

1. Introduction

In order to help us live harmoniously in a close community, over the years the elected Board has established reasonable rules.ⁱ (References at end). Each Rule and Regulation is designed to make our lives at Portside more pleasant and enjoyable.

Owners are responsible for their Renters and must ensure that Renters have a copy of these rules and that they obey the Rules and Regulations of the Association as outlined in the Declarations, Bylaws, and Handbook of Rules and Regulations. Renters should substitute themselves in place of the word “Owners” for purposes of reading, reviewing and following the Rules and Regulations.

Observing these rules as a community allows for greater peace and tranquility in and among our neighbors, and in this beautiful and unique place we call home. **Unless you contact the Board within 10 days of receipt of the Rules and Regulations, receipt by you will constitute your approval. If 75% or more of owners do not agree on a particular rule, the Board is authorized to revise it.**ⁱⁱ

The following rules and regulations were unanimously adopted by your Board of Directors, having deemed them advisable for the health, comfort, safety, and general welfare of unit Owners and occupants of the condominium neighborhood.

2. Renting

Owners must assure that their Renters are provided a full copy of these Rules and Regulations. Both Owners and Renters are responsible for cooperating fully and adhering to this document.

A. In adherence with the Portside Bylaws, no rental should be less than 30 days. If an Owner is renting their unit, they must complete a registration form and notify Main Street Property Management.

B. Renters are required to maintain adequate renter’s insurance. A copy of the policy must be submitted to the board with the registration form.

3. Signage

The Declarations were designed to preclude signage (real estate, political campaigning, advertising/marketing, etc.) to prevent the community from being inundated with signs of all sorts.ⁱⁱⁱ The Board has approved the following ground rules for regulation of signs.

- A. Only “For Sale” and “For Rent” signs may be posted in unit windows and doors.
- B. “Open House” signs may be posted on Portside’s Common Areas provided they are placed no earlier than 24 hours before the start of said open house and are removed immediately following the open house.
- C. Postings of permanent “For Sale” and “For Rent” signs by realtors or Owners as well as continuous or unlimited open house signs are still prohibited on Common Areas.

4. Appearance

- A. No article shall be placed or stored in the entrances or underneath stairways, except bicycles and large non-combustible toys.
- B. Nothing shall be hung or shaken from the balconies or patios, such as sandy towels or doormats, to fall on

neighbors below. This includes the use of clotheslines on balconies.

- C. Each Owner shall keep such Owner's condominium unit in a good state of preservation and cleanliness.^{iv}
- D. Full-size appliances are not allowed on patios, including but not limited to refrigerators, washers, dryers or microwaves.
- E. No exterior shades, awnings, window guards, ventilators, or air conditioning devices shall be used in or about the buildings, Common Areas, balconies, or private patios, except such that have been approved by the Board. Ceiling fans are permitted.
- F. No radio, television antenna, or satellite dish shall be attached to or hung from the exterior of the buildings, attached to the wall or the roof. Dishes are allowed within the confines of the patio if secured and ONLY with prior written approval of the Board of Directors.
- G. No Owners shall do any renovations, painting or decorating of the exterior of the buildings or any of the Common or Limited Common Areas without written approval of the Board. This includes, but isn't limited to, changes to the ceilings on covered patios. Door knockers are permitted without Board approval.
- H. No flowerpots or planters shall be placed or mounted outside of the wooden rails/structures above the first floor. Those items can cause wood rot, insect problems, and, when placed on higher level floors, can cause safety issues on lower level floors.
- I. Remodeling of Units: No structural additions, alterations or

improvements to a unit are permitted without prior Board approval. Owners and contractors must keep clear sidewalks or pathways and all outside areas must be cleared of remnants from work being done. All construction debris should be removed from the property by the crew or Owner and NOT placed in residential trash receptacles. This includes but isn't limited to materials such as commodes, sinks, plumbing, and large cardboard boxes. Be considerate of your neighbors if you are remodeling or renovating. Be aware of noise and fumes, which can infiltrate neighboring units.

5. Parking and Storage

- A. The Board must approve in writing storage area construction in the stairwell. Any such storage area is for the use of all Owners in this stairwell.
- B. No boats, campers, travel trailers or boat trailers, or other such items shall be parked or stored in automobile parking areas or any other part of the property, except for loading and unloading. All vehicles must have current tags and inspection stickers.
- C. No inoperable, either temporary or permanent, or wrecked vehicles of any type (including those with broken glass) are allowed on the property. No repairs can be made in the parking lot, except for minor repairs.
- D. Please remember that **only one vehicle per Unit should be parked on the building side of the parking lot**. All other Owner vehicles/guests

should be parked on the opposite side where possible.

- E. Owners should ask contractors hired by Owners to park on the opposite side of the parking lot from the building when possible.

6. Disturbances

- A. No Owner shall make or permit any noises that will disturb or annoy the occupants of the building or do or permit anything to be done therein which will interfere with the rights, comfort, or convenience of other Owners.
- B. No discharge of firearms or fireworks shall be permitted.
- C. No obnoxious, offensive, unsafe, or illegal activities will be carried on in Common Areas, parking areas, or within any unit, nor will anything be conducted thereon, which may be considered an annoyance or nuisance to other residents.

7. Trash and Recycling Bins and Corrals

- A. **Important: Owners must share these rules with their Renters or guests.**
- B. **All garbage and refuse from the condominium units must be deposited with care in receptacles intended for such purpose.** It is **NOT** the responsibility of our waste removal company to pick up any items **LEFT OUTSIDE** the bins, either waste or recycling.
- C. All waste should **ALWAYS** be **BAGGED** and **TIED** before depositing in receptacles. The container lid should be closed firmly to prevent rodents from getting inside.
- D. Cardboard must be broken down and folded or cut smaller to be

placed inside the receptacle. **No boxes should be left outside of the garbage or recycling bins.**

- E. **Do not leave trash or oversized items** such as, but not limited to, furniture, lamps, beach chairs, or rugs in or around the corrals. If items do not fit in the bins, it is the responsibility of the Owner or Renter to haul oversized items away.
- F. No trash should be left outside of condominium doors, in staircases or in Common Areas of buildings, not even for a short time. It will quickly attract insects or rodents.
- G. **Dumping of plants or other yard materials behind the trash corrals is prohibited.**

8. Utilities

- A. **Important: Owners must share these rules with their Renters or guests**
- B. Repairs of damage caused by water leaks in neighboring units from an Owners' washing machine, ice maker, commode, shower, etc. is the responsibility of the Owner of the unit in which the leak occurred. This also includes condensation from AC units. Owners should check that the "air handler," or pipes and tray collecting condensation from AC units, are in good working condition and not leaking or overflowing. This should be checked every year before the AC cooling season begins.
- C. Owners must ensure that a temperature of at least 45 degrees is maintained in such Owner's unit throughout the cold season in order to prevent pipes freezing.

7. **Owners should always turn off the water in a unit when it is unoccupied overnight or for an extended period of time.**

9. Pets

- A. In accordance with the Portside Community Rules and the local leash laws, **all dogs must be kept on a leash** when within the Common Areas of Portside. Dogs are not to be left unattended on the patio or balcony where they may bark and disturb others.
- B. All pets shall be controlled so as not to create nuisance or unreasonable disturbance (including loud and excessive barking or other noise) on the property. Only "household" pets are permitted such as cats, dogs, and birds.
- C. **Owners are required to clean up after their pets, NEVER leaving waste behind.** Pets should be taken to the grassy areas on the far side of the parking lots to do their business. Pets should not be allowed to do their business on the lakeside of the community and do not walk your pet on the lakeside of the community.
- D. Any damage to property or injury to anyone will be direct responsibility of the owner of the animal.

10. Safety

- A. Each owner is required to maintain a general-purpose fire extinguisher in a prominent place.
- B. Use of gas, electric, charcoal, or propane grills is determined by North Carolina and Mecklenburg County Fire Code Restrictions. Fire extinguishers must accompany any

outside grill. NO GRILL SHOULD BE USED WHILE UNDER COVER OF THE BUILDING. NO OPEN FLAME IS ALLOWED ANY HIGHER THAN A FIRST FLOOR UNIT, INCLUDING GAS GRILLS, SMOKERS, OR FIRE PITS. *Charlotte/Mecklenburg Fire Regulations for Portable Grills* is attached.

- C. It is the responsibility of each Owner and Renter to be in accordance with and adhere to all fire safety laws. The Davidson Fire Department and Mecklenburg Fire Marshall will enforce the NC Fire Code.
- D. Smokers: Do not dispose of cigarette butts from balconies to residents' patio, decks, or any Common Areas below.
- E. No gas cans, whether full or empty, shall be stored on the premises. Gas tanks for gas operated equipment must be empty.
- F. Use of kerosene heaters in individual units is prohibited.

11. Beach Rules

- A. **Pets are never, for any reason, allowed on the beach area.** The only exception is for trained dogs approved by the Board for wild goose removal.
- B. Anytime a guest uses the beach or pool, the guest(s) shall be accompanied by the resident/Owner. Immediate family members are not subject to this rule.
- C. **For safety reasons, no motorized water craft should be picking up or dropping off passengers on the beach.**

12. General

- A. Owners and Renters shall be held responsible for the actions of their children, their guests, and their pets.
- B. Any consent or approval given under these community rules by the Board of Directors shall be revocable at any time.
- C. These community rules may be added to, or repealed, at any time by the Board of Directors.
- D. Do not feed wild animals (ducks, geese, birds, etc.). This upsets the ecological system, creates a mess on our property, and causes additional pool cleanings and expense.
- E. To not place bird feeders in Common Areas because this draws other wild animals. Please also be mindful as a Unit Owner of a bird feeder placed on one's own private patio because it will draw birds who soil neighboring Owners' patios and furniture.

13. Limited Common Area/Common Areas

- A. Patios and balconies are Limited Common Areas. Unit Owners are responsible for the cleanliness and orderliness of their Limited Common Area.
- B. Nothing shall be altered or constructed in or removed from the Common Areas and facilities without prior Board Approval.
- C. Foliage from trees or plants growing out of an Owner's Limited Common Area or patio must be maintained below the bottom railing of the unit above and may not encroach into other balconies or patios or Limited Common Areas.
- D. Foliage from trees or plants should not extend beyond the Owner's

patio walls. Structural damage to the unit's foundation and patio walls caused by patio tree roots will be repaired at the Owner's expense. Outdoor patios should be pictured as a "box," where an Owners' reach or use of the space should not extend further than the "walls" or "ceiling" of that box.

- E. Owners are responsible for the cost of trimming trees/plants in their Limited Common patio area. Cost of trimming trees/plants in the Common Area is the responsibility of the Association.

14. Pool Rules and Regulations

- A. These rules and regulations have been set forth by the Board of Directors for the safety, protection, and wellbeing of all members of the community, and their guests in using the swimming facilities of the Association.
- B. All members and guests are required to respect the property rights or residents in the immediate vicinity of the swimming pool. Restrooms at the pool are for the exclusive use of Portside Owners and their guests.
- C. Pool hours during the season are from 7:00 a.m. to 10:00 p.m. Pool season begins May 1st with a planned closing October 1st.
- D. Utilization of the swimming pool shall be restricted to Unit Owners, their guests, and residents. Owners who rent their units give up their right to use the pool, beach area, and other amenities to their tenants.
- E. The furniture provided by the Association within the pool area shall not be removed.

- F. Guests shall be accompanied by an owner or resident at all times when on the beach or at the pool.
Immediate family members are not subject to this rule.
 - G. Condominium Owners, residents and their guests shall not leave any personal items within the pool area overnight including, without limitation, lawn chairs, floats, towels and similar items.
 - H. Radios, stereos, etc. shall be used only in a manner so as to be considerate of other people utilizing the pool facility and residents of the units.
 - I. **NO smoking** is allowed within the gates of the pool area and disposal of ashes and cigarettes should be done safely and properly.
 - J. The pool area may be reserved by a condominium Owner/Resident for a private gathering only in accordance with the following rules and regulations: A written request for a private party must be furnished to the Board of Directors not less than seven days in advance, shall specify the approximate size of the group involved, the date requested, and hours thereof. Approval for social functions in the pool will normally be secured only during the weekdays. Owners/Residents have access to the pool even when a private gathering is taking place. Be mindful of other residents if you are hosting more than five guests at the pool. **Do not monopolize available seating to the exclusion of other residents.**
 - K. **Children under 14 years of age must be accompanied by a parent or guardian.**
 - L. No spouting of water or similar unhygienic actions.
 - M. Individuals having inflamed eyes, open sores, bleeding, or infections will not be permitted into the pool.
 - N. Trash will be placed in containers provided.
 - O. No food, drinks, chewing gum, etc. are allowed in the swimming pool.
 - P. Sunbathers must use a towel between themselves and any chair or chaise.
 - Q. Please obey the **“Shower Before Entering”** pool requirement.
 - R. No glass container of any type or kind shall be permitted inside the pool area.
 - S. No wheeled vehicles (bikes, skateboards, etc.) are permitted inside the pool area. Baby strollers are exempt.
 - T. **No pets** of any type are permitted in the pool area AT ANY TIME.
 - U. Jumping on top of, or dunking, other swimmers is not permitted.
 - V. No diving is ever allowed. Any running, pushing, rough play, towel, snapping or other such dangerous actions will not be permitted.
 - W. Profane language is not allowed in pool enclosure.
 - X. No entry into the pool area is allowed while intoxicated.
 - Y. Proper swimming attire must be worn.
 - Z. Climbing on walls/fences surrounding pool enclosure is not permitted.
- Liability:**
All persons entering the pool are doing so at their own risk. No lifeguard will be provided within the swimming pool area. Entry

constitutes agreement not to hold the Board of Directors or the Association liable for personal injury or loss or damage to personal property, except such loss or injury occurring as approximate result of negligence on the part of the association, its officers, agents, and employees. The family member or adult guest is responsible for the actions of their accompanying minor children. Children brought and/or attended by a responsible person remain in the responsibility of said person as long as the children remain in the pool area. Adult liabilities lie with the individual.

permitted to be stored on the common areas or beach overnight. Watercraft in a rack or on the ground without a current Portside Decal will be deemed abandoned and will be removed.

- E. Racks and storage space are for the exclusive personal use of Portside Condominium Owners/Renters. Using the racks/space to sub-let, rent, or for any other commercial use is strictly prohibited.

15. Watercraft Rules

- A. Watercraft stored in the Portside Common Areas, whether on racks or designated ground locations for larger craft (paddleboats, sailboats, etc.) must belong to a Portside Resident. Annual Registration with Decal is required for all watercraft.
- B. All watercraft on racks must be securely fastened at both ends with cables/other (which will not be provided by the Association), to deter theft and/or damage to craft belonging to other residents. Larger craft must be secured, bow and stem, to the designated railroad ties and to the ground (using trailer tie-down anchors, which will not be provided by the Association).
- C. Owners are responsible for the security of their property. The Portside Association has no responsibility or liability for stored watercraft.
- D. With exception of ground locations for larger craft, no watercraft is

Conclusion

This handbook contains rules that, for the most part, have been excerpted from the Bylaws. From time to time, your Board, by necessity or demand, will adopt new rules and regulations. The only way that we have of keeping you, the Owner, informed of any changes (additions or deletions) in the rules is through periodic emails. **It is the responsibility of the Owner to assure the Portside HOA and property management company have both an updated email address and mailing address.** Since the handbook is revised at the direction of the Board of Directors periodically, it is necessary that you keep up with any changes via emails or the Main Street Management website. A new rule communicated to the Owners remains enforceable, even if it hasn't yet been included in the handbook. Any Owner with a concern about an issue that isn't addressed in the Rules and Regulations can approach the Board of Directors to propose a new rule. To be totally and fully informed about the Rules and Regulations, you should also familiarize yourself with your official documents (Bylaws and

Declarations) which were given to you when you closed on your unit.

You have chosen a beautiful place on Lake Norman to live and, by all of us working together, we can protect our home and our investment. If at any time you have questions relating to the management of

the property, please contact our management company:

Main Street Management Group, Inc.

Phone: 704.255.1266

Email: Info@MainStreetManagers.com

Web: www.MainStreetManagers.com

ⁱ Bylaws of Portside Condominium Association Article III Board of Directors Section 8 POWERS AND DUTIES (e) The adoption and amendment of such reasonable rules and regulations as it may deem advisable for the maintenance, conservation, and beautification of the Property, and for the health, comfort, safety and general welfare of the Unit Owners and occupants of the Property. Written notice of such rules and regulations shall be given to all Unit Owners and occupants and the entire Property shall at all times be maintained subject to such rules and regulations.

ⁱⁱ *Portside By-Laws, Article VI, Section 14*

ⁱⁱⁱ Portside Declarations, Section 22 (d) states that No sign of any kind shall be displayed to the public view from any Unit or from the Common Areas and facilities without the prior consent of the Board of Directors.

^{iv} Portside Declarations, Section 18 (b) states that Each Unit Owner will, at his sole cost and expense, keep and maintain his Unit in good order and repair in accordance with the plans or as the Board of Directors shall otherwise approve, and will make no structural addition, alterations or improvement to his/her Unit without the prior written consent of the Board of Directors. Upon the failure of the Unit Owner to so maintain his/her Unit, the Board of Directors shall be authorized to maintain, repair, or restore such Unit, and the cost thereof shall be charged to such Unit Owner and constitute a lien on the Unit until paid.

Fire Code Regulations for Portable Grills

Section 504.8 of the North Carolina State Fire Prevention Code prohibits outdoor grilling within ten (10) feet vertically and horizontally of all occupancies except one- and two-family dwellings and townhouses.

The code applies to charcoal grills, LP-gas grills, hibachis, smokers, or any appliance which uses an open flame to cook. These regulations apply only when grills are in use. The storage of grills when they are not in use, or when they're cool and not subject to creating a fire hazard, is not regulated by the requirement. In addition, we would like to offer the following clarifications:

These regulations also apply to portable electric grills if the grill contains loose heat storage material such as lava rocks.

The storage of grills with LP tanks having water capacity greater than 2.5 pounds is permitted only on decks, porches, and patios at ground level or those which have exterior stairs for access. This is a National Fire Protection Standard.

The ten (10) feet of clearance also applies to combustible materials such as pine straw, pine bark, and other combustible landscaping materials.

The regulations do not apply to fixed grills, but strict attention should be paid to the grill instructions to ensure that the required clearances are maintained.

Citations will be issued to violations of this regulation. Repeat offenders are subject to punishment not to exceed 30 days or fines of more than \$500. Each day that the violation continues is deemed a separate offense.
