



## LEASING

MONTCLAIR PROPERTY OWNERS ASSOCIATION IS A CONDOMINIUM COMMUNITY WITH INDIVIDUAL, PRIVATE OWNERS OF EACH CONDO. MONTCLAIR POA IS GOVERNED BY A MASTER DEED AND BYLAWS WHICH INCLUDE RULES AND REGULATIONS. ALL OF THESE MAY BE FOUND ON THE WEBSITE AT [MONTCLAIRPOA.COM](http://MONTCLAIRPOA.COM).

WHEN AN OWNER LEASES THEIR UNIT, IT IS IMPORTANT THAT YOU UNDERSTAND YOU ARE RESPONSIBLE FOR YOUR TENANTS ACTIONS. AS SUCH WE WILL NOTIFY YOU OF ANY VIOLATION OF THE RULES AND REGULATIONS AND IT WILL BE THE OWNER'S RESPONSIBLY TO CONTACT THE TENANT TO CORRECT THE VIOLATION. IF THE VIOLATION IS NOT CORRECTED, FINES WILL BE APPLIED TO THE OWNERS ACCOUNT.

ALL ACCESS PASSES ISSUED TO THE OWNER MUST BE PROVIDED TO THE TENANT. ADDITIONAL PASSES WILL BE AT A COST OF \$15.00. WHEN YOUR PREVIOUS TENANT MOVES, THEY MUST TURN IN THEIR ACCESS PASSES TO THE OWNER OF THE PROPERTY. IF THEY ARE NOT TRANSFERRED BACK TO THE OWNER OR THE NEW TENANT, THOSE NUMBER WILL BE DELETED IN THE SOFTWARE SYSTEM.

EACH OWNER DESIRING TO LEASE THEIR UNIT NEEDS TO FILL OUT THE LEASE APPLICATION (THE LEASE MUST BE FOR A YEAR OR MORE). ONCE THE APPLICATION IS SIGNED, RETURN IT ALONG WITH A COPY OF THE LEASE TO THE MANAGEMENT, PROPERTY MANAGEMENT SERVICES, 1340-G BEN SAWYER BLVD., MT. PLEASANT, SC 29464 OR EMAIL TO [SHERRY@CHARLESTONPMS.COM](mailto:SHERRY@CHARLESTONPMS.COM).

PARKING PASSES WILL BE ISSUED FROM THE MANAGEMENT OFFICE:

PLEASE HAVE YOUR TENANT FILL OUR THE FOLLOWING:

AUTO INFORMATION:

YEAR, MAKE, COLOR AND LICENSE OF VEHICLE(S):

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**MONTCLAIR PROPERTY OWNER'S ASSOCIATION**  
**LEASING PERMIT APPLICATION**

**Owners desiring to lease their units may do so only if they have applied for and received from the Board of Directors and/or their agent a Leasing Permit.**

- Complete & Sign Leasing Permit Application
- Attach a Copy of the Lease Contract
- Submit to: Montclair Property Owner's Association  
1340-G Ben Sawyer Boulevard  
Mt. Pleasant, SC 29464 ([sherry@charlestonpms.com](mailto:sherry@charlestonpms.com))

Montclair Unit # \_\_\_\_\_

Owners Name \_\_\_\_\_

Date \_\_\_\_\_

Owner's Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

- All Lease Permits are valid only to a specific Owner and Unit
- Lease Permit is valid only for term of Lease submitted with this Application
- At Expiration or Termination of submitted Lease, Owner must apply for Renewal of Lease Permit by submitting new Lease Contract to the Board within 60 days
- If Renewal Lease is not properly applied for within 60 days, Permit will Expire
- Lease Permits are Not transferable
- Units may be leased only in their entirety, no fraction or portion may be leased
- All Leases shall be in writing and approved by the Board prior to effective date of the lease contract
- All Leases must be for an initial term of no less than (1) one year, except with written Board approval
- No Subleasing of Unit or assignment of leases
- Leasing Permit shall be approved if owners are current with their assessments and understand they transfer their rights and privileges for the use of common elements, including but not limited to, the use of any and all recreational facilities.
- Owners denied leasing permit shall automatically be placed on a waiting list
- Owner shall provide the Board with a copy of the lease and the name of the lessee and all other people occupying the Unit
- Owner must provide the lessee copies of the Master Deed, Bylaws and rules and regulations for Montclair Property Owners Association. Any violation of the Master Deed or Rules and Regulations will be addressed with the owner and fines applied, if applicable.

**I acknowledge, understand and agree to the leasing restrictions listed above:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**



# RULES AND REGULATIONS

## Building, Entrances and Patios

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1. No obstruction of any kind is allowed in the entrances of the garden unit condos. This includes bicycles, toys, coolers, outdoor furniture and other items that obstruct the fire hydrants or owners' access.
2. By order of the Mt. Pleasant Fire Marshal, grills are banned from 2<sup>nd</sup> floor porches. All grills must be 10' from the buildings when in use.
3. Satellite dishes are prohibited on all common property including roofs, buildings and all landscape areas.
4. No additions or alterations to the outside of the buildings are permitted without Architectural Review Board approval. This includes front doors and hardware, patio doors, windows, outside lights, screen doors and fencing. This also includes landscaping alterations.
5. Garden hoses are to be coiled and out of sight.
6. Clothing, bedding, rugs, mops, appliances, indoor furniture and other household items cannot be stored outside the units.
7. No hazardous materials or vehicles may be stored on the porches including, motorcycles, motor bikes, jet skis or anything that contains flammable materials.
8. Porches, patios and entrances must be clean, neat and free of trash and junk.
9. Cigarette butts, beer cans, soda bottles and other trash and debris are strictly prohibited anywhere on the outside of the units and all common property.
10. Flags, signs, posters, banners and outdoor lights are not allowed except as seasonal decoration. At no time can any item be attached to the siding or trim.
11. Outdoor roll-up blinds are permitted on patios and porches only, provided they are dark in color in good condition.
12. Hot tubs are strictly prohibited.
13. Window air conditioners are not allowed except on a temporary basis at the discretion of management.

## Parking

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1. Montclair is a parking permit only community. All vehicles parking on the property must have a current, valid Montclair parking decal on their vehicle
2. Each Montclair unit has one designated, assigned parking space in front of their building. This parking space can only be used by the unit resident with a valid, decal on their vehicle. Each unit can receive a second decal when the second vehicle is registered to an owner or a tenant with their name on a current lease. This second vehicle may only park in unmarked spaces.
3. Any additional vehicles must park in unmarked parking spaces in "overflow" areas, defined as empty parking spaces **NOT in front of a building**. These vehicles also must have a Montclair parking decal and cannot park in assigned spaces or unmarked spaces in front of any building. These additional vehicles must be registered to an owner or tenant of a Montclair unit.
4. Motorcycles and motor bikes are permitted to share an assigned parking space with a resident vehicle that has a valid primary parking permit. If a motorcycle or motor bike parks in an assigned space, an unmarked space or an overflow space, it must be registered with the HOA Office or have a valid Montclair parking decal.
5. There are also marked VISITOR spaces for residents' guests. Residents with a parking decal **may not park in the marked visitor spaces**. Any visitor on the property more than 24 hours must have a Montclair visitor tag on their rearview mirror.
6. There can be no obstructions in **any** parking space on the property including cones, tapes, ropes or other items. The exception is a utility or service vehicle while they are working.
7. Vehicles may not be "stored" on the property. Inoperable vehicles will be towed at the owners' expense. Any vehicle parked more than 15 days or parked illegally is subject to fines and towing.
8. Cars and motorcycles must have a "standard fitting" vehicle cover with appropriate tie-downs. No tarps or plastic covers are allowed.
9. No **overnight** parking of recreational vehicles, jet skis or boats is allowed on common property. A boat storage facility is available for a monthly fee.
10. No trailer, defined as: *any piece of equipment or vehicle, having no power of its own and therefore must be transported by other means*, is allowed on the common property.
11. Large, commercial vehicles, semi-truck/trailers and other over-sized vehicles are strictly prohibited.
12. Anyone parking on the grass, blocking another vehicle, parked next to a fire hydrant or parking in a numbered spot that is not their assigned space will be **towed with no further notice**.
13. All residents are responsible for notifying their guests of the parking restrictions.

## Pets

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1. Pets must be leashed at all times. This is a Mount Pleasant City Ordinance as well as a Montclair Regulation. The Mount Pleasant Animal Control will pick up any pets left outside to roam on the property. This includes cats and dogs.
2. Renters are allowed a maximum of two pets only. Dog Breed restrictions include: no Rottweillers, Mastiffs, Dobermans, Pit Bulls, Chows or any mixture of these breeds.
3. You must clean up after your pets.
4. Dogs and cats cannot be left outside alone on a chain, inside a fence or on the patio.
5. Excessive barking, defined as a noise complaint by neighbors, will be considered a violation and the dog owner will be fined.
6. All pets must be **registered** at the Montclair HOA office.

## Pools and Pond

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1. The pool is for the use of Montclair residents only. Guests must be accompanied by the resident. Guests must park in the visitor spots around the pool and are prohibited from parking on the street or grass.
2. The pool hours are 10:00 AM to 10:00 PM, May 1<sup>st</sup> to October 1<sup>st</sup>.
3. There is no lifeguard. Minors must be accompanied by an adult.
4. Glass containers are prohibited.
5. Pets are not allowed in the pool or pool area.
6. Do not leave trash at the pool area or in the restrooms.
7. Excessive noise, rowdiness and horseplay will be cause for immediate expulsion from the pool. Vandalism will be prosecuted.
8. Montclair pools are "family-friendly". Please dress and act accordingly. Violators will lose pool access.
9. The pools are for all residents of the Montclair Community. Be respectful of the other residents and do not take over the pool with friends or family.
10. The pond is for the enjoyment of all Montclair residents. Do not throw trash into the pond.
11. Swimming is prohibited in the pond, fishing is allowed.

## Trash and Recycling

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1. Rubbish, trash or garbage is not allowed on common property. Do not leave trash bags outside your door even for a short time as it attracts rodents. Use the trash compactor located on the property. Only household trash is allowed.
2. Household items that do not go into the compactor or recycle bins can be placed behind the trash compactor on the concrete pad. This includes hot water tanks, old furniture, carpet, if it is cut in pieces, and grills. Do not leave trash bags or any other items on the dumpster walkway. Do not dump trash or rubbish behind the compactor.
3. There is a recycle center located on the North end of the property. It is "single-stream" recycling and all materials can be mixed into the bin. Cardboard boxes can go into the recycle bins if they are flattened first. For a list of what can be recycled, contact the office.

## Fitness Rooms

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1. Persons under eighteen (18) must be accompanied by a parent or legal guardian
2. No food or alcoholic beverages allowed, except for bottled water
3. No glass containers in fitness center
4. No wet bathing suits or bare feet
5. Montclair assumes no liability for injuries or accidents that may occur
6. Residents must immediately report any equipment malfunctions to the office.
7. Please contact your physician prior to engaging in any exercise activity

**IN CASE OF EMERGENCY CALL 911**

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## Comfort and Convenience

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1. No resident may use their unit or any of the common property in a manner which creates noise, between 10:00 PM and 7:30 AM which can be heard in another unit or interfere with the rights, comfort or convenience of the other residents. This includes radios and car alarms.
2. No occupant of a unit at may use their unit in any way which may endanger the health or unreasonably annoy, disturb or cause embarrassment, discomfort or nuisance to other residents.
3. Diapers, wipes, paper towels, feminine products **cannot** be flushed down the toilets.
4. The discharge of firearms or fireworks is strictly prohibited.
5. Vehicle washing is prohibited everywhere on the property.
6. The pursuit of hobbies or other activities which cause disorderly, unsightly or unkempt conditions shall not be pursued on any part of the property.
7. Garage sales, yard sales, flea markets or similar activities are prohibited.
8. For Rent and For Sale signs and tubes are prohibited. They will be removed and fines levied.
9. The speed limit is 10 MPH inside the gate. Violators will be fined.
10. No tent, tarp, barn, tree house or similar outbuilding may be placed anywhere on the property.
11. Swings, hammocks or other hanging items are prohibited on common property.
12. Turkey fryers are strictly prohibited.
13. Fire pits are allowed only if they are used ten feet from the building and a fire extinguisher is visible. Fire pits must be attended at all times and thoroughly extinguished before leaving the area.

Per Article 9, Section 9.3 of the Master Deed, the Association has the right to enforce these Rules and Regulations. Warnings may be issued, at the sole discretion of the Association, for first violations. Initial violations will be a **\$200.00** fine with subsequent violations, doubling the fine amount. No further notice will be given regarding these rules.

June, 2015