

HIGH SEAS CONDOMINIUM ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION II: RULES AND REGULATIONS (OWNER RESPONSIBILITIES)

This section describes specific Owner responsibilities. The purpose of these responsibilities is to insure the safety of all Owners and their guests and tenants, avoid unpleasant experiences, ensure the attractiveness of the Condominium grounds, and preserve the market value of the properties within the Condominium.

Owners are responsible to ensure that all tenants and guests are aware of Section II of this *Manual* and assume responsibility for violation of them. Owners are responsible to supply current copies of Section II this *Manual* to their real estate rental agency and to all tenants prior to occupancy. Owners may request additional hard copies of this *Manual* for this purpose.

Owners are responsible to maintain their copy of this *Manual* and use the official forms in the Appendix when submitting requests to the Board. The Secretary supplies additional hard copies of any forms upon request by an Owner.

Owners who fail to comply with the rules, regulations, procedures, and policies of this *Manual* are subject to a fine of \$25.00 per day per occurrence.

2.1 Balconies

No item of any sort including but not limited to bathing suits, beach towels, house articles and carpets may be aired or draped over a balcony railing.

2.2 Barbequing and Grills

All grills are to be placed at a safe and reasonable distance from any Condominium building. Under no circumstance may any grill, including a hibachi, be used on a Condominium balcony.

2.3 Dogs and Cats

- A. Dogs and cats must be leashed and walked in the meadow area of the Association's Common Elements to the right of the entrance road at the Condominium entrance.
- B. Unit Owners are liable for actions of their pets on the Association's Common Elements. Owners must remove pets' solid matter immediately, and replace grass and shrubs destroyed by action of their pets.
- C. Tenants may not keep pets while in residence.
- D. Guests may not have pets unless the Owner is in residence.
- E. Pets may not be left unattended outside the Owner's unit.
- F. Pets, other than seeing-eye dogs, are not allowed inside the pool area.

2.4 Guests Occupying Units without Owners in Residence

- A. Owners are allowed to have non-rental guests use their unit without being present.
- B. Owners are responsible to give guests a copy of Section II of this *Manual*; guests are responsible to adhere to its rules, regulations, procedures and policies.

2.5 Late Payment of Assessments

- A. Monthly assessments are payable by the first of each month.
- B. Any monthly assessment in arrears on the fifteenth (15th) of the month is subject to a twenty-five dollar (\$25) penalty and a notice.
- C. Any assessment in arrears more than 6 months is subject to a lien.

2.6 Motor Vehicles, Bicycles, Motorcycles

- A. To ensure residents' and guests' safety, the Association enforces a strict speed limit of five (5) miles per hour for all vehicular traffic.
- B. All motorists, bicycle and motorcycle drivers exercise extreme caution on the blind corner by the dumpster area.

2.7 Owner Attendance at Board Meetings

- A. Owners are notified at least ten (10) days prior to all Board meetings and may attend (observe), but should let a Board member know he or she will be present.
- B. An Owner may participate in portions of a board meeting by adding a specific item(s) to the agenda . While attendance at the meeting is unrestricted, participation is restricted to the owner's agenda item(s), which must be approved prior to the meeting. However, time will be saved at the end of each BOD meeting for guests to ask questions and make comments/suggestions.
- C. Owners submit their agenda item(s) request to a Board Member at least three (3) days prior to the meeting. The Board grants the Owner permission to present the agenda item(s) no fewer than two (2) days prior to the meeting. See Appendix for Board Meeting Participation Request form or send an e-mail.

2.8 Owners' Information and Mailing List

The Secretary or his/her designee is responsible for the maintenance of an Owners' contact information and mailing list; Owners are responsible to notify the Secretary or Secretary's designee immediately of any change in their contact information. The current contact information and mailing list is sent yearly to all Owners via the annual meeting packet.

2.9 Parking

- A. No motor vehicles including bicycles and motorcycles may be driven or parked on the lawns of the Condominium's Common Elements.
- B. Condominium parking areas are restricted to the use of Owners, tenants and guests.
- C. No Owner, tenant or other person may use Condominium parking areas for long-term parking.
- D. Owners instruct excess visitors to park behind Building One, i.e., between the mailboxes and the dumpster.
- E. Parking that blocks the entrance to the trash container and hinders access for the waste management truck is a violation of Condominium policy and is subject to a fine imposed by the Association.
- F. Owners, their guests and tenants are responsible for moving their vehicles to facilitate snow plowing of the Condominium roadways and parking areas.
- G. Owners, their guests and tenants may not leave recreational vehicles, boats or trailers in Condominium parking areas at any time.
- H. No all-terrain vehicles (3 and 4-wheels) are permitted on Condominium property.

2.10 Plantings and Trees

- A. For personal safety and as well Condominium plantings protection no one may climb trees.
- B. Owners wishing to beautify their limited common area with flowers should follow the process outlined in section 1.13: Modifications and Enhancement of Owners' LCE or Association's CE, of this manual.
- C. Owners wishing to extend or otherwise significantly extend existing shrubbery portions of their limited common area, create new shrubbery or floral areas in their limited common area or in the Association's common areas whether or not the intended location is adjacent to their Unit must first seek and obtain permission from the Board. See 1.13 of this manual for information on the process.
- D. Owners wishing to plant shrubs where the Board removed arborvitaes in Condominium plantings may do so provided they obtain permission from the board and the shrub is kept pruned to no more than five (5) feet tall and at least two (2) feet from the building to allow for air circulation for the building. Owners are responsible for maintaining shrubs. This maintenance responsibility is transferable to subsequent buyers/owners. See section 1.13 for information on this process.

2.11 Respect for Adjacent Landowners

Owners, guests, and tenants are expected to respect property abutting the Condominium Common Elements and not walk through adjacent properties. All access from Condominium Units to Sea Road is via Association roads only.

2.12 Swimming Pool

- A. Owners, guests and tenants may use the pool only from 8:00 a.m. to 10:00 p.m.
- B. Owners, guests and tenants must enter the pool area only through the gate; there may be no fence-hopping. The last person to leave the pool area at any time must lock the gate before departing.
- C. Anyone using a table umbrella must return it to its down position before departing the pool area.
- D. Owners, guests and tenants must remove all personal belongs when departing the pool area.
- E. No loud music is permitted after 8:00 p.m.
- F. Young children, twelve (12) years and under, must be supervised by an adult while in the pool area.
- G. Infants may not wear regular diapers, only the kind made specifically for swimming.
- H. Swimmers must remove all bandages before entering the pool.
- I. Swimmers may not chew gum while in the pool.
- J. Swimmers and others are to be respectful of others at all times, and may not engage in noisy or rough play in the pool or pool area.
- K. Swimmers may use only inflatable toys and floatation devices in the pool. Such toys and devices may not be left in the pool area or Association Common Elements when not in use.
- L. Swimmers and others may not use glassware in the pool or pool area.
- M. Pets, other than seeing-eye dogs, are not allowed inside the pool area.
- N. No smoking is allowed in the pool or pool area.

2.13 Trash Disposal and Recycling

- A. The Condominium dumpster is for Owner, guest and tenant use only.
- B. All refuse is to be placed in tightly secured, heavy duty trash bags and placed in the dumpster. No refuse may be placed in the dumpster compound outside the dumpster.
- C. The recycle bin is located in the dumpster area. The bin is to be used ONLY for CLEAN bottles, cans, plastic containers, paper, magazines, cardboard (except NO PIZZA BOXES). The bin will be emptied every Monday. Recycling is also available from the Sea Road transfer station.
- D. All cardboard boxers must be broken down and flat prior to being deposited in the dumpster.
- E. No furniture or other non-garbage items may be placed in the dumpster.
- F. To properly close the dumpster door, lift the latch to close it, and then slide bolt to lock it.
- G. Trash pick-up is on Mondays

2.14 Unit Rental

- A. Some Owners purchase units as income property and the Association *Bylaws* provide for rental by Owners to tenants. No rental arrangement is for less than four (4) full weeks, i.e., one month. The Association imposes a fine of \$1,000.00 for the first occurrence of noncompliance and \$2,000.00 for each occurrence thereafter.
- B. Rental tenants are subject to the procedures and policies of this Manual. Owners or their real estate agents are responsible to provide tenants with a current copy of this *Manual* and to stress the importance of adherence to them.
- C. Owners are responsible for tenant and guest behavior and compliance with this *Manual*. Owners are subject to a \$25.00 per day per occurrence for tenant and guest failure to comply.
- D. Rentals are limited to one family per tenant occupancy.
- E. Tenants may not sublet.
- F. Tenants are not allowed to have pets.
- G. Owners are responsible to submit, or have the real estate agent submit, a *High Seas Rental Acknowledgment* to the Board or to the Property Management Company if the Association works with one at least fifteen (15) days prior to tenant occupancy along with a copy of the lease. See the Appendix for the form.

2.15 Vacant Units

- A)** Owners are to shut off the main water supply line when their units are vacant for three (3) or more days, regardless of season.
- B)** When the unit is vacant for an extended time from November through April, the Owner should winterize the unit either by
 1. shutting off the unit's main water supply line to the unit, draining the pipes by opening all taps, and setting the heat to 60° F or
 2. hiring a licensed plumber to perform these functions, notifying the Property Management Company of the winterization and supplying a copy of the plumber's invoice.
- C)** Owners should maintain minimum temperature of 60° F. when Condominium is unoccupied during November through April. If water damage occurs, Owners failing to follow this policy will be responsible for the Association's master insurance policy deductible fee of \$2,500.
- D)** Owners who have not personally or professionally winterized their units should check them weekly during times of extended cold weather to look for potential problems.
- E)** When Condominiums are unoccupied during November through April, Owners should leave the doors open of cabinets that have pipes running through them to increase heat access to the pipes during vacancies.
- F)** Owners should examine doors and windows for drafts and take the appropriate measures to eliminate them during the winter months.