibited unless initiated by HOA.

Delinquency Policy

- Twenty dollar late fee will be charged if assessment payment is not received by the 15th and each month thereafter for three months. At the end of ninety days, a lien will be filed. An additional one hundred dollars will be charged.

Clubhouse

- Clubhouse usage, rental and rules are attached.

Parking

- Driveways are intended for the use of individual residents and their guests for vehicles ONLY.
- Recreational vehicles, boats, trailers are not permitted to be stored anywhere in Eastport without written consent of the HOA.

- ALL parked vehicles must be operable, have current inspection stickers, and tags at all times. HOA reserves the right to have any inoperable vehicle towed at the vehicle owner's expense.
- Neither tractor trailers nor commercial vehicles can be parked on Eastport premises.
- Vehicles should be parked in driveways. No extended overnight parking is allowed on streets unless approved by HOA.
- Vehicles shall not be parked on grass or in the common areas and will be towed at owner's expense
- Vehicle repairs should be conducted in resident's garage, not in the driveway. Repairs should not be visible from the street.

Architectural

- External structural modifications of any unit must have written approval of the HOA.
- While temporary lights can be displayed, no permanent ones can be installed.
- Additions to existing structures, or any within the common areas, must have written approval by HOA.
- Additional plantings in front of units shall be done only in bedding areas. Plantings in the backyard areas behind the privacy wall are the owner's choice; however, they shall not encroach on any other owner's property.
- Except for small security alarm notices, commercial signs or advertisements are prohibited in common areas and at residences. Alarm notices must be situated such that they do not interfere with landscaping services. Residents are responsible for following NC statutes regarding display of political signs.

Enforcement

- Penalties for failure to comply with these rules and regulations, together with the by-laws and restrictive covenants of Eastport HOA are: 1) verbal notification, 2) written notification, 3) fines for continued noncompliance shall be \$25 for each infraction.
 - A. Unauthorized vehicles \$25 per day
 - B. Trash Cans \$10 each violation
 - C. Parking \$10 each violation
- Costs of enforcement including legal counsel shall be paid by the homeowner. (Covenants, Conditions, & Restrictions, Article V)

Appeal Process

- Upon receipt of a written notice of violation, homeowners may request a hearing with the Board. This shall be submitted within ten days of receipt of violation.

Revised 7/16/21

RULES FOR EASTPORT CLUBHOUSE USE

The reserving homeowner will be held responsible for any and all infractions of the following rules

1. NO smoking in the clubhouse nor on the clubhouse property
2. The Reserving Homeowner must be present at the event
3. The clubhouse MAY NOT be rented to outside groups or parties
4. The Clubhouse is to be left in clean condition using the itemized "Eastport Clubhouse Post Rental Event Checklist" which must be returned to Roxana Miller with the clubhouse key the day after event use.
5. Furniture must be returned to their original locations within the clubhouse
6. Folding tables and chairs are available for use but must be returned to the storage closet during cleanup
7. No furniture is to be taken outside
8. A fee for any damage will be charged to the Reserving Homeowner
9. Cars attending the event must not block driveways nor block streets (Ample room must be left for emergency vehicles and cars may not park opposite any driveway)
10. Use of the Eastport Event parking signs is encouraged (located in the storage room)
11. All garbage and trash must be removed from the property after event use

RESERVATION GUIDELINES:

- Each Eastport residence is allowed one event use per calendar year without any charge however a fee of \$50 will be required for each additional event use that year.
- Events involving 12 or fewer people will not be charged a fee but must abide by all other rules indicated herein
- A deposit check in the amount of \$100 must be provided at time of key pickup for ALL reservations (including zero fee events)
- Reservations for a single-use can be made up to 90 days in advance
- Reservations for an ongoing weekly-use can be made up to 30 days in advance
- The Clubhouse Key may be picked up on the day of the event
- Return Clubhouse Key and "Eastport Clubhouse Post Rental Event Checklist" the day after the event to Roxana Miller

For Reservations, Key pickup or Club house information contact:

**Roxana Miller
1313 Portside Drive
910-256-4319**

revised 5/13/2019

Eastport Clubhouse

POST-RENTAL CHECKLIST

- **Tables and Chairs cleaned and returned to the storage room**
- **Kitchen items:**
 - **Refrigerator**
 - **All Food removed**
 - **Spills wiped clean**
 - **Insure Temperature is set at: Refrig level C, Freezer #7**
 - **Dishwasher**
 - **Run wash cycle; Insure dishwasher off**
 - **Empty dishwasher, Put clean dishes away**
 - **Range/Stove and Microwave**
 - **Clean up any spills**
 - **Insure range & oven are both off**
 - **Run the Garbage Disposal until clear**
 - **Counters and Sink wiped clean**
- **Bathrooms**
 - **Clean toilets, sinks and floors**
 - **Insure Toilets are not running**
 - **Remove Trash**
- **Floors**
 - **Vacuum ALL floors and the area rug**
 - **Clean up any and all spills**
- **Return the event parking signs to the storage room**
- **Insure the Parking Lot and clubhouse Grounds have been cleaned up**
- **Remove all trash from the property**
- **Set thermostat at 78 degrees in summer/65 degrees in winter**
- **Turn off Ceiling Fans**
- **Turn off all interior and exterior lights**
- **Lock all doors**
- **Towels and table cloths – Launder and return to Roxana Miller**
- **Return the key to Roxana Miller 1313 Portside Drive - 910-256-4319**

revised 5.13.2019