



**HARBOR EAST  
PROPERTY OWNER'S ASSOCIATION  
HANDBOOK  
(August, 2023)**

**21 VISTA DRIVE  
MOUNT IDA, AR 71957**

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**OFFICE HOURS:  
TUESDAY – FRIDAY 8:00-4:00 PM  
SATURDAY 9:00-2:00 PM**

**Property Manager  
Jacob Thew**

**Office Manager  
Elise Siegler**

**Grounds Keeper  
Kent O'Neal**

## DIRECTORY

<b>THE POA</b>	<b>Page 4</b>
<b>HARBOR EAST HORIZONTAL PROPERTY REGIME</b>	<b>Page 4</b>
<b>ANNUAL MEETING</b>	<b>Pages 4-5</b>
<b>POA MONTHLY DUES</b>	<b>Page 5</b>
<b>CAPITAL ASSESSMENT</b>	<b>Pages 5-6</b>
<b>NEWSLETTER</b>	<b>Page 6</b>
<b>UNIT RENTALS</b>	<b>Page 6</b>
<b>POA PROVIDED SERVICES:</b>	<b>Pages 6-8</b>
▪ <b>Common Property Insurance</b>	
▪ <b>Security</b>	
▪ <b>Water</b>	
▪ <b>Trash</b>	
▪ <b>Wastewater</b>	
▪ <b>Roads and Grounds</b>	
▪ <b>Termite Policy</b>	
▪ <b>Postal Service</b>	
<b>IMPORTANT RULES AND REGULATIONS:</b>	<b>Pages 8-14</b>
▪ <b>Quiet Hours</b>	
▪ <b>Pools &amp; Courts</b>	
▪ <b>Unit Insurance</b>	
▪ <b>Right of Entry/Keys</b>	
▪ <b>Deck Policies</b>	
▪ <b>Parking</b>	
▪ <b>Unit Alterations and Improvements</b>	
▪ <b>Deck Alterations and Roof Extensions</b>	
▪ <b>Front Doors/Garage Doors</b>	
▪ <b>Storm Door</b>	
▪ <b>Windows and Skylights</b>	
▪ <b>Outdoor Lighting</b>	
▪ <b>Unit Maintenance</b>	
▪ <b>Chimney and Dryer Vent Inspections and Cleanings</b>	
▪ <b>Maintenance Services</b>	

- **Winterization of Unit**
- **Securing Unit**
- **Subdivided Units**
- **Satellite Dishes**
- **Speed Limit**
- **Motorcycles**
- **Trailers**
- **Motor Homes**
- **Signs**
- **Pets**
- **Fireworks/Firearms**

**DIAGRAMS OF UNITS AND COMMON ELEMENTS** **Pages 14-18**

**OWNER/CONTRACTOR GUIDELINES** **Pages 19-21**

- **Unit Owner’s Responsibility**
- **Contractor’s Responsibility**
- **POA/Unit Owner Roles and Responsibilities**

**COMMUNITY, SECURITY, AND  
EMERGENCY NUMBERS** **Page 22**

**SURROUNDING COMMUNITIES** **Page 23**

## **THE POA**

Welcome to our community! The Harbor East Property Owners Association, HEPOA, (a non-profit corporation) provides this “Handbook” for your information. We appreciate any feedback on how to better serve you.

Taking good care of our community continues to make Harbor East one of the most beautiful and breathtaking environments in Arkansas. As a condominium owner, your care and upkeep of your unit contributes to maintaining this special environment.

We know you will enjoy your time here with family, friends, and fellow community owners. Lifelong memories continue to be made, and we hope you will share yours with us so we can share with the community on our Website and Facebook pages.

Our Board Members, the Property Manager, Grounds Keeper, and Office Manager, are always available to answer questions or hear your suggestions.

## **HARBOR EAST HORIZONTAL PROPERTY REGIME**

Harbor East is located on sixty-two wooded acres on beautiful Lake Ouachita, a 49,000-acre pristine wilderness mountain lake located twenty-six miles west of Hot Springs National Park. There are currently one hundred eighty-eight condominiums nestled in natural forested surroundings. Amenities include one tennis court, four pickleball courts, and two swimming pools.

All owners of property within the Harbor East Horizontal Property Regime are Members of the Property Owners Association (POA). The POA office is located near the front entrance of Harbor East on Vista Drive. Members are encouraged to call or stop by with any concerns, questions, or suggestions. Not included in this Handbook are the HEPOA Master Deed and the By-Laws of Harbor East Property Owners Association, both of which can be accessed on the POA website. This Handbook is your quick reference to the current operational policies and services.

## **ANNUAL MEETING**

The Annual Meeting is held on the third Saturday of August each year at 9:00 a.m., unless changed by the Board. New Board Members are elected to replace the Board Members whose terms have expired, conditioned on there being a quorum present at the meeting.

A quorum is present when members owning 51% of the Total Basic Value of the Regime (as set forth in the recorded Declaration) are present in person or represented by proxy. Members unable to attend the Annual Meeting may vote by proxy. Proxy forms are mailed with monthly statements prior to the Annual Meeting and can also be accessed on the POA website. If you cannot be present, please complete the form by indicating the name of the person to whom you want to grant your proxy. You may submit your name for board consideration by completing a Board Application, which is available at the POA Office or on the website.

### **MONTHLY POA DUES**

Monthly POA dues are determined based on the percentage of ownership as described in the Harbor East Amended, Restated and Substituted Declaration of the Master Deed. The Board of Directors may adjust dues at any time based on the association's needs.

Members are billed at the first of each month for the POA dues which cover general maintenance of the grounds, buildings, trash pick-up, water, and sewer facility operations. An automatic bank draft for POA dues is available but not required. . If you wish to pay by bank draft, please contact the POA office for the form or download the form on the website.

Since the POA operates on a budget, keeping your dues current allows our POA to operate efficiently. A monthly late fee of \$25.00 is applied to delinquent accounts each month. When an account is delinquent for over 30 days, the Office Manager calls the Member and sends a follow up email confirming the call. At 60 days past due, a collection letter is sent to the Member.

If the Member is still delinquent after two billing cycles, the POA will shut off water to the unit involved and a two (2) percent monthly surcharge will be billed on the account balance until payment in full is received.

After the account is brought current, water service will be reconnected for a fee of \$50. Such reconnection is limited to regular office hours only. Should it be necessary to initiate court proceedings a \$100 administration fee will be charged the next billing cycle after papers are filed. This fee is in addition to any court costs and attorney fees awarded by the court.

### **CAPITAL ASSESSMENT**

Capital Assessments may be levied as determined by the POA Board. Capital Assessments will be posted to unit accounts on January 1<sup>st</sup> of each year. Unit Owners

have until March 31<sup>st</sup> of the year to pay their assessment. The Assessment funds cover expenses the POA is responsible for that are not covered by the monthly dues. As with monthly dues, your Assessment is based on your ownership percentage of the total Harbor East Property.

## **NEWSLETTER**

The Harbor East POA Newsletter is sent with the monthly statement. Check the newsletter to find out about the latest happenings at Harbor East and the community.

## **UNIT RENTAL**

Members may choose to rent their unit(s) to others. There is a \$150 annual surcharge per rental unit, which will be included on a monthly billing statement. Members desiring to allow rental occupancy of their unit must abide by the regulations stated in Article X section 10.02 of the Harbor East By-Laws and Master Deed. Renters, guests, and owners are to follow all rules and regulations of the Harbor East POA (such as: speed limits, quiet hours, parking, etc.). Please notify the POA office if your unit will be rented at any time during the year. If an owner allows rental occupancy, the owner is responsible for any damage to common property caused by renters or guests. If a renter or guest damages common property, the unit owner will be billed accordingly for the repair.

## **POA PROVIDED SERVICES:**

### **COMMON PROPERTY INSURANCE**

See Article VI section 6.01 page 15 of the By-Laws for insurance details and Article IV section 4.06 page 20 of the Master Deed for the definition of “Unit”. The POA maintains insurance on the building exteriors, grounds, and recreational areas. The insurance is written on the basis of all risk replacement cost coverage for both the common elements and the exteriors of the units.

This insurance is **not** intended to provide the insurance coverage that the unit owner will need for his or her unit’s interior construction and contents. The insurance provided by the POA will not cover any “Unit” construction or personal property within a unit.

### **SECURITY**

The POA pays for security patrols which are provided by Mountain Harbor Resort Security Staff. The security truck drives through the property several times a night.

Should security be called to respond to a disturbance at a unit, the Member will be billed by the POA for any additional cost resulting.

All Members should notify security if any suspicious activity is noted as part of our “neighborhood watch.” Security and emergency telephone numbers are listed at the end of the Handbook.

## **WATER**

The POA pays for the water for the entire development, which is provided by the City of Mt. Ida. The POA provides all maintenance on hydrants and fresh-water lines from the master meter to the individual units.

## **TRASH**

Pickup of bagged household trash is provided by the POA on Mondays during off-season and on Mondays and Fridays during peak season. Bagged trash must be placed inside the trash bins.

Please do not place Class 4 items (old grills, lawn furniture, carpet scrapes, wood items etc.) inside the bins. These items must be separated from household trash. Arrangements can be made to pick up larger trash items by calling the POA office.

## **WASTEWATER**

The Harbor East development is served by the wastewater treatment plant located behind the POA Office. There are fifteen lift stations throughout the property that carry wastewater to the treatment plant. Mounted on all lift stations is a red alarm light that notifies when there is a mechanical failure. If you notice an alarm light flashing, PLEASE call the POA office or call Mountain Harbor Security at 501-622-8247 or 501-622-8424. Flushing anything other than toilet paper, **including “disposable” wipes**, will damage the lift stations.

## **ROADS AND GROUNDS**

The POA maintains all the roads, culverts, ditches, and parking areas, as well as the grounds, which includes grass, shrubs, trees, landscaping, riprap, and flower beds.

## **TERMITE POLICY**

The POA maintains a termite policy covering all structures on the property. An annual inspection is performed to maintain this policy.

## **POSTAL SERVICE**

Postal delivery service is not available to units. The U.S. Postal Service has provided Harbor East with locked boxes located in front of the POA office. They may be obtained by contacting the POA office. There is no charge unless you lose your keys. The Postal Service charges a minimal fee to change the lock and issue new keys.

## **IMPORTANT RULES & REGULATIONS**

Association rules and regulations are designed to help maintain property values and community enjoyment. Owners and their guests shall abide by the community rules and regulations and owner responsibilities. A summary rule list can be obtained from the POA office or on our website. The Board may modify, amend, or supplement these rules and regulations and responsibilities as needed. The membership will be notified of any changes, should they occur.

## **QUIET HOURS**

Quiet hours are from 10:30 PM – 8:00 AM. All noise should be kept at a minimum inside and outside the buildings.

Please be considerate of others. Wind chimes, barking dogs, loud gatherings, stomping or running through the upstairs units, parking in front of the stairways may be disturbing to your neighbors. Please observe our quiet hours and parking space limits.

## **POOLS & COURTS**

There are two pools: one near the East Cove Building and one on Vista Drive. No lifeguard is on duty at either pool. All swimmers and pool goers use the facility at their own risk. Posted rules and regulations must be observed.

**ALWAYS** close the pool gate behind you. A parent must accompany children under the age of fourteen years. Keep a constant eye on children under your responsibility. It is recommended to never swim alone. Swimming pools are reserved for the use of Harbor East Property owners and their guests only. Hours are 9:00 AM to 10:30 PM. Drinks must be in unbreakable containers.

**NO GLASS** and **NO PETS ALLOWED** inside the fenced area of the pool. Please help keep the pool areas clean and free from trash. There is an Emergency Phone at each pool.



There is one Tennis Court, four Pickleball Courts and one multi-purpose court. Tennis and Pickleball courts are only to be used for playing tennis or pickleball. Hard sole shoes, skates, roller blades, skateboards and furniture are **NOT** allowed. Pulling on, jumping over, or crawling under the net is prohibited. **NO GLASS** and **NO PETS** are allowed within the fenced area on the courts. Please help keep the areas clean by picking up and throwing away trash.

### **UNIT INSURANCE**

Unit Owners are required to have adequate insurance coverage to rebuild their unit. Refer to the Unit and Common Element Diagram section of this Handbook for further information.

**PLEASE CONTACT YOUR INSURANCE AGENT FOR UNIT COVERAGE!**

### **RIGHT OF ENTRY / KEYS**

Under Section 5.06 of the Master Deed the Association, its Board of Directors, employees, and authorized agents have an unlimited right of entry and easement in, upon, under and across the Common Elements and a limited right of entry and easement in, upon, under and across the interior of all Units for the purpose of conducting and discharging the Association's duties and responsibilities as deemed necessary.

All Unit Owners are required to provide the POA with functioning keys and/or door codes to all locked areas of the unit including crawl spaces, which are common property. This also applies to units with bonus rooms that must be accessed to enter the area under the buildings.

If your hot water heater or electrical panel is in a locked closet, you are required to provide the POA office with a key to allow access in the event of an emergency, maintenance, or repair.

All keys are kept in the POA office. These keys can only be checked out during office hours.

### **DECK POLICIES**

Decks shall be maintained in a clean condition. Front and back decks should be kept free of unnecessary debris. Leaves and pine needles should be swept away regularly. Decks may not contain personal property that may harm the decks or its appearance by its presence.

1. **No portion of the decks may be painted or stained except as authorized by POA.**
2. The POA must have access to the decks for inspection.
3. All charcoal grills and deep fryers used on the condominium decks must have a metal ash pan with adequate gravel in it or a fire mat of adequate size to protect deck surface.
4. Fireplace and grill ashes must be soaked in water before placing them in the brown “ASHES ONLY” bins you will find around property.
5. Used grease from deep fryers should be placed in a sealed container when cooled and disposed of properly. **DO NOT DISPOSE OF GREASE OFF THE DECK OR POUR IT DOWN UNIT DRAINS.** This clogs up the lift stations, which could render your unit and others **UNINHABITABLE** while repairing.
6. Throwing or disposing of anything off the decks is prohibited.
7. Firewood must be stored on firewood racks.
8. Storage of wood items or fuel is prohibited under or against buildings.

## **PARKING**

All parking areas and spaces are part of the “Common Property” and cannot be reserved. Additional vehicles must be parked in designated Overflow Parking areas. Unit Owners must submit a Betterment Form for parking signs and receive approval from the POA. Upon approval, the POA Office will order the sign, pay for the expense and include the charge with the next monthly statement. The POA will install all parking signs. Please respect the parking spaces in front of Units for Unit Owners.

## **UNIT ALTERATIONS AND IMPROVEMENTS**

Any owner wishing to make alterations or improvements to their unit that exceeds \$1,000 must submit a Betterment Request Form and have approval from the Board of Directors. For details see the Master Deed, page 40 Article VII.

## **DECK ALTERATIONS AND ROOF EXTENSIONS**

See the Master Deed page 23 Article IV section 4.08 for details. Front and rear decks are part of the limited common property and are owned by the HEPOA. A Unit Owner is required to submit a Betterment Form to the Board of Directors for approval prior to the work done. The form must include specific contractor information and quotes to modify their rear deck or roof. All improvements are the financial responsibility of the Unit Owner for the expense of installing, operating, repairing, replacing, or removing. Any improvement made without prior written

approval from the Board of Directors will be removed at the unit owner's expense. **No deck or roof extensions** are allowed that extend outside the existing horizontal plane.

### **FRONT DOORS/GARAGE DOORS**

The By-Laws under Article IX Maintenance and Repair state that "Each Member covenants that the Member will comply with any requirements published by the Board of the Association from time to time directing the nature, type and color of window, glass or door covering materials observable from the exterior of a Unit. As such, the Unit Owner is responsible for using the POA approved door color on all exterior doors, including garage doors. The paint must be purchased at the POA office. In addition, all units in the same building should have the same type of door to ensure consistency of the property.

### **STORM DOOR**

Storm doors are permitted if the door is in accordance with the design and color selected for the complex. Owners may choose from two approved styles. Alteration of the door is not permitted. Contact the POA office for details.

### **WINDOWS AND SKYLIGHTS**

All windows and skylights belong to the unit owner and their maintenance and upkeep are the responsibility of the Unit Owner. All replacements must comply with Association standards.

### **OUTDOOR LIGHTING**

The property is planned and maintained as a low-lighted area. Any alteration to the outdoor lighting must be approved by the POA Board.

Contact the POA office if your front porch light is not working.

### **UNIT MAINTENANCE**

Unit Owners are required to provide preventive maintenance on items that may cause damage to their unit, other units, or the common element.

Check and familiarize yourself with water supply lines to ice makers, wet bars, washing machines, sinks, water heaters and commodes on a regular basis. You may want to post a checklist on the refrigerator for reference just before you or your

guests leave. Please remember that you are financially responsible for damage to common elements or other owner's property that results from a problem in your Unit.

### **CHIMNEY & DRYER VENT INSPECTION AND CLEANING**

The National Fire Protection Association recommends that chimneys, fireplaces, vents, and flues be cleaned and inspected a minimum of once per year. The POA scheduled annual chimney inspections. This is a mandatory program that will be managed by the POA unless the Unit Owner chooses to use a service organization other than the one hired by the POA.

Unit Owners must provide the HEPOA Office with a copy of the inspection report if they hire their own provider. Unit Owners whose chimneys have a malfunction must contact a licensed Chimney repair professional themselves for repair.

Dryer Vents also pose a fire hazard if not cleaned every three years. The POA will schedule service with a provider of its choice unless the Unit Owner chooses to use their own service provider and provide the required documentation.

### **MAINTENANCE SERVICES**

The POA Office maintains a list of local service vendors in the area. Please call the office for a list of names and phone numbers.

Office hours are Tuesday – Friday 8:00 AM-4:00 PM and Saturday 9:00 AM-2:00 PM. Contact the POA office prior to service to authorize the POA Office Manager to give the service worker a key to your Unit.

Call a repairperson immediately if faucet is dripping or a commode running. If you feel or see water on a supply line, icemaker or heat and air unit, it may not be operating properly.

Contact your heat and air service company to schedule automatic yearly maintenance service on your heat and air unit making certain the overflow lines and drain pans are cleaned out. Keep the filters clean.

### **WINTERIZATION OF UNIT**

During winter, please maintain a 55° thermostat setting and open cabinet doors under sinks to help prevent pipes from freezing. Do not leave the water dripping. ALWAYS disconnect outside water hoses from faucets to prevent freeze damage. Store the hose to prevent unauthorized use and loss.

## **SECURING UNIT**

Owners are responsible for securing their property.

## **SUBDIVIDED UNITS**

Units may NOT be subdivided, e.g., may not make two units out of one.

## **SATELLITE DISH**

A satellite dish 18” or smaller is allowed. Unit Owners must submit a Betterment Form and receive approval from the POA prior to installation. Before a satellite dish is installed, the installer **must contact the POA office for the appropriate location** for the dish. **Remember that no satellite dishes, marine antennas, etc. are to be installed through the shingles on the roof.**

## **SPEED LIMIT**

The speed limit in the development is 20 MPH with a reduced speed on the curves and driveways.

## **MOTORCYCLES**

Motorcycles and three and four wheelers MAY be ridden on established roads as a means of transportation. They should never be ridden off the paved roads and should not be ridden back and forth as recreation within the development. Speed limits shall be observed. Minimum usage is requested before 8:00 AM and after 10:30 PM. Arkansas State Law requires that any individual under the age of 18 be supervised to operate ATV's. The use of off-road light bars is prohibited on property at all times.

## **TRAILERS**

Boat or utility trailers are not to be parked overnight on the property except at the Overflow Parking Areas. There shall be no long-term parking of trailers on the property. Construction trailers are not allowed unless construction is actively in progress.

## **MOTOR HOMES**

Motor homes – RV'S shall NOT be occupied or in operation in Harbor East and are to be parked in the Overflow Parking Areas.

## **SIGNS**

Real estate signs, advertising or political signs of any kind are prohibited.

## **PETS**

Dog pens or dog runs are not allowed. All pets must be leashed and supervised when outside the unit and not allowed to roam unsupervised. Owners of pets shall not allow their pet to relieve itself on any paved area or on front and back decks. Do not leave your pet on the rear deck when away, as they tend to bark and howl disturbing neighbors.

## **FIREWORKS/FIREARMS**

The discharge of firearms, air guns, BB guns and fireworks is strictly prohibited. A \$500 fine will be issued to any Unit Owner who engages in firework activity or has a guest or renter engaging in firework activity. Hunting is NOT permitted in Harbor East.

## **DIAGRAM OF UNIT AND COMMON ELEMENTS**

The attached drawings are for reference as to what constitutes condominium common and owner (unit) element. These were developed from the Harbor East Master Deed with the assistance of an architect and attorney. Please review the Master Deed for additional detailed information of these definitions.

“Unit” as used here means an enclosed space consisting of one or more rooms occupying all or part of one or more floors in buildings of one or more floors or stories, as shown on the Plat; provided, always, that such unit has direct exit to a thoroughfare or to a common element leading to a thoroughfare.

The unit boundaries as described are a part of the Unit. The lower vertical boundary of each unit is a horizontal plane (or planes) the elevation of which coincides with the surface of the unfinished subfloors thereof and the upper vertical boundary is a plane (or planes) the elevation of which coincides with the elevation of the lower edge or bottom of the ceiling joists.

The lateral or perimetrical boundaries of each Unit are the exterior surfaces of the interior perimeter or main walls, including the gypsum wall boards, dry-wall or other materials covering the wall studs and including the windows, doors, skylights and all glass surfaces or portions thereof and the vertical planes coincidental with the exterior surfaces of the interior perimeter or main walls thereof to intersect the upper

and lower vertical boundaries thereof and to intersect the other lateral or perimetrical boundaries of the unit. The drywall, gypsum board or other materials covering the wall studs, headers and other structural components of load bearing walls situated within the inside boundaries of a Unit are part of the Unit”.

The wall studs, headers and other structural components of load bearing walls situated within the inside boundaries of a Unit are not part of the Unit but are instead a part of the limited common elements intended to serve that Unit and any other Unit or part of a building support thereby.

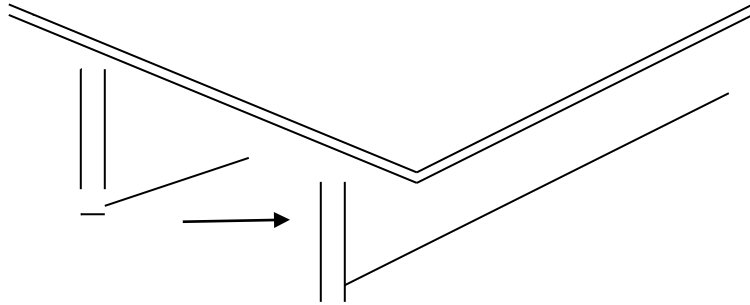
Mechanical equipment, appliances, fixtures and appurtenances designed to serve only one designated Unit though not necessarily totally or actually situated within the boundaries of the Unit, including but not limited to, such items as furnaces, air conditioning units, heat pumps, other appliances, fireplaces and chimneys, hot water heaters and heat and air ducts are a part of the Unit. Likewise, the plumbing, electrical, water and sewer lines, conduits, and systems from the point that such service enters a Building to the Unit shall be part of the Unit.

**No owner shall make structural changes to any unit.**

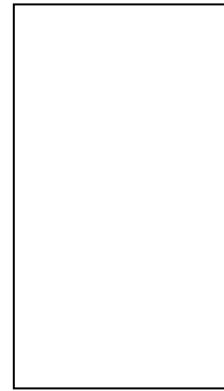
The first construction material placed on top of the floor joist is common. All other sub-floors are part of the unit.

The front porch light fixture and sensor is considered a part of the unit.  
For additional information refer to the attached drawings.

**1<sup>ST</sup> LAYER OF SUB-FLOOR ON TOP OF FLOOR JOIST “COMMON”**



**FLOOR JOIST  
“COMMON”**



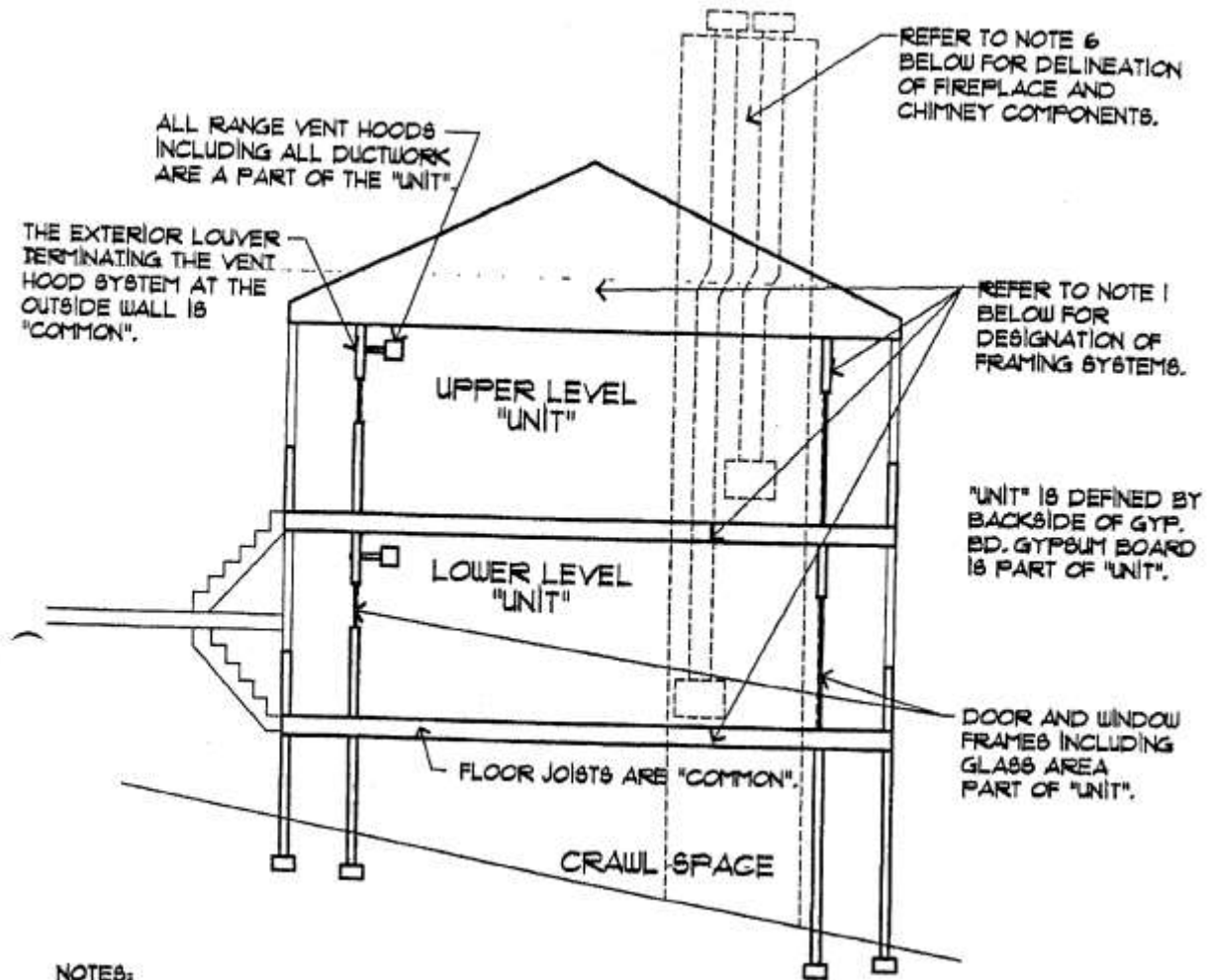
↑  
**GYPSUM BOARD  
“UNIT”**



← **WALL STUD OUTSIDE AND  
MAIN BEARING WALLS ONLY  
“COMMON”**



## DEFINITION OF "UNIT" AND COMMON ELEMENT:

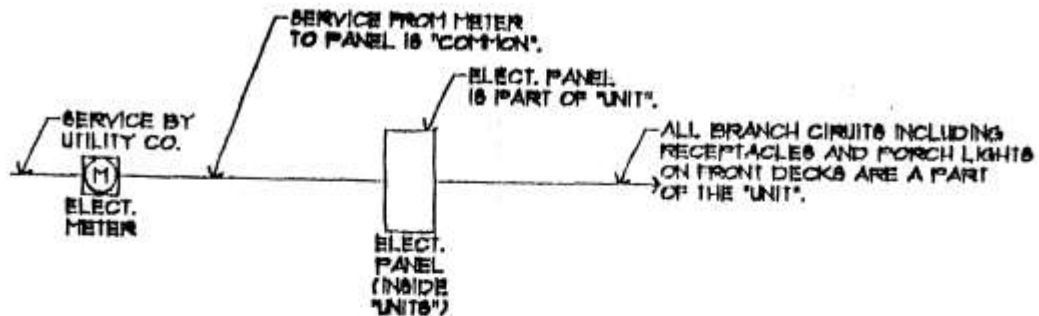


### NOTES:

1. ALL FLOOR AND ROOF JOISTS OR TRUSSES, AND ALL STRUCTURAL WALL FRAMING ARE "COMMON".
2. COLUMNS, FOOTINGS, AND MAIN BEAMS REQUIRED FOR BRACING OF COLUMN ON REAR DECKS ARE "COMMON". ALL SUB-FRAMING, DECKING, AND RAILINGS ARE A PART OF THE LIMITED COMMON PROPERTY.
3. REFER TO SYSTEMS DIAGRAM FOR DEFINITIONS OF "UNIT" RELATED TO MECHANICAL AND ELECTRICAL SYSTEMS.
4. ALL FRONT DECKS AND APPROACH WALKS, INCLUDING FOOTINGS, COLUMNS, FRAMING, RAILING, AND DECKING ARE "COMMON".
5. ALL ROOMS CONSTRUCTED WITHIN CRAWL SPACE OR ATTIC ARE A PART OF THE "UNIT", COMPLETE, INCLUDING ALL FRAMING, ELECTRICAL, OR PLUMBING WORK.
6. ALL EXTERIOR WALL SURFACES, WHETHER WOOD SIDING OR STONE, INCLUDING FOOTINGS AND FOUNDATIONS, ARE "COMMON". ALL INTERIOR SURFACES INCLUDING STONE HEARTHES AND MANTELS ARE A PART OF THE UNIT. ALL FIREBOX COMPONENTS, INCLUDING FIREBRICK AND DAMPERS ARE PART OF THE UNIT. ALL FLUES INCLUDING EXTERIOR CAPS ARE A PART OF THE UNIT.
7. ALL BUILDING INSULATION IS "COMMON".

## SYSTEMS DIAGRAMS:

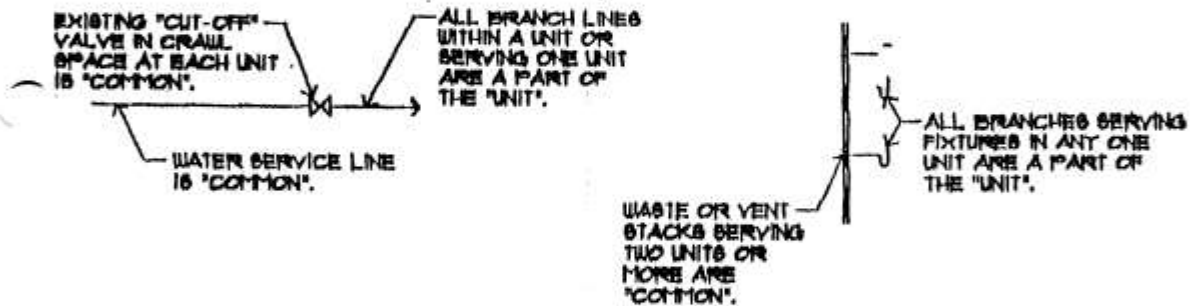
### DEFINITION OF "UNIT" AND "COMMON" ELEMENTS:



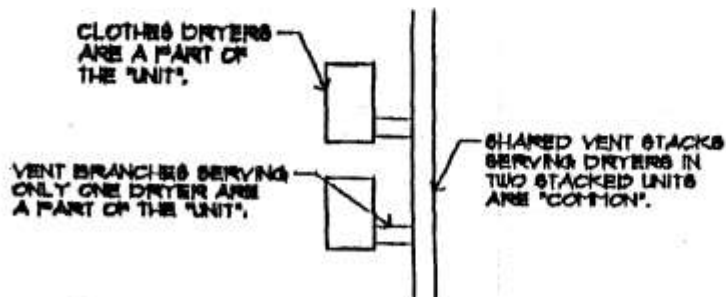
### ELECTRICAL SYSTEM DIAGRAM:

### HEATING AND AIR CONDITIONING SYSTEMS:

THE COMPLETE HEATING AND AIR CONDITIONING SYSTEM IS A PART OF THE "UNIT".



### PLUMBING SYSTEMS DIAGRAM:



### CLOTHES DRYER VENTING DIAGRAM:

## **OWNER/CONTRACTOR GUIDELINES:**

The Harbor East POA Board of Directors must approve all work on common property, any unit change that is visible from outside of the building or any structural changes to the unit. Unit Owners are required to submit a Betterment Request Form to be approved by the Board PRIOR to scheduling service. When and if approved, the Unit Owner must work with the Property Manager to ensure that all work done is consistent with the property construction standards and aesthetics.

### **UNIT OWNERS RESPONSIBILITY**

- Owners must submit a Betterment Request Form and receive approval from the POA Board prior to hiring a contractor to work on a unit when the cost exceeds \$1,000. This is necessary so that your POA can maintain the integrity of our community.
- The Betterment Request Form is available at the POA office or on the POA website.
- Requests from an owner with delinquent assessment accounts will not be accepted until the account is brought current.
- The Unit Owner must inform the contractor they are to follow the rules and regulations of the POA.
- All electrical and plumbing must be done by a licensed service person.
- Once approved, construction must be completed within the approved construction time and must be done in a way that does not unreasonably interfere with neighboring properties.
- Unit owners are responsible for any damage to common property as a result of their contractor activity. This cost will be posted to the Unit Owner's account.
- The POA Office must be notified of who is working on our units and what they are authorized to do.
- The Property Manager must inspect any renovations that involve common property. This includes, but is not limited to, roof extensions, electrical, plumbing, sheetrock, windows, skylights, and doors.
- Exterior doors, windows and skylights are the Owner's responsibility but affect the exterior or common element of the building; therefore, the POA office must give prior approval of any such alterations.
- Contractors are responsible for following all POA rules and regulations.
- Work hours are between 8:00-5:00 PM Monday thru Friday. No work is done on weekends and holidays unless prior arrangements have been made with the POA Office.
- Keys may be checked out and returned to the POA office daily with the Owner's permission. No keys are left out overnight.

## **CONTRACTORS RESPONSIBILITY:**

- All electrical and plumbing must be done by a licensed service person.
- The contractors must haul off all waste material daily. No construction material is to be left outside of the unit overnight without prior approval.
- Water heaters in the interior of a unit must be placed in drip pans and have the T/P valves and drip pans hard plumbed with copper and drain to the exterior of the building. All old water heaters must be removed from property.
- Water heaters in the crawl space below the buildings must be placed on a concrete pad or on blocks, the T/P valves hard plumbed with copper, by a licensed plumber, and drain to the exterior of the building. All drain lines must exit to the exterior of the building, (i.e., water heaters, ice makers, A/C condensation line, etc.).

## ROLES AND RESPONSIBILITIES

WHOSE RESPONSIBILITY IS IT?	POA	OWNER
<i>GARAGE DOORS</i>		*
<i>DOORBELLS</i>		*
<i>KEEPING FRONT AND BACK DECKS CLEAR OF DEBRIS</i>		*
<i>FRONT and REAR DECKS-repair and/or replacement</i>	*	
<i>FRONT DECK LIGHTS, LIGHT FIXTURE &amp; SENSOR NOTIFY THE OFFICE IS IF THE SENSOR IS OUT/Owner may get bug lights at the POA</i>		*
<i>BACK DECKS</i>	*	
<i>BACK DECK STORAGE ROOM &amp; DOOR</i>		*
<i>BACK DECK LIGHT FIXTURE &amp; LIGHT</i>		*
<i>ALL UNIT CABINETS</i>		*
<i>ALL DOORS</i>		*
<i>ALL APPLIANCES*</i>		*
<i>CHIMNEY &amp; FIREPLACE</i>		*
<i>HEAT &amp; AIR UNITS</i>		*
<i>CHIMNEY CAPS</i>		*
<i>FIREPLACE BLOWER</i>		*
<i>WINDOWS &amp; SKYLIGHTS</i>		*
<i>TRASH BINS</i>	*	
<i>OWNER PARKING SIGNS</i>	*	
<i>UNIT ADDRESS SIGNS</i>	*	
<i>ALL INSULATION, TURBINS</i>	*	
<i>INTERIOR DAMAGE TO UNIT BY WILDLIFE</i>		*
<i>DAMAGE TO SIDING CAUSED BY WILDLIFE</i>	*	
<i>DRYER VENTS INSIDE</i>		*
<i>DRYER VENTS OUTSIDE COVERS</i>	*	
<i>PLUMBING TO SHUTOFF VALVE</i>	*	
<i>PLUMBING FROM SHUTOFF VALVE TO UNIT/FIXTURES</i>		*

## **COMMUNITY, SECURITY, AND EMERGENCY NUMBERS**

**FIRE DEPARTMENT: 870-867-3151 OR 870-867-9403**

**MOUNTAIN HARBOR RESORT: 870-867-2191 OR 870-867-1200**

**SHERIFF'S DEPARTMENT – AMBULANCE/EMERGENCY: 870-867-3151**

**MOUNTAIN HARBOR NIGHT SECURITY: 501-622-8247 OR  
501-622-8424**

### **MEDICAL:**

**CHI ST. VINCENT HOSPITAL (Hot Springs): 501-623-5220**

**MEDEXPRESS URGENT CARE: 501-318-9895**

**U.S. FOREST SERVICE – 24 HOUR FIRE NUMBER: 501-584-1000**

**HARBOR EAST POA OFFICE: 870-867-3838**

**ENERGY OUTAGE: 1-800-968-8243**

**MOUNT IDA POST OFFICE: 870-867-3875**

## **SURROUNDING COMMUNITIES AND FACILITIES**

**HARBOR EAST ESTATES:** Harbor East Estates consists of eleven home sites on Vista Drive. Harbor East Estates is self-governed under its own Bill of Assurance.

The Harbor East Estate Owners have the option to pay monthly fees to the POA for trash pick-up, security, mailboxes, and use of amenities. A Harbor East Chairperson may represent the Harbor East Estates residents at board meetings.

**HARBOR SOUTH:** Harbor South is located at the base and up the slope of Hickory Nut Mountain. Harbor South has its own Property Owners Association and Property Manager.

**MOUNTAIN HARBOR RESORT:** Mountain Harbor Resort has served this area for over sixty years and provides quality services for both recreational and business visitors. Further details may be obtained by calling Mountain Harbor Lodge at 870-867-2191, visiting their website [www.mountainharborresort.com](http://www.mountainharborresort.com), or sending an email to [mtharbor@ipa.com](mailto:mtharbor@ipa.com).

**TURTLE COVE SPA:** Turtle Cove Spa is located in the upper level of the East Cove Conference Building and offers all the indulgences of a full-service spa in a beautiful lake setting. In addition to luxury spa services; massages, facials, body treatments, spa products, gifts, unique packages, and gift certificates. Special programming is available for groups. You can reach Turtle Cove Spa at (870) 867-1220 or visit their website at [www.turtlecovespa.com](http://www.turtlecovespa.com).

**EAST COVE CONFERENCE BUILDING:** The East Cove Conference Building is part of Mountain Harbor Resort and is located at the end of Clubhouse Road in Harbor East. It is available for rent for large groups, such as Family Reunions, Weddings, Conferences, etc. Call the lodge for reservations.

**EAST COVE PAVILION:** The East Cove Pavilion is a covered, open-air space accessible from the end of Clubhouse Road in Harbor East. It is available for rent through Mountain Harbor Resort.

**JOPLIN VOLUNTEER FIRE DEPARTMENT:** The all-volunteer fire department is maintained for the protection of both the residential and forest areas. The department is dependent upon voluntary contributions.