

Rules and Regulations
Pine Point Vista Condominium Owners Association

Order: JFLYZLBKW
Address: 205 E Grand Ave Apt 6C
Order Date: 04-20-2026
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Pine Point Vista Condominium Association

RULES & REGULATIONS OF THE ASSOCIATION

(Reference: Declaration §5.4)

Approval by BOD: January 21, 2025

These Rules and Regulations expand upon and supplement the Amended and Restated Declaration (approved xx/xx/24) and Amended and Restated Bylaws (approved xx/xx/24). These Rules and Regulations are to be read in conjunction with both documents,

1. GENERAL

a. Parties Affected: all owners, tenants, and occupants of a unit, and all guests, business invitees, employees, clients, contractors, and agents must observe the Declaration, Bylaws, and Rules & Regulations adopted by the Association.

b. Members: Members of the Association include only those individuals who hold record titles to a Unit. Children, spouses, relatives, tenants, and other occupants are not members.

c. Scope: These Rules and Regulations supplement, and are to be read in conjunction with the most recent Amended and Restated Declaration and Amended and Restated Bylaws.

d. Nuisance (Reference: Declaration §7.7(d)): Any activity that impedes the homeowners right to quiet enjoyment, is considered to be offensive or dangerous, or that breach federal, state, or local laws is prohibited.

e. Quiet Hours (Reference: Declaration §7.7(d)): Shall be observed between the hours of 10:00PM-8:00AM.

f. Windows and Balconies: Decorative plants and flowers are permitted on the balconies and may be hung in windows. No other articles of any kind shall be hung in the balcony area, railings, windows, or doorways, except for draperies and shades used to provide privacy of occupancy.

g. Exterior Changes (Reference: Declaration §4.4): No unit owner shall paint, decorate or otherwise change the appearance of any portion of the exterior of the building, including painting, screening, or enclosing the balcony without prior written / email

permission from the Board of Directors.

A Unit Owner may request in writing that such changes be made, and such request shall be considered at the next regularly scheduled Board of Directors Meeting. The BOD shall respond via electronic communication to all requests within seven (7) business days following the first Board of Directors meeting held following receipt of the request. No changes shall be initiated until written approval from the Board of Directors has been received.

Fasteners into concrete: To avoid hitting structural tendons and rebar, fasteners shall not penetrate deeper than 1” into the concrete slabs. It is the Unit Owners responsibility to inform their contractors of this requirement and to ensure they comply with it.

h. Interior Unit Changes/Alterations: Any unit owner interested in making alterations to their unit (doorway, interior components, etc.) must first submit a request, in writing, to the Board of Directors, outlining the proposed changes, photos, date and time of the work to be done. The unit owner must state in their request that they agree to comply with ALL PPV Rules & Regulations (i.e. loading door entry, disposal of materials, noise, courtesy to other unit owners, parking, etc.). The board will respond to this request in writing and/or email. No work is to begin without the written approval from the PPV Board of Directors.

i. Dune Grass: Removal of any dune grass is prohibited. Local, State, and Federal laws prohibit walking on sand dunes and dune grass.

j. Smoke Detectors (Reference: Declaration §7.5): Unit smoke detector batteries shall be replaced every six (6) months. For 10-year battery powered smoke/fire detectors, you won't need to replace the battery. The entire alarm should be replaced after 10 years.

k. Carbon Monoxide Detectors: Carbon monoxide detector batteries should be replaced every six (6) months.

l. Personal audio & visual recording: Personal, audio and visual recordings may NOT be done outside the confines of individual unit walls. No personal recording audio and/or visual recordings shall be done of any “common areas.” This includes hallways, entrances/exits and the pool area.

<https://legislature.maine.gov/statutes/33/title33sec2001.html> (Please confirm current statute requirements/amendments.)

m. Lithium-ion Batteries: All Unit owners, especially those that rent, should be aware of the hazards of equipment powered by lithium-ion batteries and should establish appropriate safety protocols for their use, battery charging, and disposal.

n. Unit Thermostat: During the cold weather months of Maine a number of unit owners vacate their units for an extended period of time (vacation, Florida, etc.). The

concern is the possibility of frozen and ruptured water pipes while your unit is vacant.. The Board of Directors are asking ALL unit owners to make sure their unit thermostats (specifically in the area of exposed water lines in the kitchen, bathroom, and laundry areas) are not set below 50 degrees Fahrenheit for the period of December 1st to March 30th). For obvious reasons, if there is a water leak in your unit, other units will be impacted and damaged. The Board of Directors reserves the right to randomly inspect all units during this period.

o. Water Heaters: It is the policy at PPV that ALL unit water heaters are replaced at the same time, approximately every ten (10) years. This is done so that the association can have some surety that all water heaters are in good working order. The Board of Directors will notify unit owners when replacement is needed.

p. Storage Options: “Community” storage facilities for all unit owners is very limited. As a result we ask that you store items in your own unit. Storage options are as follows

(1) **Shed:** All bicycles stored in the shed must be identified with a label indicating the unit owner's name & unit number. ANYTHING IN THE SHED THAT IS NOT PROPERLY IDENTIFIED WILL BE DISPOSED OF.

(2) **Unit Lockers:** Each unit is assigned a small combination locked locker located in the hallway leading to beach/pool access.

(3) **Cubicles:** Each unit is assigned a cubicle for the storage of beach chairs, located in the trash/utility room. Cubicles are labeled and assigned to each unit. Please put all your items in your cubicle. Anything left on the floor will be put into the trash. Please also be sure the contents, such as umbrellas, golf clubs etc., do not extend beyond the confines of the cubicle. Items that do not fit in the cubicle should be placed in your unit.

2. VEHICLES AND PARKING (Reference: Declaration §7.9.)

a. Assigned Spaces: All unit owners, tenants and other occupants shall park their vehicles only in their assigned spaces. (Temporary exemption: See Sec 2.c.”NOTE” below.)

b. Large Vehicles: No motor homes, trailers, boats, trucks, buses, and other large vehicles, other than small panel trucks and minivans, shall be permitted in any parking spaces at any time. Vehicles with commercial plates are not to be parked in any parking spaces.

Temporary parking of large/commercial vehicles will be considered upon application to the Board prior to bringing the large vehicles onto the property. The application shall specify the type of vehicle, where it is intended to be parked, and for how long. Board approval must be in writing or email.

c. Towing Policy: All vehicles parked in violation of the parking rules shall be towed at

the owner's expense. During summer "additional/lined parking," vehicles parking on the grassy island must NOT extend onto the asphalt paving. (Only compact vehicles are permitted to park on the island.)

NOTE: Vehicle owners are asked, on occasion, to "temporarily" move their vehicle(s) to another parking space when the parking lot requires snowplowing. Vehicles must be moved back to their original parking space within 60 minutes of being asked to move or be subject to being towed at the vehicle owner's expense.

d. Repairs: No repairs shall be made to any vehicle in the parking lot, other than emergency repairs.

e. Visitor Parking: Visitor parking shall be beyond the yellow line at the end of the parking lot in parking spaces 55 through 62, and adjacent to parking spot 72, and shall be strictly enforced. Additional visitor parking is added on grass areas between Memorial Day and Labor Day and will be clearly marked.

f. Parking by Ramp: Do not park or leave vehicles that block the handicap access ramp at the front entry to the lobby as this is the only designated handicap ramp.

g. Loading Dock: Parking at the loading dock shall be limited to the amount of time it would normally take to load or unload a vehicle.

3. PETS AND ANIMALS (Reference: Declaration §7.7 (e))

Definitions:

- **Service Animals:** "A service animal, as defined by the ADA, is a dog trained to perform tasks directly related to an individual's disability. Service animals are not considered pets under these rules."
- **Assistance Animals:** "An emotional support or other assistance animal required for a person's disability, as defined under the Fair Housing Act, is also not considered a pet. Documentation may be requested to verify the need for such an animal."

PET POLICY FOR UNIT OWNERS ONLY

Note: Pets are welcomed at Pine Point Vista provided that their owners comply with the attached procedures and rules. See "PET AGREEMENT FOR RESIDENT PETS ONLY" on page 7.

Individuals who are renting a unit/condominium at Pine Point Vista Condominiums (PPV) are NOT permitted to have PETS. Violations of PPV Rules & Regulations are subject to a possible fine of \$250 per occurrence. Responsibility

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for compliance falls upon the unit owner. In addition, the Executive Board reserves the right to revoke any Pet Agreement for repeat violations of PPV Pet Rules. (SEE PPV FINE STRUCTURE)

OOB Dog Licenses & Ordinances:

<https://www.oobmaine.com/departments/animal-control/dog-licenses-ordinances/>

Pine Point Vista Condominiums PET AGREEMENT

(Reference: Declaration §7.7(e))
FOR RESIDENT PETS ONLY

This agreement is entered into on this ____ day of _____, 20 __, by and between the Pine Point Vista Condominium Association, and the _____ (Unit Owner), residing in the premises located at Pine Point Vista, Old Orchard Beach, Maine, Unit # _____. In consideration of their mutual promises, Association and Unit Owner agree as follows:

a. **Description of Animals.** The Rules & Regulations covering Pine Point Vista (i.e. the "Premises") provide that no animals are permitted on or about the premises without Association's prior written consent. Unit Owner is hereby permitted to have only the following described animal, subject to the terms and conditions of this Agreement:

Name of Animal/Pet _____ Type of Animal _____

Breed _____ Color _____

Age _____ Weight _____

b. **Rules**

(1) **Pet Agreement,** As a condition of allowing pets to reside at Pine Point Vista, Unit owners must agree to execute a Pet Agreement and abide by all the Rules & Regulations regarding pets, including assuming full liability for any violations of the Rules, prior to the pet visiting the property.

(2) **Pet Fee.** Unit owners, commencing upon the execution of the Pet Agreement, must pay a \$25.00 per month pet fee. A month is defined as a calendar month (i.e. March 1 - March 31). The fee is non-refundable and applies to a pet that the unit owner may house. Unit owners may not have more than one pet at any one time on the property. Service animals and emotional support animals are exempt from this fee in compliance with applicable laws by submitting and receiving a written request for

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hardship. Such an approval will be made in writing or email by the Board of Directors.

(3) **Entering or leaving the building.** The animal must use the loading dock entrance only. The animal must be leashed and may not go into the lobby any further than necessary to obtain access to the elevators. When snow or ice conditions exist at the entry / exit door to the loading dock, access will be permitted at the beach entry / exit door to allow pet owners safe passage off of the property.

(4) **Leash & Control of Pet.** Pets must be under effective control in all common areas, meaning they must be on a leash no longer than 6 feet or otherwise restrained to prevent disturbances or harm to others.

(5) **Pool Area.** Pets are not permitted in the pool area.

(6) **Pet is NOT to be “walked” on the property.** Owners are responsible to ensure that any animal waste from their pet is immediately cleaned up without exception. Any cat or dog waste/litter must be double bagged in plastic and hand disposed of into the dumpster (i.e. not dropped down the trash chute.)

(7) **Animal Waste:** Owners must promptly pick up and dispose of pet waste in designated bins. Failure to comply may result in fines per the violation schedule. Any cat or dog waste / litter must be double bagged in plastic and hand disposed directly into the dumpster (i.e. not dropped down the trash chute).

(8) **Abandonment:** Unit Owners may not abandon the animal, leave it for any extended period without food or water, or fail to take care of it if it is sick.

(9) **Responsibility:** Unit owners are fully responsible for all actions of pets living in their unit.

(10) **Nuisance.** The animal/pet may not cause any damage to the premises, or to the grounds or premises of the Association. Pets must not unreasonably disturb other residents, including through excessive barking or aggressive behavior. Persistent violations may result in fines or removal of the pet.

(11) **Sanitary Problems.** All animals must be housebroken prior to occupying the unit. The animal/pet may not be fed or given water, or allowed to urinate or defecate, on any unprotected carpet either inside the dwelling unit or in any common area. Unit Owners with CATS shall remove and properly dispose of all cat litter & waste (all kitty litter must be double bagged u-inside a plastic material prior to hand disposal into the dumpster – kitty litter is not to be dropped down the trash chute). Unit Owners must also provide and maintain an appropriate litter box. Owners are responsible to ensure that any animal waste from their pet is immediately cleaned up without exception. Any cat or dog waste / litter must be double bagged in plastic and hand disposed directly into the dumpster (i.e. not dropped down the trash chute).

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(12) **Compliance with Laws.** Unit Owners agree to comply with all applicable governmental laws and regulations.

c. Specific Types of Pets. The following rules apply to specific types of pets:

(1) **DOGS.** Dogs are permitted on the premises provided they are always under effective control to and from your unit. Unit Owners must provide proof of registration and current records of rabies and distemper shots. At no time are dogs allowed to roam free while in the common areas of the building or the property.

(2) **CATS.** All resident cats must be spayed/neutered and must be kept in the owners unit.

(3) **BIRDS.** Birds must remain in cages at all times.

(4) **OTHER.** All other animals that are harbored at the property must have the prior specific written approval of the Executive Board. The Executive Board will review on a case by case basis, an owner's request to house animals other than dog, cats, birds, and shall at that time establish appropriate rules and regulations governing such other animals.

(5) **WILD ANIMALS.** No wild animals other than domesticated animals as defined by the Humane Society of the United States are allowed at any time on Pine Point Vista property.

(6) **NUMBER OF ANIMALS.** A maximum of 2 pets per unit are permitted including one (1) dog. This limit does not apply to service animals or emotional support animals required for a disability.

d. Insurance. Unit Owners are encouraged to obtain pet liability insurance as Homeowner Insurance may not cover pet damage. Maine pet insurance information can be found here [Pet Insurance](#).

e. Additional Rules. The Executive Board may, from time to time, upon written notice to the Unit Owners, make reasonable changes or additions to the pet rules set forth in Paragraph (b) above.

f. Association's Remedies for Violations

(1) **Complaint Procedure.** Residents who wish to lodge a complaint with the Association, against a pet/animal owner should call the managing agent and provide as much specific information as possible concerning the rules violation. Such a complaint must be submitted in writing to the Property Management Company and to the Board of Directors. An agent will act on the resident's complaints by first contacting the owner of the offending animal and encourage voluntary compliance.

(2) **Removal of Pet by Unit Owner.** If, in the Association's sole judgment, any rule or provisions of the Agreement is repeatedly violated by the Unit

Owner or their guests, the Unit Owner shall immediately and permanently remove the pet from the premises upon written notice from the Association.

(3) **Removal of Pet by the Association.** If, in the Association's sole judgment, Unit Owners have abandoned the pet, left it for any extended period with little food or water, failed to care for it if sick, or left it unattended in violation of the rules herein, the Association may, upon one day's prior written notice left in a conspicuous place, enter the dwelling unit to remove the pet, and turn the pet over to a humane society or local authority. The Association shall not be liable for loss, harm, sickness, or death of the pet unless due to Association's gross negligence. The Association shall have no lien on the pet for any purposes, but Unit Owner shall pay for all reasonable care and kenneling charges if the pet is removed in accordance with this paragraph.

(4) **Cleaning and Repairs.** Unit Owners shall be jointly and severally liable for the entire amount of all damages caused by the pet. If any item cannot be satisfactorily cleaned or repaired, the Unit Owner must pay for complete replacement of such item.

(5) **Injuries.** Unit Owners shall be strictly and solely liable for the entire amount of any injury to any person or property caused by the pet, and shall indemnify the Association for all costs of litigation and attorney's fees resulting from the same.

(6) **Other Remedies.** If any rule or provision of this Pet Agreement is violated, Association shall, in addition to the forgoing, have all rights and remedies set forth in the condominium Declaration and Bylaws of Pine Point Vista for violations thereof, including but not limited to damages and attorney's fees.

g. No other animals/reptiles (lizards, snakes, turtles, bees, etc. are permitted on PPV property.

h. Breeding: Pets may not be bred on PPV property.

i. Service Animals: Permitted in accordance with the laws of the State of Maine.

j. Violations and Enforcement

Violations may result in fines according to the violation schedule. After three documented violations within six months, the Board may require the removal of the pet.

_____	_____
Association (Agent)	Date
_____	_____
Unit Owner	Date
_____	_____
Unit Owner	Date

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4. SWIMMING POOL AND PATIO

- a. No Lifeguard on Duty:** Swim at your own risk. The rule explicitly states there is no lifeguard on duty and requires constant supervision of a parent or a legally responsible adult (18 years or older), for all children under 14. This reinforces safety responsibility for residents.
- b. Pool Hours:** Open daily from 8:00 a.m. to 10:00 p.m. Lap swimming is reserved between 8:00 a.m. and 9:00 a.m.
- c. Showers:** Per Maine State Law, all individuals must take a cleansing shower before entering the pool. Remove sunscreen, lotion, and sand completely.
- d. Glassware:** No breakable bottles or glassware are permitted in or around the pool or patio areas adjacent to the pool.
- e. Controlled Conduct:** No diving, loud music, running or horseplay shall be permitted in or around the pool. This includes the playing with balls and Frisbees which may be played with on the beach provided such play does not unreasonably interfere with other people using the beach.
- f. Floats, Etc.:** Recreational items such as large floats, fins, or surfboards are not allowed, except for safety devices or equipment used for swimming instruction.
- g. Young Children:** Any child not properly toilet trained or not wearing “swim diapers” is not permitted in the pool.
- h. Association Patio Furniture:** Poolside furniture is available on a first-come, first-served basis and must remain in the pool area. Under no circumstances shall any patio furniture be removed from the pool area and taken to the beach. Under no circumstances shall the barbecue unit be moved from its position in the pool area. Chairs that were originally designated as a part of the former “observation deck”/“penalty box”, located at the beach entrance, are to remain in their respective area and not be used for personal beach sitting. Patio furniture usage rules ensure fairness and prevent overcrowding in common areas.
- h. Pool & Barbecue Area:** Because the pool & barbecue area is small in area, and all forty owners have the right to use this area, a large degree of common sense & courtesy must be exerted by any owner using the area. Groups which would tend to overcrowd the pool area and/or the barbecue area should be confined to the beach. In addition, owners should limit the number of guests that migrate at any one time from the beach to the pool or barbecue area or other Common Areas. The management company acting on a legitimate complaint from any owner may ask the persons not acting in a safe and courteous manner to leave. Each unit owner is responsible for cleaning the grill after each grilling.

j. **Beach Bonfires:** All beach bonfires must have a permit from the Town of Old Orchard Beach and be between high and low tides.

k. **In the Event of an Emergency:**

1. **Call 911! Yell for HELP!**
2. **State you have an EMERGENCY.**
3. **Give the nature of the EMERGENCY.**
4. **Give your exact location.**
5. **Remain on the phone with the dispatcher.**
6. **Send at least 1 person to direct first responders to the location of the EMERGENCY.**
7. **Remain with the victim.**
8. **Render immediate care/treatment as needed.**
9. **Clear the area for First Responders.**
10. **Assist patient family members.**

5. UNIT LEASING RESTRICTIONS (Reference: Declaration §7.10)

RENTAL RULES FOR OWNERS THAT RENT THEIR UNITS

a.. **No Tenant Pets:** Tenants of rented units are not allowed to have pets or other animals in the rented unit at any time during the lease period.

b. *“The Town of Old Orchard Beach requires any person who wishes to rent their property to apply for a business license. On April 5, 2022, the Town Council voted to change our License Administration Fees. The initial license application fee is now \$500.00 and the 2-year renewal fee is also now \$500.00. This fee covers inspection of the property to assure there are no life safety issues, and that the property is up to present code standards. The various fees for different business licenses are included with the Business License Packet which can be downloaded in the quicklinks. Please contact 207-937-5633 to schedule inspections or if you have any questions.” (This was taken off the OOB website on 8/2/2024. Unit owners must verify the “current” OOB requirements at the time of application. The following links below were in effect as of August 20, 2024.)*

“Sec. 18-29 Enforcement. The police department shall investigate any alleged violation of this article. Upon verification of the alleged violations, the police department may issue a citation for a civil violation. (Ord. of 6-13-1961, § 9; Ord. of 4-26-1995; Ord. of 7-20-0995)”

<https://www.oobmaine.com/departement/business-licensing/>

https://library.municode.com/me/old_orchard_beach/codes/code_of_ordinances?nodeId=PTII_COOR_CH18BU_ARTIILI

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<https://www.legislature.maine.gov/statutes/25/title25sec2464.html>

<https://www.oobmaine.com/wp-content/uploads/2022/12/Business-License-Rental-Guide-list.pdf>

c. **Mandatory Documentation:** No later than thirty (30) days prior to commencement of occupancy by a tenant, the following items **MUST** be provided by the owner and actually received by the Pine Point Vista Condominium Owners Association's (the "Association") designated Management Agent/Dirigo Management Company:

- (1) A copy of a **current Business License** issued by the Town of Old Orchard Beach, ME must be provided to the Pine Point Vista Condominium Association's designated Management Agent/Dirigo Management Company.
- (2) A completed rental application along with a \$100.00 administrative fee for each rental (**Note: An application must be completed for each nonconsecutive rental period and for each rental unit--even if the tenant is a returning tenant or former unit owner(s).**)
- (3) A copy of the lease agreement signed by the tenant(s) and the unit owner(s), which must include a current copy of the Pine Point Rules & Regulations and Fine Structure as an Addendum to the lease agreement.

d. The unit owner is responsible for providing the real estate agency or rental management agency with copies of the current Rental Rules of Pine Point Vista.

e. **Background & Credit Checks:** The landlord (i.e. Unit Owner) shall authorize a written background and credit check (background and credit checks must be processed by the Pine Point Vista Management Company) on each tenant (renter) including a listing of criminal history, lawsuits, bankruptcies, tax liens, judgments and SSN (or equivalent identifier if not a U.S. citizen) verification. The information necessary to obtain the background check shall be provided to the Management Agent for Pine Point Vista, who shall be responsible for obtaining the background and credit check as outlined here. (Only background checks obtained by Management Agent for Pine Point Vista will be accepted by the Association.) The background and credit check and the delegation must be authorized by the tenant as part of the landlord's (i.e. Unit Owner's) tenant application form. The Association is not responsible for the accuracy of any background and credit check. The Cost of the background check shall be borne by the landlord (Unit Owner). The minimum charge for the background is \$75.00 per person (and may be more depending upon the complexity and cost of the background check) and shall be paid to the Management Agent. The required background check shall be completed no more than **30/60** days prior to the beginning of the rental period.

The Unit Owner shall not rent to tenants with the following convictions:

- (1) drug possession and/or distribution;
- (2) burglary, fraud or theft;

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- (3). any violent crime such as assault, murder;
- (4). any sex related crime such as prostitution, child pornography; and
- (5). other crimes that the Board of Directors may identify and incorporate herein as inappropriate for occupancy at Pine Point Vista.

f. **Parking Permit:** The PPV Owners Association reserves the right to remove/have towed, at the vehicle owner's expense, any vehicle(s) parked in violation of the PPV Rental Rules).

g. **Violations/Fines:** See attached Pine Point Unit Owner Condominium Fine Structure. The Board of Directors reserves the right to amend the Fine Structure as it sees appropriate.

h. During periods when their unit is being rented, unit owners may NOT use the common elements of the Association (e.g. pool and parking, etc).

i. **No Subletting:** In no event may any rented unit be sublet by any tenant.

j. **No Short-Term Tenancies:** No unit may be leased for less than thirty (30) days.

k. **Maximum Number of Occupants:** No one bedroom unit shall be rented to, or occupied by, more than four people, 2 of whom shall be at least 21 years of age or older. No two-bedroom unit shall be rented to, or occupied by, more than six people, at least three of whom shall be 21 years of age or older.

l. **Guests:** Unit Owners who wish to offer any "guest" the delegated right to enjoy the common areas and facilities of PPV for more than 30 days while the unit owner is not in residence are also required to comply with items 5.a. and 5.b. above.

m. **Tenant Guests:** These Rules prohibit any guests of properly registered and approved (as to background check) tenants from spending any night at Pine Point Vista without the tenants being resident. Additionally, any guests of properly registered and approved (as to background check) tenants who plan to stay more than 2 nights while the tenants are resident, are also required to comply with items 5.a. and 5.b. above.

n. **Delinquency:** No occupancy of the tenants or guests may occur if the unit owner is delinquent in the payment of assessments to the Association.

o. **Declaration, Bylaws and Rules and Regulations:** The Unit Owner is responsible for providing the real estate agency or rental management agency that is managing unit rental on their behalf with copies of the Declaration, Bylaws and Rules and Regulations. All applicable provisions of the Declaration, Bylaws and the Rules and Regulations of the Association, shall remain in full force and effect regarding leasing of units.

p. **Responsibility:** Unit Owners shall be completely responsible for all acts of their tenants and their tenant's guests, business invitees, employees, clients, contractors and agents. Violation shall be enforced pursuant to Paragraph 7.10 of the Declaration.

6. SAFETY, SECURITY AND SANITATION

a. **Access Doors:** All access doors to the common areas of the building, other than the outside door from the parking lot into the vestibule, shall remain securely locked at all times. Leaving a door ajar, or wedging a door open is strictly prohibited for security reasons.

b. **Strangers:** When entering or exiting any secured common area, do not allow strangers to enter. If Individuals are not known to you personally, insist that they use their key, combination, or have them gain access via the intercom system to another resident.

c. **Furniture:** Only the side door and the loading dock shall be used when moving furniture, appliances or large objects.

d. **Storage and Hallways** (Reference: Declaration 7.7 (h)): Old Orchard Beach fire code prohibits the storage of any materials anywhere except in the assigned storage areas. No articles of personal property shall be stored in the hallways, common areas, or outside the building in any manner.

e. **Outdoor Cooking:** Cooking on the balconies or other common areas is strictly prohibited. The use of charcoal or bottled gas grills on a balcony creates a potentially serious fire hazard, and the smoke and odors are often offensive to other occupants. Therefore, all cooking and barbecuing activities shall be restricted to the beach gas grills provided by the Association in the pool area.

f. **Warm weather Dress Code:** Slippery floors create a dangerous condition for all occupants and guests. Therefore, after swimming please dry off before entering the building from the pool or beach. Bare feet are prohibited at all times in the lobby area, elevators and hallways. Parents and other adult supervisors are specifically reminded to see that their children comply with this rule.

g. **Children:** Activities of children in the common areas shall be under the control of a responsible adult at all times. Children are not allowed to play on the landscaped areas, parking lot, balconies, walkways, or the patio area under any circumstances. Children may play on the beach, provided such play does not unreasonably interfere with the occupants of the Units near the beach.

h. Trash (Reference: Declaration §7.7 (g)): We continue to have a problem with trash disposal and proper use of the utility room. It should be noted that during high peak summer months, we have scheduled three (3) trash pick-ups per week. However, despite these more frequent pick-ups, we have seen an increased problem with Unit owners discarding oversized personal belongings in the trash room, which has created increased expenses to fellow owners as well as significant inconvenience in trying to enter and exit this room. This is not acceptable nor is it what the utility room is to be used for! You must make other arrangements for disposal of your personal belongings. Violators will be subject to fines in the future,

Additionally, all beach chairs, swim boards, fishing rods, umbrellas, etc. need to fit in your assigned bin without extending into utility room space, or otherwise they should be kept in your unit.

Below are a few reminders:

- (1) Household trash, garbage, or other waste should be placed in the trash chute or taken to the compactor in the utility room and placed inside the compactor or waste container. DO NOT leave trash on the floor. You must place trash inside the compactor or container.
- (2) **All trash must be securely tied in plastic bags** before being placed in the trash chute or container. This will help prevent garbage buildup inside the compactor and on the loading dock when the can is emptied and help with the odors that come with garbage.
- (3) The trash chute shall **NOT** be used before 7:00AM or after 9:00PM.
- (4) **DO NOT** put glass or liquids down the trash chute! **DO NOT** put seafood or seafood shells down the trash chute.
- (5) ALL small boxes or other odd-shaped articles must be hand carried and placed **INSIDE** the trash compactor or container. DO NOT put these items down the trash chute, as they can cause the trash chute to become jammed.
- (6) DO NOT leave cardboard, boxes, or other items on the floor in the trash room or on top of the trash container or compactor. ALL boxes and other cardboard materials must be broken down, flattened, and placed inside the trash compactor or container. NO large boxes/items (like TV, stereo components or appliances boxes) should be put into the trash room. You should make arrangements to dispose of this material with “your” delivery crews or by yourself. Only materials approved by the trash removal company may be placed inside the trash chute.
- (7) **The trash compactor and utility room is to be used for household trash only.** Any furniture or other large items (like old cabinets, counter tops, rugs, csetc.) that you no longer want should NOT be left in the utility room. The OOB transfer station is located

at 1 Dirigo Drive (207) 934-0138) where you can dispose of unwanted household items or oversized boxes. Or you can consider making a donation to the local Goodwill Industries or Salvation Army. If you prefer to have the items picked up you can contact the Dump Guy at 207-450-5858 and they will be glad to haul away any unwanted items (at your expense). They offer good service for a fair price. (SEE PPV FINE STRUCTURE.)

i. Fats: Cooking fats and other materials that congeal as they reach the temperature of cold water shall not be disposed of in the kitchen sinks or any drain in the building. Rather, such material shall be placed in a tight container, and discarded with the trash.

j. Smoking in the Common Areas (Reference: Declaration 7.7 (j)): Under State of Maine law, smoking in the common areas of the building and the elevators is prohibited. See PPV Docs and Bylaws.

k. Air Conditioners (Reference: Declaration 7.7 (i)): Unit owners who may wish to install Air Conditioning in their unit must present a written proposal to the Board of Directors for their review and approval. Recommended guidelines suggested by the Board of Directors are as follows:

The unit to be a ductless split system consisting of:

- An interior wall mounted unit,
- An exterior deck mounted unit

The Board of Directors will be interested in how the unit will be installed, how many decibels inside and outside will be generated, and what the moisture removal rate will be and how it will be dealt with. Through the wall and window, units are not allowed by the by-laws and will not be approved by the Board of Directors.

The external decibel level must be low enough to be consistent with not affecting any other condominium owner.

Similarly, the external and internal units shall be sufficiently dampened by design or with the use of isolation mounts during installation to not induce vibration or hum in any other unit.

All residual water extracted by the system must be fully contained and disposed of without allowing any water to flow onto any other decks. Similarly dripping water will not be allowed to drop unaided to the ground.

l. Lobby floors: Bare feet and wet feet are NOT permitted on tile floors. Wet spots on the floor create a slipping hazard for all.

m. Board Approval: In situations where “Board Approval” is required, Board approval will be submitted in writing or email to the unit owner/designated party.