



The Harbour Board of Directors would like to welcome you to the neighborhood. We know that you will find our hidden gem welcoming, relaxing and fun for you and your family.

This information is meant to cover the most frequently asked questions and is not a substitute for reading the bylaws, declarations, rules, and regulations applicable to your unit.

Congratulations! You now belong to two associations as a unit owner at the Harbour: The Master HOA and your Sub-Association HOA. Please note: The Master HOA and your sub-association may use different management companies.

We have ten Sub-Associations throughout the Harbour, and each Sub-Association has its board, budget, bylaws, declarations, rules, and regulations and is responsible for their building maintenance. Your Sub-Association has an annual meeting for the purpose of the election of the officers. Each Sub-Association is on a different timeline for annual meetings, so check with your Sub-Association board. Your current Sub-Association board is listed on the Harbour website under the Properties tab (<https://harbourhoa.com/properties/>). You can ask the Master HOA management company (Lawrence Management) how to contact your Sub-Association board.

- Sub-Association fees are payable monthly or quarterly (check with your Sub-Association) and vary based on the square footage of your condo or the maintenance needs of your Sub-Association.

The Master HOA has its board, budget, bylaws, declarations and rules and regulations and is responsible for all landscaping and tree management, common area grounds, irrigation, roadways, snow removal, Island pool, and pool house, Clubhouse and Main pool, Cedar Point dock, mail house, guardhouse, main entrance gate and Tower entrance gate, rubbish, recycling, security system, and sewers (from the main to your sub-association) to the clean-out. The Master HOA is also responsible for dredging, marking the channel/canals, and a percentage of seawall repairs. You may purchase replacement gate controllers and clubhouse/pool gate fobs from the Master HOA. FYI, each unit is permitted a limit of two pool gate fobs. The Sandusky Post Office handles anything to do with your mailbox.

Please email questions or concerns regarding the above topics: [harbourhoa@lawrencemanagement.com](mailto:harbourhoa@lawrencemanagement.com) or call Lawrence Management at (440) 937-2800.

- Master HOA fees are payable monthly and are the same amount for each unit.

Not every unit owner owns a boat, nor do all units own a dock. Cedar Point owns the Castaway Bay Marina. Harbour boat owners may rent a dock from the Marina and access the dock from a private gate within our property. All unit owners contribute in some way to the care of the waterway and seawalls surrounding our property.

You may walk anywhere on our beautiful property. All grounds are "common grounds" to be shared by all.

The Harbour Master HOA board and our management company meet monthly. These meetings are for board members only. If a unit owner wants to speak to the board, you are asked to email us with the topic and any questions. We will give you the floor for 10-15 minutes at the beginning of the meeting.

The Master HOA has an annual meeting for the purpose of the election of officers. This meeting is held at the Sandusky Yacht club on the first Saturday in October. A meeting notice is sent approximately six weeks prior. We offer a continental breakfast as well as the opportunity to touch base in person with the board, hear project updates, provide feedback, and meet your neighbors.

The board publishes an e-newsletter the last week of every month. You have been added to the email distribution list. Your email address is confidential and will not be used for any purpose other than communication from the board or our management company.



We have a Welcome Back Party the weekend before Memorial Day. It is typically an evening event by the main Clubhouse pool. Bring your swimsuit and an appetizer to share and BYOB. Soda and water are supplied along with plates and silverware.

We also have a 4<sup>th</sup> of July Party on a weekend either before or after the Holiday. Bring your swimsuit and a dish to share. The Master HOA provides grilled hot dogs, hamburgers, sodas, water, plates and silverware along with entertainment such as face painting, a magician and a balloon artist. It is a fun few hours, at the main clubhouse pool.

Our website is full of wonderful information: <http://www.harbourhoa.com/harbour>. There are descriptions for all ten sub-associations, their individual bylaws, declarations, and rules and regulations and a listing of sub-association board members. Under the Master HOA tab, you will find the Board of Directors listings (<https://harbourhoa.com/master-hoa/hoa-board/>) along with the Master HOA bylaws, declarations, and rules and regulations.

As an owner, your email is set up as your login to the Resident's Portal on our website. Under the Resident's tab (<https://harbourhoa.com/residents/>) is a repository of information just for unit owners. For example, past newsletters, winterization rules, complaint form, waiver to gain access to fitness center, clubhouse reservation request and rules, past annual meeting minutes along with many other sources of information.

Some other informational tips are: The Lagoons Homes are not a part of our association. However, as neighbors we share a secure community. You are able to use the gate off of Remington Ave. to access The Harbour. The gate code for the Remington Ave. gate is 3511#. Your Harbour gate controller will work for the main gate, the Tower gate and the Remington Ave. gate. This gate code operates the pedestrian gate at the main entrance and the Towers entrance. The gate between the Harbour and The Lagoons is pinned open during the winter months for snow removal. The Lagoons homeowners pay The Harbour a yearly fee to use our mail house. They do not have access to our pools or fitness center, nor do we have access to their pool.

The Master HOA has an onsite part time property manager and an assistant. The Property Manager is Eric Winkel. He is responsible for the upkeep, oversight and repairs of the Master HOA buildings and grounds throughout the property. He is unable to work for individual unit owners or Sub-Associations.

**Pets:** All pets must be on a leash at all times. Please pick up your dog waste.

**Clubhouse and Pools:** Pool hours are 10am – 10pm. Children under 14 **must** be accompanied by an adult in the pool. When using the pool area please pick up after yourselves. Balls and noodles should be returned to the storage bin. **NO** loud music and **NO** glass bottles or containers are allowed in pool area.

There are three pools on our property. Main Clubhouse Pool, Island Pool, and the Towers Pool. The Towers Sub-Association own their pool. Other Sub-Association unit owners are not permitted to use it unless invited by a Tower unit owner. All Sub-Association unit owners may use the Main Clubhouse Pool and the Island Pool/Island Pool House.

The Main Clubhouse Banquet Room located upstairs can be rented for private parties. Unit owners cannot rent the pool, grills, or the Island Pool, or Island Pool House.

**Fitness Center:** The Fitness Center in the Main Clubhouse is open 24/7 -- Children under the age of 15 **are not** permitted to use the Fitness Center unless accompanied and **supervised** by an adult owner or resident over the age of 18. Children are **not** allowed to play in the Fitness Center. Please pick up your trash before you leave. You can report any problems with fitness room equipment to: [harbourhoa@lawrencemanagement.com](mailto:harbourhoa@lawrencemanagement.com) or by leaving a note on the whiteboard.

**Clubhouse Grills:** The grills are used frequently. **Please clean** the countertop and **scrape** the inside of the grill after using. Remember to turn off the grill to gas usage. The timer is there in the event you forget but should not be the default. You can report any grill problems to [harbourhoa@lawrencemanagement.com](mailto:harbourhoa@lawrencemanagement.com).



**Rubbish Pick Up:** Rubbish is collected Monday and Friday (May-September) and Fridays only (October-April). No large items are permitted in the dumpsters. You can schedule a large item pick up at no cost. Email us for the large item pick up guidelines. Currently, there is not a recycle option within the Harbour. You can take your recyclables to: 1024 Cement Ave., Sandusky, OH. 44870 (<http://www.ci.sandusky.oh.us/departments/recycling.php>)

**Parking:** During the summer months, parking is at a premium. Please be considerate of your neighbors when having family and friends visit The Harbour. All areas are marked with parking signs that indicate the area is for specific association unit owners or their guests. The large open parking lot near the Mail House is called the Cedar Point Overflow lot. The Cedar Point overflow lot is dedicated overflow parking for your guests.

**Guests should be parking in dedicated guest parking or the Cedar Point Overflow Lot.** If you have multiple family members and/or friends, they should park in dedicated guest parking for your association or in the Cedar Point overflow lot.

If you are visiting the Main Clubhouse Pool you should use the Clubhouse open parking. Do not use any of the individual association's unit owner parking or Sub-Association guest parking that happens to be near the clubhouse.

**The Cedar Point Overflow Lot:** The HOA offers unit owners the option to park their watercraft trailer for up to two weeks during spring (May 1st - June 15th) and fall (Sept. 1st - Oct. 31st) in the Cedar Point overflow lot near the Mail House. This is an effort to offer a structured option that will support our needs as a boating community during the "startup" and "close" of the season. Trailers will be tracked via a tag and photo to ensure unit owners adhere to the guidelines. You may initiate the process by emailing [harbourhoa@lawrencemanagement.com](mailto:harbourhoa@lawrencemanagement.com) indicating your unit number, trailer plate number, and the dates of your stay. Your watercraft trailer must have a current license plate.

Short term parking rules (24 hours or less) are in effect for watercraft trailers or vehicles with current license plates. Any watercraft/trailers/RV's or automobiles not following these guidelines will be towed at the owner's expense. NO camping/overnight sleeping of any kind is permitted on the Harbour property.

**Lawns, shrub trimming, grass cutting and sprinklers:** The grass is cut on Wednesday so please make sure your common areas are clutter free (Thursday - if it rains on Wednesday). All personal belongings should be stored and never left laying out on common grassy areas surrounding your unit (ever) but most definitely not on Wednesdays. Sprinklers run May – October on Monday, Tuesday, Thursday and Friday. Please report any sprinkler issues to [harbourhoa@lawrencemanagement.com](mailto:harbourhoa@lawrencemanagement.com).

**Open flames:** Open flame grilling is permitted on ground level only and must be at least 15 ft. away from any structure. You must have a fire extinguisher within 10 ft. of the grill. Your propane tank must be stored in your associations dedicated storage cage. You can report non-conforming fire sources to the non-emergency number of the Erie County Sheriff's department (not your association board) at (419) 627-5900 during business hours. They will dispatch the fire department to investigate. After business hours, you can call (419) 627-5837. This number will be answered 24/7 if they are not dispatched to an emergency. This information comes from the Sandusky Fire Marshall.

**Noise disturbances:** Ordinances for the City of Sandusky and Erie County are hard to interpret. They base the rules on sound decibels. To make it as straightforward as we can, consider quiet time to be 10:00 pm to 8:00 am. If your neighbors are keeping you up at night, you can report it to the non-emergency Sandusky Police number (419) 627-5863 (prompt #1) do not call your board members.

Please take the time to review the Master HOA bylaws, declarations and rules and regulations of our community.

These are designed to make our community enjoyable and safe for everyone.

If you have any questions or concerns, please email us at [harbourhoa@lawrencemanagement.com](mailto:harbourhoa@lawrencemanagement.com).