



RENTAL OWNER GUIDELINES

Effective May 1, 2025

The Harbor East Property Owners Association (HEPOA) does not prohibit your property from being used as a rental. You, as the property owner, however, must ensure that your rental guests adhere to the rules and regulations that govern HEPOA. The information below outlines your responsibilities. A full listing of the HEPOA rules and regulations can be found on our website, www.harboreastpoa.com or by calling 870-867-3838.

REGISTRATION

- You must register your property as a rental with the HEPOA and pay an annual surcharge fee. You can do this by calling the HEPOA office.
- Use of your property as a rental without paying the appropriate surcharge is a compliance violation subject to fining and/or other restrictive actions.
- You must identify a Responsible Agent who will serve as the HEPOA point of contact for any issues arising from the usage of your unit as a rental.
- The HEPOA office does not handle rental agreements or guest check in.
- Rule summary sheets are available at the HEPOA office and must be posted in a visible location in your unit.

OCCUPANCY

- Arkansas State Law permits **one occupant for each 200 square feet of living space** within the dwelling. (Refer to Chapter 10, Section 1004, Occupant Load of the [2021 Arkansas Fire Prevention Code, Volume II - Building](#))
- The maximum legal occupancy for your unit must be established in accordance with Arkansas state law.

- You must identify the **maximum occupancy** of your unit clearly in all marketing materials.
- Rental units must have an adult 25 or older, staying in the unit.
- HEPOA recommends that all units that do not have two separate points of ingress/egress provide an alternate fire escape plan, such as an emergency rope ladder.

GUEST CONDUCT

- Children under 12 must be always accompanied by an adult 18 or older-without exception.
- You, as the property owner, are responsible for the conduct of your rental guests.
- HEPOA quiet hours are 10:30 PM-8:00 AM.
- Guests who fail to observe quiet hours are subject to citation on a case-by-case basis. As the property owner, you may also be charged a fine for noise violations made by your guests.
- Prohibited acts that are unreasonably loud, disturbing, and unnecessary include, but are not limited to, outside speakers, horn or signal device, singing, yelling or shouting.
- Any individual who is found to be in violation of the HEPOA rules may be subject to fines.
- Use of Illegal substances on Harbor East property is strictly prohibited.

PARKING

- No guest vehicles may be parked overnight on any road right of way. Vehicles must be parked in the driveway of the condo they are visiting or in other approved parking areas. Vehicles not parked in accordance with HEPOA rules are subject to being towed at the vehicle owner's expense.
- Rental guest vehicles must visibly display a yellow parking hang tag identifying the unit number the vehicle is associated with. Hang tags are available from the POA office and may be placed in the unit prior to guest arrival.